

# Summary of HouseATL Membership Structure



## General Membership

### MEMBERSHIP PROCESS

- ▶ Commit to mission and guiding principles
- ▶ Affirm membership annually
- ▶ Free - Could change at a later date
- ▶ Individual or organizational membership - organizations must designate one person as their voting member

### MEMBERSHIP BENEFITS

- ▶ Elect Advisory Board directors at an annual meeting
- ▶ Can run for the role of working group co-chair or advisory board director
- ▶ Connect with influencers that are making an impact in affordable housing
- ▶ Stay informed via HouseATL's communications
- ▶ Receive invitations to convenings, forums, and webinars
- ▶ Have work elevated through a case study, e-newsletter or other media

### MEMBERSHIP RESPONSIBILITIES

- ▶ Provide thoughtful votes periodically on leadership positions
- ▶ In order to vote, must have been an active member for at least six months and have participated in at least one working group meeting or full membership convening
- ▶ Provide feedback and occasional votes on strategic direction and recommendations
- ▶ Adhere to HouseATL brand guidelines when referencing HouseATL
- ▶ Consider allowing your membership to be listed on HouseATL's website
- ▶ Participate actively in convenings, working groups or other activities
- ▶ Commit to use civil discourse when addressing difficult topics

## Working Group Co-Chairs

### CO-CHAIR CRITERIA AND SUPPORT

- ▶ Active participant in the working group for at least one year prior to election
- ▶ Must have some experience in the topic of the working group
- ▶ Elected by the working group voting members for the role through a secret ballot conducted by staff

- ▶ May be a stipended role, but Co-Chair can decline the stipend
- ▶ Each Working Group will have at least two, but not more than three co-chairs.

### CO-CHAIR RESPONSIBILITIES

- ▶ Serve for either: 1) a one-year term that is renewable for one additional year; or 2) for a two-year term that is renewable for one additional year. This is to allow for a staggering of terms to maintain some experience in the leadership role.
- ▶ Establish annual goals in alignment with HouseATL's strategic direction and a plan for achieving those goals.
- ▶ Schedule and facilitate working group meetings at least quarterly and any sub-group meetings necessary to complete goals.
- ▶ Establish agendas and prepare speakers and documents
- ▶ Ensure minutes are taken and documents maintained in a centralized location
- ▶ Serve as an ambassador of HouseATL, taking advantage of opportunities to share progress through periodic reports and presentations
- ▶ Participate in regular meetings with the other co-chairs to align work.

## Advisory Board

- ▶ Provides overall governance for HouseATL, including oversight of the executive director and coordination of strategic work by the working groups
- ▶ Composed of between 15 to 25 elected members, with the exception of the Community Foundation which can appoint up to two members.
- ▶ Governance committee assesses Board composition needs annually (such as maintaining cross-sector leadership)
- ▶ Governance committee solicits nominations annually and presents to membership for a vote
- ▶ If vacancy occurs during the year, Board co-chairs can appoint a member to fill the role until the next election
- ▶ Board may also appoint ex-officio/non-voting members
- ▶ Board may approve an annual stipend for working group co-chairs based on budget capacity
- ▶ Board designates number and topics of working groups

*Related documents with details: Membership Benefits and Process; Working Group Co-Chair Job Description; Advisory Board Bylaws; Advisory Board Job Description and Agreement*