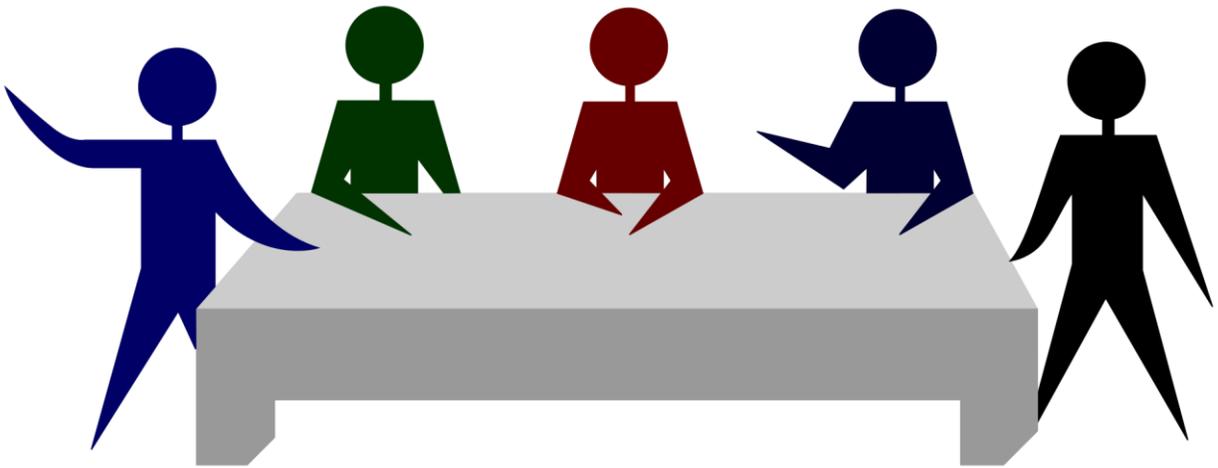


Center for Community Engagement and Civil Rights

Resident Empowerment Coalition

Basic Board Roles and Responsibilities



Duty of Care Duty of Loyalty Duty of Obedience



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Center for Community Engagement and Civil Rights

The purpose of the BHA CCECR is to build and support sustainable communities in BHA housing by engaging residents in building capacity and advancement opportunities, broadening access, raising customer service standards, and affirming civil rights

Resident Empowerment Coalition is a joint resident empowerment initiative launched in 2011 by BHA with residents and housing advocacy groups and is now an integral part of the CCECR. The Resident Empowerment is designed to strengthening resident engagement through educating and mobilizing residents to support organizing. The main goal of REC is to engage residents in BHA programs, policymaking and community development opportunities.

This manual is being provided by the Boston Housing Authority Center for Community Engagement and Civil Rights Department and the Resident Empowerment Coalition

Purpose of the manual:

The purpose of this manual is to provide elected local tenant organizations members with a basic understanding of their roles and responsibilities so they can appropriate address and interact with the residents they represent and to affectively carry out their duties

Why?

Each board member is required to fulfill their obligations in **“good faith”**, in a manner in which he or she can “reasonably” provide and believes to be in the best interest of the “membership” and to the best of their skills and ability.

Mission Statement

The Boston Housing Authority mission is to provide stable, quality, affordable housing for low and moderate income persons to deliver these services with integrity and mutual accountability and to create healthy living environments which serve as catalyst for the transformation from dependency to economic sufficiency

Sugar Sweetened Beverage Policy

Purchasing Food and Beverages: Under Memorandum of Agreement Section 4: Permissible Uses of Resident Participation Funds, it allows for “reasonable refreshment and light snack costs that are directly related to resident meetings for activities discussed above and are eligible uses of Resident Participation Funds”.

