



## Working Group Co-Chair Job Description and Agreement

### Organization - Our Mission & Vision

HouseATL advances equitable housing outcomes for individuals and families in the metro Atlanta region by leading cross-sector collaboration and advocating for affordable housing policies and solutions. HouseATL envisions metro Atlanta as a thriving and diverse region, where people at all income levels have housing choices and can live with dignity, for generations to come. HouseATL is structured as a membership coalition with an Advisory Board providing governance functions, while it is fiscally and operationally sponsored by the Community Foundation for Greater Atlanta.

### Working Group Co-Chairs - Roles and Responsibilities

#### Criteria

- Must be a member of HouseATL and have been an active participant in the Working Group for at least one year prior, unless it is a new Working Group.
- Must have some experience in the topic of the Working Group
- Must be elected by the Working Group's voting members for the role through a secret ballot conducted by staff, unless it is a new Working Group, in which case they can be appointed by the Board.
- Each Working Group will have at least two, but not more than three Co-Chairs.

#### Primary 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.
- Facilitate the Working Group participants to establish annual goals in alignment with HouseATL's strategic direction and a plan for achieving those goals.
- Provide guidance to the Working Group participants to maintain progress toward the goals.
- Schedule Working Group meetings at least quarterly and any sub-group meetings necessary to complete goals.
- Establish meeting agendas, invite and schedule presenters, review documents in advance of meetings, facilitate meetings, ensure minutes are taken, and help maintain documents in a centralized location.
- Review and edit monthly written progress reports for the newsletter.
- Serve as an ambassador for the Working Group and for HouseATL, taking advantage of opportunities to share the mission and progress.
- Participate in meetings that staff convene among the Co-Chairs, contributing ideas about coordinating and aligning work.
- Attend and occasionally present at the quarterly membership convenings.
- Present to the Advisory Board approximately once a year.
- Uphold the HouseATL brand and any key messages.



**Financial Support**

- HouseATL may provide a monetary stipend to Co-Chairs or their organizations. The amount will be determined annually by the HouseATL Advisory Board based on the annual budget, with notice to the membership as soon as possible.
- Working Group Co-Chairs may decline the financial support and still serve in the role of Co-Chair.
- If a Working Group Co-Chair is employed and intends to accept the stipend as an individual, they must have a written, signed, approval letter from their employer.
- Timing of the financial support distribution will be determined by the Advisory Board, with notice to the Co-Chairs of the process as soon as possible.

**Organizational Support**

- Staff will convene the Co-Chairs regularly to keep them updated on overall HouseATL matters and to assist them with coordinating the work of their Working Groups.
- Staff will solicit feedback and requests for improvements from the Co-Chairs and provide them with updates on changes made.
- Staff will support the Co-Chairs in matters that they may wish to communicate to the Advisory Board.
- Staff will maintain regular communications outlets to the full membership and will include updates about Working Group progress in communications.
- Staff will highlight the Co-Chairs and the Working Groups on the HouseATL website.
- Staff will maintain an up-to-date contact list of Working Group members.
- Staff will manage calendar invitations for Working Group meetings and room reservations if the meetings are in-person.
- Staff will maintain a centralized location for file sharing among the Working Groups.
- Staff will maintain a public Working Group calendar.

Accepted Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Working Group: \_\_\_\_\_

Preferred Term:

\_\_\_\_\_ One Year

\_\_\_\_\_ Two Year