



Advisory Board Job Description and Agreement

Organization - Our Mission & Vision

HouseATL is a cross-sector group of civic leaders committed to building the political and community will for a comprehensive and coordinated housing affordability action plan for Atlanta. HouseATL's vision is that Atlanta will have a shared, comprehensive set of policies and adequate funding to address housing affordability. HouseATL is fiscally and operationally sponsored by the Community Foundation for Greater Atlanta.

Advisory Board - Roles and Responsibilities

Primary Responsibilities

- Serve for a three-year term (may be renewed for one additional term of three years).
- Provide governance of the organization and its policies to ensure fidelity to the mission and ensure legal and organizational compliance.
- Provide support, counsel and oversight to the work of the Executive Director.
- With the Executive Director, provide leadership and guidance on strategy and priorities.
- Assist in securing valuable resources, including but not limited to: future board or committee talent, major donors both individual and foundation, corporate sponsorships, in-kind donations, partnerships, programming support, media exposure, etc.
- Help the organization meet its fundraising goals.
- Participate actively in at least one committee/working group.

Time Commitment

- Attend 75% of Advisory Board meetings either in person (when feasible) or virtually (meetings are currently bi-monthly).
- Prepare for Board meetings by reviewing documents in advance.
- Give staff advance notice when unable to attend an Advisory Board meeting or other meeting.
- Commit to at least three to five hours per month of board-related activities, including board meetings, committee/working group meetings, fundraising, signature events, as well as the primary responsibilities listed in the section above.

Financial Commitment

- Make HouseATL a personal philanthropic priority and help the organization secure the expertise and resources needed to successfully accomplish its mission through time, network, and talent.
- Give or get a significant amount relative to personal ability annually, with a target of \$1,000 (100% of Board making some amount of personal gift).
- Help expand HouseATL's donors by introducing it to new donors (of any level) annually.

Accepted: _____

Date: _____