In addition to the MOA the Boston Housing Authority has added the word Healthy to its Mission Statement and has adopted the **Sugar Sweetened Beverage Policy** which states the following:

“The BHA has a long history of supporting resident health initiatives and promoting resident health. In recognition that Sugar-Sweetened Beverages (SSBs) can contribute to obesity, tooth decay, heart disease, diabetes and other health issues, it is the BHA’s policy not to purchase SSBs when providing beverages for resident meetings or events. In addition, its policy to provide water as the primary beverage at these forums.”

Sugar –sweetened beverages (SSB) are drinks with added sugar including: non-diet soft drinks/sodas, flavored juice drinks, sports drinks and energy drinks. This policy does not refer to coffee, tea, or natural juices.”

For this reason local tenant organizations will not be permitted to use Tenant Participation Funds to purchase SSBs and will be encourage to purchase healthy light refreshments.



Acknowledgement

The Boston Housing Authority Center for Community Engagement and Civil Rights –Resident Empowerment Coalition are pleased to work with the local tenant organizations and resident leaders in bringing this effort together to increase local tenant organizations across the city. We have developed this manual to help residents, partners and local tenant organizations fulfill their commitment and obligation in being elected as an officer.

Many thanks to the Resident Housing Corp Member staff who have provided critical election feedback that we have incorporated into this manual and have help coordinate training to pilot many of the outreach and recruitment materials

Lastly, we want to acknowledge the hard work of our Language Access team that make it possible for residents who speak and read another language to be able to participate in the trainings by providing translation and interpretation of all outreach material, interpretation at meetings and outreach support to allow true resident engagement.

We appreciate your enthusiasm, leadership and trust in us and we are excited by this partnership with you. Please do not hesitate to contact us if you have any questions about the information in this manual.

Thank you for your support

Contact Information

Center for Community Engagement and Civil Rights

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Types of Board

For Profit

A for profit board is organization who oversees the business whose primary goal is making money (a profit), as opposed to a non-profit organization which focuses a goal such as helping the community and is concerned with money only as much as necessary to keep the organization operating. Most companies considered to be businesses are for profit organizations; this includes anything from retail stores to restaurants to insurance companies to real estate companies.

 **Non Profit:** The Non Profit Boards are granted tax advantages by the U.S and State government to provide services to individuals in our society that will never be profitable, such as care for the poor which is not provided by other means. Nonprofits can often perform important community roles that are less successful when done by government agencies, such as reaching young people with information on registering to vote, job readiness and college opportunities. Finally, nonprofits may speak out for groups or advocate for issues that would be ignored by either the commercial or government sectors. Such as civil rights groups and environmental justice advocate. They help play important roles by bringing new issues and perspectives to the attention of the public

Civic Association or a Local Tenant Organization: A local tenant organization (also known as tenant organization, resident council, civic association and/or task force) consist of tenants who live in a certain building or public housing development, or scattered sites managed by the same housing authority or landlord.

Purpose:

The purpose of forming a local tenant organization is but not limited to:

- Informing tenants of their rights under local, state, and federal law.
- Organizing and lobbying on behalf of tenants and tenants' rights, especially at city and county levels of government.
- Improving tenant-landlord relationships, building conditions, and services for tenants through organizing and negotiating efforts
- Encouraging regular communication and community awareness among tenants.
- Advocating for onsite or offsite social, educational and recreational programs
- Advocacy for the prevention or intervention of tenant eviction
- If able, organizing fun activities on or off the site

Basic Officers Seats in a Local Tenant Organization

President

The president is the executive officer of the organization and in this capacity shall:

- Preside over LTO meetings.
- Recommend what committees should be formed and who should chair them.
- Be a primary spokesperson for the organization.
- Lead the LTO in the performance of its responsibilities.
- Perform such duties as directed by the by laws and the LTO.

Vice President(s)

The vice president is the operations officer of the organization and in this capacity shall:

- Perform those functions delegated to the vice president by the president.
- Perform the duties of the president when the president is unable to perform them.

Secretary

The secretary is the officer responsible for the records and correspondence of the organization and in this capacity shall

- Perform those functions delegated to the secretary by the president.
- Safeguard all the records of the organization.
- Record and retain the minutes of all LTO and tenant community meetings and collect and retain the minutes of all other committees meetings.
- Give notice of meetings and distribute minutes and other documents as needed.

Treasurer

The treasurer is the financial officer of the organization and in this capacity shall:

- Perform those functions delegated to the treasurer by the president.
- Safeguard the assets of the organization.
- Maintain control over the receipt and disbursement of the organization's funds.
- Serve as chair of the Finance committee.
- Oversee the preparation of the annual budget.

Elected Member or Alternate

The elected member or alternate is responsible for supporting the mission and activities to accomplish the mission of the LTO and in this capacity shall: Be available to assist the officers fulfill their roles, Help organize the activities, events or meetings, Help make important decisions

Three basic principles of board members

- **Duty of Care** — each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- **Duty of Loyalty** — each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's and people needs they serve come first.
- **Duty of Obedience** — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Board Service Commitment Pledge

I, _____, recognizing the important responsibility that I am undertaking in serving as a member of the board of directors for this organization hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member.

My role:

I acknowledge that my primary roles as a board member are (1) to contribute to defining the organization's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of Board Member and/or Officer as stated in the bylaws. My role as a board member will focus on the development of policies that govern the programs and events agreed upon the board members and its general membership. My commitment: I will exercise the duties and responsibilities of this office with integrity and care.

I pledge:

- To establish as a high priority my attendance at all meetings of the board and committees on which I serve.
- To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- To work with and respect the opinions of my peers who serve this board and to leave my personal prejudices out of all board discussions.
- To always act for the good of the community.
- To represent this organization in a positive and supportive manner at all times and in all places.
- To observe the parliamentary procedures and display courteous conduct in all board and committee meetings
- To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with board policy.
- To avoid conflicts of interest between my position as a board member and my personal life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
- To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.

Certificate of Commitment

This Acknowledges That

Will honor his/her commitment to representing the needs of the residents of _____ housing development and above all and fulfill their roles and responsibilities to the best of his/her ability



William McGonagle, BHA Administrator

Date: _____

Duty of Care Duty of Loyalty Duty of Obedience

Boston Housing Authority Center for Community Engagement and Civil Rights, Resident Empowerment Coalition

Formation of a local tenant organization

Whether you are forming a new local tenant organization or re-electing current or new members onto an existing local tenant organization, federal and state polices require the minimum procedures.

Formation of a new local tenant organization

Tenants should request their local housing authority to assist them in the formation of the association and review The Boston Housing Authority Tenant Participation Policy requirements. More details will be given through-out this manual

1. Inform the BHA in writing about your interest to form a local tenant organization
2. Form an election committee that will oversee the election process
3. All voting members (made up of head of household and household members over the age of 18 and on the lease) must be given sufficient notice (at least 30 days) for nomination and election.
4. The notice should include a description of election procedures, eligibility requirements and due dates of nominations and elections
5. All notices must be translated in English and any other language spoken at that development that is over 5%
6. An informational community meeting must be held at the beginning of the election process to allow qualifying tenants to ask any questions or state concerns
7. Must have no less than five qualifying candidates to proceed with elections
8. Must host a Candidates Event to introduce candidates to the larger membership (other tenants)
9. Elections must be overseen by a third party arbitrator
10. A final report detailing the election process must be submitted to the BHA by the election committee and the third party arbitrator in order to receive recognition

The Center for Community Engagement and Civil Rights, Resident Empowerment Coalition provides training on “How to Run an Election Process”. For more information contact us at 617-988-5292 or email us at Trec@bostonhousing.org

Ground Rules for Meetings and for Respecting Each Other

Respect each other's time. Be on time so we can start on time and end on time

Be willing to reach consensus. Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.

Strive to meet the stated purpose and expected outcomes of the meeting. If you can achieve this, then the meeting will be successful. If you get stuck with difficult discussion, refer to the purpose and expected outcomes to re-focus energies.

Respect the agenda. Make sure the agenda details which items are listed for discussion, and which items involve decisions. Plan how much time is targeted for each item to make sure the meeting is finished in a respectable time frame.

Listen actively to others. Listen to understand what is being said. Do not “pretend” to listen while you are thinking of how to respond to statements others have made.

No one-on-one side meetings or conversations. This is really distracting. Essential discussion is meant for everyone!

Manage your own input – no long speeches. Keep your question to less than one minute or your comments to two minutes. Be clear in thought when you have opportunity to give your opinion.

Do not interrupt other participants. Be respectful to others, as you would expect the same for yourself.

Leave the meeting with a clear sense of next steps. Make notes of who is responsible to do what and by when! Include this information in meeting minutes.

Discussions will be treated as confidential as appropriate. Agree that what is said in this room stays in this room

Once consensus has been reached, support group decisions and actions. Do not leave the meeting after decisions have been made and talk about how your idea was the better one.

Assume responsibility for yourself and any commitments that you make to the organization. If you no longer have time to commit to the organization, then you should speak up and so say.

Leadership Skills

lead·er·ship

Noun

- ▶ The action of leading a group of people or an organization.
- ▶ The state or position of being a leader.
- ▶ Synonyms: guidance - lead - direction - management - command

Brainstorming: What is Good Leadership?

- ▶ What do you consider good leadership
- ▶ Give some examples of what makes a good leaders example someone who can teach

Write them down below:

LEADERSHIP STYLE <i>Myers Briggs type, Jungian type, MTR-i team role</i>		
Description	When to use	When not to use
PARTICIPATIVE LEADERSHIP		
People-oriented, motivator, builds personal relationships, likeable, interpersonal skills, cares for others	Commitment from others is critical, or sensitive situations	Decisions need to be forced through, conflict is being avoided
IDEOLOGICAL LEADERSHIP		
Value-driven, has passion for key issues, focuses on important themes, champions the cause	The group has lost its sense of identity, or it is doing too many unimportant things	There is a problem that needs to be solved with dispassionate objectivity (eg: technical issues)
CHANGE-ORIENTED LEADERSHIP		
Tries things that are new, prototypes, introduces change, looks for unexpected outcomes, creates new opportunities, experiments	The group is 'stuck in a rut', or the status quo needs to be challenged	There are already too many initiatives under way and some stability is needed
VISIONARY LEADERSHIPINTJ		
Develops long term vision, produces radical ideas, foresees the future, anticipates what is outside current knowledge	Radical change is needed, change is a long term activity	There are immediate dangers, the group may not survive in the short term

The Center for Community Engagement and Civil Rights, Resident Empowerment Coalition provides training on “Basic Leadership Skills”. For more information contact us at 617-988-5292 or email us at Trec@bostonhousing.org

Running A
Board Meeting
And each
Officer's role

Running Board Meeting is usually the responsibility of the President or Chair

The President/ Chair or Co-Chairs

A president influences how the board uses its time and its future leadership. Anyone taking on this role must be committed to the organization and must understand the scope of energy and time required to effectively do the job.

Expectations

The president is expected to review and understand the organization's by-laws, policies and procedures, financial and legal situation, and strategic plan. The president acts as a spokesperson to the larger community. He/She speaks in public on behalf of the organization and advocates for the cause. By modeling *appropriate behavior*, the president sets high standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise.

Duties

Working with the board's membership and elected officers, the president appoints committee chairs and serves **ex officio (means they do not take a vote, unless they have to break a tie)** on committees. The president is in charge of orientating new board members and he/she creates opportunities for continuing education for board members and mentors the president-elect.

The President is not in charge of everything, but works as a team member to make sure to meet the vision of the board.

Setting up your board meeting and running the meeting

The Board Meeting: Preparation is the cornerstone of a good board meeting. Your time is valuable, as is the time of each of your board members. Use that time to the fullest by following some basic steps to ensure that the meeting time involved has a high return on investment.

Inform those who are expected to attend your board meetings. This would include any person with a leadership role on the board such as:

- President
- Vice Presidents
- Treasurer
- Secretary
- Committee Chairs
- All elected LTO/Board members
- Invited Guest

Determine what the expectations are for your upcoming meeting.

Developing an agenda, one that you will follow, has a lot to do with what you will ultimately accomplish at a particular meeting. Know ahead of time the informational topics to be covered, which topics are open for discussion and debate, and which topics require a formal decision.

If possible, have documentation for each topic to be covered. If a decision needs to be made, include a recommendation and documentation that will allow the board to make an informed decision. Send this document ahead of time so it could be read before the date of the meeting.

Basic housekeeping to establish for your meetings.

Determine the frequency, dates, location and times of your board meetings. Your by-laws state that you should be holding monthly meetings and usually state the day of the month. Get them on the board members' calendars so that they know to schedule around them if possible.

Running your board meeting

In running your board meeting there is a generic format that is often used among boards. It is the following

First the Chair (often the president) opens up the meeting by stating the day and time of the meeting and states who is recording and taking minutes for the meeting)

Then reports are given in the following order

Treasurer's Report (sample)

We have 281 dues-paid members, \$21,272 total cash accounts. You have in your meeting packets some financial reports for the period 1/1 to 5/31.

You have an itemized income and expense report covering our year to date in your materials along with an expense detail available; if you have any questions, I'll be glad to try to answer them.

Executive Director's Report (sample)

The chair recognizes Mr. ED for a report.

Thank you Mr. ED There are a number of recommendations here and we'll take them up one at a time. . . .

Ask Secretary to read the first recommendation. Someone then should "move the adoption of the recommendation just read."

State the motion

It is moved to adopt the recommendation just read. Is there debate?"

Handle discussion; put the question when ready by saying,

Those in favor say "Aye" [pause]

Those opposed say "No". . . .

The motion passes (fails) and the recommendation is (not) adopted.

The next order of business is standing committee reports.

Reports of Standing Committees

Membership Committee Chairman's Report

The chair recognizes ____ for the membership committee report.

[Script for motions arising from the report]

Thank you ____.

Finance Committee Chairman's Report

Your president is the current finance chairman and the treasurer's report given earlier covered everything.

Convention Committee Report

Members, complete information from the last Convention that has not been finalized, and the Convention Committee will report at the next meeting.

Next order of business is reports of special committees.

Old Business

New Business



Cheat Sheet for making a motion

Step:

- 1. The member rises and addresses the chair.**
- 2. The chair recognizes the member.**
- 3. The member makes a motion.**
- 4. Another member seconds the motion.**
- 5. The chair states the motion.**
- 6. The members debate the motion.**
- 7. The chair puts the question, and the members vote.**
- 8. The chair announces the result of the vote.**

Cheat Sheet for following the Standard Order of Business

An easy way to remember the Robert's Rules *standard order of business* is with the mnemonic 3R-SUN — you can see it clearly in the following list. This list is a quick reference to make it easy for you to set up a basic agenda for your meeting.

Reading and approval of minutes

Reports of officers, boards, and standing committees

Reports of special (select and ad hoc) committees

Special offers

Unfinished business and general orders

New business

Vice President or Co-Chair

The Vice President of a board is usually the person deemed to assume and perform the duties and responsibilities of the President during the President's absence. In many documents you may see the following phrase, "the Vice President may perform other duties that may be requested by the Board of Directors from time to time". This generally means that the Vice President may be asked to oversee and be in charge of any special projects for the board or oversee certain committees while serving on the Board. The Vice President may have other talents and capabilities and may also perform the duties of another officer, if the by-laws do not forbid this. This may occur when this person has a business, technical or financial background and can be used elsewhere, such as the Treasurer. The Vice President should remain flexible to performing other duties



Meeting Minutes

The primary task of the secretary of a board is to record and maintain the minutes of each board meeting. Meeting minutes are detail reports that highlight what actually took place. For example, a secretary may notate the following: "The meeting began at 11 a.m. The first order of business was for the president to discuss potential changes to the organization's mission statement; however, he was unable to attend the gathering due to medical reasons. The issue was put on hold until a later date."

Record Maintenance

The Secretary is the records and must be ready to be organized to maintain files in a manner compliant with organization by-laws. These documents may include the bylaws and resource contact lists, as well as financial records. He/she must also develop and enforce policies regarding access to these confidential files and ensure they are kept safe in the board office (not in the home). The secretary of the executive board may be required to file certain documents with the government. And ensure that all necessary paperwork is completed and returned to the board or the appropriate agency when required

Organizational Representative

It is not uncommon for the secretary to serve as a signing officer. This designation gives him/her the authority to sign documents, such as contracts, checks and credit applications, on behalf of

the organization. Because this responsibility wields so much power, many firms implement a system of checks and balances so it is not abused. For instance, before signing a service agreement, the secretary may need the express written permission of two other board members. He/She must follow these guidelines or risk termination and, in severe cases, criminal prosecution.

Taking Minutes

Anyone reading an organization's minutes should be able to easily understand, at a minimum, what actions were taken and how they were approved.

1) Content:

There is no hard and fast rule regarding the level of detail to be included in minutes. Organizations are not required to, nor should they, record every detail or statement said at the meeting. However, there should be enough information to make the minutes useful should they ever be used for reference or offered as evidence that an action was properly taken or that directors fulfilled their financial duties. Boards and secretaries tasked with recording or approving the minutes should use their best judgment about the degree of specificity provided in the minutes. Board minutes should include basic information such as:

Date and time of meeting;

Whether the meeting is a special or regular meeting;

Whether notice was given or a waiver of notice signed by all officers and elected members;

Names of officers and elected members in attendance

Names of other guests in attendance (and their titles or associations, if relevant);

Whether a quorum (*minimum number of members needed that need to be present to make a meeting valid or a vote valid*) was established;

Any departures and re-entries of attendees; and

Any board actions (e.g., approvals, delegations of authority, directives).

2) Suggestions:

Include alternatives considered for important decisions to show diligence and reasonable care;

Attach and briefly summarize key points from any reports given to the board (so long as they are not misconstrued to be prejudicial to the organization or to the board);

Know what vote is required by your bylaws (e.g., majority, supermajority) for certain actions and clearly indicate if such a vote was reached;

Record recusals from discussions and abstentions from voting;

Include those votes that were against a motion and

Include action items, what people commit to do.



Taking Your Own Minutes

Bring a notebook or laptop with you. Make sure that whatever you bring is something you are comfortable with. If you will be writing minutes often, it may be advisable to buy an appropriate notebook. Also, it is helpful to have a good and dependable pen.

Once the meeting is set to begin, distribute a single piece of paper specifically formatted for names and contact information. Write a note at the top of the page indicating the paper needs to be returned to you. This is a great way to document attendance.

Write down the time the meeting begins. The president will say something like, "At 6 pm on Friday, February the 21st, 2007, I call the meeting to order."

Read the agenda. Since you are the secretary, it is your duty to have prepared a draft agenda beforehand. The president will ask you to read it. After the agenda has been read say, "I move for the adoption of this agenda." Note on your piece of paper that the draft agenda was read and that you moved for adoption (no seconder is needed). Note either "motion carried" or "motion failed."

Read the Draft Minutes. The president should ask you to read the minutes from the previous meeting. It is essential that you have them with you. They can be distributed beforehand or you can read them when asked. After you are done say, "I move for the adoption of these draft minutes." No seconder is required. Note who made the motion and note either "motion carried" or "motion failed."

Listen to the other reports. At this time, the treasurer or some sub-committees may have news and updates to report. Make sure you grab a copy of their updates at the end of the meeting. Note who read them, and whether the motion carried or failed.

Record any old business remaining from previous meetings. Did someone need to write a letter? Was it sent? Note anything that was done or not done and by whom.

Record new business. When someone has an issue to address they will make a motion. For example, they might say, "I move to give \$100 to the editors of wikiHow." It is important that you write down the exact words.

Note who makes motions, seconds motions, and whether or not they passed or failed. Also, write down who has been designated to do what.

Note what time the meeting adjourned.

Write down any points of order, points of information, or any other relevant information.

Leave out unimportant details. If an amendment is made, you do not have to write down the fact that someone proposed making an amendment. Just make sure, if it is passed, that it is in the main motion when you write it down.

Make sure you have everything you need after the meeting adjourns, such as

- Who sent regrets?
- Who was there?
- All the reports.
- Location of the meeting.

Sample Minutes

(Name of Organization

Minutes

(Date Here) October 3, 201

Attendance: (who came to the meeting who was absent and any invited guest)

Present: Deborah Smith-Chair, Edna Smith-Vice Chair, Jeanne Smith Treasurer., Cindu Smith-Secretary , Rebecca Smith-board member, Laurette Smith-board member

Absent: John Smith (excused) and Marie Smith (unexcused absence)

Guest: Iris Smith and Cindy Smith from Youth Advocacy Center

Next Meetings or Events: (place all the upcoming meetings or events below)

Regular Board Meeting November 7, 2012

Youth Summit December 5, 2012

Action Item: (was there anything of importance that needs to be completed before the next meeting

Deborah Smith will follow-up with the staff for Youth Advocacy Center to help recruit 15 youth for the summit before the deadline and will recruit two parents to help in outreaching.

Jeanne Smith will purchase a file cabinet to maintain all important task force documents.

Start Time: 6:15pm

Meeting Highlights:

Guest Presentation

The staff from the Youth Advocacy Center gave a 10 minute presentation on their agency resources they are able to provide to our families and youth the following:

Family Counseling

After school program placement

Family events

They have an upcoming youth summit that will provide resources from various participating agencies on health promotion, back to school programs, family support and youth programs

The board has agreed to support this event by recruiting 15 youth to participate

Finance Update:

The treasurer provided the board with an update on expenditures and handed out copies of the bank statements with copies of receipts matching expenditure. The Secretary requested permission to order a \$100.00 dollar file cabinet to store the minutes and other important documents. A motion was placed by Laurette Smith to allow the secretary to purchase the \$100.00 dollar file cabinet. It was seconded by Edna Smith and unanimously approved by all board members present.

Adjournment of meeting at 8pm

Next board meeting: November xx, 2013



So what does a Treasurer do?

The treasurer normally chairs the Finance Committee and present a financial report at the Board meeting and/or resident meeting. They are normally the second signer as part of the check and balance procedure. It is the treasurer responsibility to prepare the finance report and present it the Board. They must keep track of all expenditure and make sure they are following the budget submitted to the Boston Housing Authority. They are the keepers of petty cash and must make sure to keep careful track of all receipts and cash. In most cases the treasurer works closely with the secretary to keep careful records and create a filing system

What a treasurer should do	What they should not do
Review the by-laws	Not be familiar with your by-laws
Review the Memorandum of Agreement between the BHA and the Board	Not be familiar with your Memorandum of Agreement
Read off on any invoice before writing a check	Write out checks without receiving an invoice or receipt
Prepare, do and send monthly finance reports to the BHA (quarterly if they only receive Tenant Participation Funds)	Stack or stash receipts anywhere
Post monthly expenditure reports in the main common room or report at the resident meetings of expenditures	Use funding for other purposes then those described in the MOA or in the budget
READ and ASK questions before signing off to pay an invoice	Feel sorry for people because they are having a hard time and loan them money from the board
Keep all records including checks, debit cards, bank statements in the Boards Office	Keep records in your purse, home or car

Role of other Board Members and Alternates without an officer seat

Many people believe that the job of an elected member or alternate is just to fill in when someone steps down or is unavailable. **This is far from the truth.** An elected member or an alternate has just as much responsibility as any of the other members and is held accountable for the actions of the entire board. Elected members or alternative are responsible for the following

1. Attending board meetings and making sure they are ready to discuss issues and vote on them.
2. Act as the eyes and ears for the board and the residents.
3. Support the boards' activities, programs and events.
4. Act as chair of committees.
5. Hold the other officers accountable and make sure they are fulfilling their obligations.
6. Attend meetings to represent the board such as hearings, management meetings, networking and coalitions.

What other roles do you believe board members should play?

Boston Housing Authority Terminology

Boston Housing Authority-BHA

Local Tenant Organization-LTO

Department of Housing and Urban Development-HUD

Department of Housing and Community Development-DHCD

Center for Community Engagement and Civil Rights-CCECR

Public Housing Authority-PHA

Resident Advisory Board-RAB

Resident Empowerment Coalition-REC

Tenant Participation Funds-TPF

The BHA FY 20__ Annual Plan-A yearly plan of budgets and policies that the Boston Housing Authority puts out for residents to review and they host two hearings for residents to come and give comments

Leased Housing-commonly known as Section 8

General Membership- term used the residents who live at a development who vote the task force and its officers into leadership as stated in the by-laws and Tenant Participation Funds

Thank You



Resident Empowerment Coaliton

Name: _____ Development: _____

1. Please rate this training in terms of **Trainer’s Expertise, Clarity, Cultural Appropriateness, Time Management, and Responsiveness** to your educational needs. Provide any additional feedback in the **Comments** section. Circle the appropriate numbers.

RATING SCALE: 1 = LOW 3 = MEDIUM 5 = HIGH

Trainer Name(s)	Expertise					Clarity					Culturally Appropriate					Time Management					Responsiveness				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

Comments:

2. Please review the following list of knowledge and skills statements. Give some thought to what you knew before this training and what you learned here today. Circle the number that best represents your knowledge and skills **before** then **after** this training.

RATING SCALE: 1 = LOW 3 = MEDIUM 5 = HIGH

BEFORE TRAINING					SELF-ASSESSMENT OF KNOWLEDGE AND SKILLS RELATED TO:	AFTER TRAINING				
1	2	3	4	5	Types of boards	1	2	3	4	5
1	2	3	4	5	Basic seas on a local tenant organization	1	2	3	4	5
1	2	3	4	5	The 3 basic principles for board members to follow	1	2	3	4	5
1	2	3	4	5	Leadership styles	1	2	3	4	5
1	2	3	4	5	Role and responsibility of each officer on the board/LTO	1	2	3	4	5
1	2	3	4	5	Basic format on how to run a meeting	1	2	3	4	5

1	2	3	4	5	Basic format on how to take minutes	1	2	3	4	5
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OVERALL EVALUATION OF TRAINING (TO BE COMPLETED AFTER THE TRAINING)

3. Please take a moment to answer the following questions. Your comments are an **important contribution** as we design learning experiences to meet your professional

What do you feel were the **strengths** of this training?

What do you feel were the **weaknesses** of this training?

How can we **improve** this training?

What **additional** training-development education do you require?

4. Please rate the following statements using a 1 through 5 scale where:

1 = Disagree Strongly

5 = Agree Strongly



___ The **language level** was about right.

___ I can **apply the information** I received to the work I have to do as resident or as a task force member.

___ The presentation met my **educational needs**.

___ The trainer **actively involved** me in the learning process.

___ As a result of this training, I feel **more confident** in my capacity to be a task force member or participate as a tenant.

