



## **POSITION DESCRIPTION**

Neighborhood House is currently seeking a **licensed attorney** to join our Board of Trustees. In addition to legal expertise, we are specifically seeking individuals who represent a public official **and/or** can act as a representative of low-income communities served by Neighborhood House.

## **BACKGROUND**

Every day, Neighborhood House builds community and increases access to housing, health, education, and economic opportunities for low-income, immigrants and refugees across Seattle and King County. Since 1906, Neighborhood House has advanced our mission to partner with individuals and families to build community and increase access to housing, health, education, and economic opportunity. Our programs focus on early childhood education, youth development, employment and adult education, housing assistance, community health, and aging and disability services throughout King County, WA.

The Board of Trustees is the governing body of Neighborhood House, which carries the responsibility for guiding the present and future direction of the agency. Much of the work of the Board is done in committees. There are four standing committees: Board Development, Program Planning and Evaluation, Finance, and Resource and Development. Each of these groups contributes expertise and advice on their respective topic area, which allows the Board and Neighborhood House to operate competently and effectively in multiple arenas. All of the committees play a fundamental role in carrying out the mission of Neighborhood House: *to help diverse communities of people with limited resources attain their goals for self-sufficiency, financial independence and community building.*

## **MEMBERSHIP**

At least 1/3 of the Board of Trustees is composed of individuals representing low income communities, 1/3 are public officials or their designee, the remaining members are at-large. Non-voting youth interns may also serve.

## **RESPONSIBILITIES**

- Review board packet prior to board meetings, attend and participate in board meetings and participate in at least one board committee.
- Gain general knowledge of the services Neighborhood House provides and stay informed on issues impacting communities served.
- Serve as a positive and enthusiastic ambassador from Neighborhood House to clients, staff members, and the community at large. Connect Neighborhood House to your network for potential partnership opportunities, donors, and board members.
- Review and approve budgets, annual audit, strategic plan, certain grant applications, etc.
- Ensure proper management of Neighborhood House's resources and management of risk.

- Hold organization accountable to fulfilling mission, strategic plan, and being responsive to community needs.
- Provide fundraising leadership by making a personal contribution, encouraging others to donate to Neighborhood House, and participating in NH fundraising activities.

### **QUALIFICATIONS**

- Licensed attorney or other practicing law professional;
- Desire to work with people of diverse cultural, ethnic, and religious backgrounds;
- Ability to raise issues, ask questions and hold organization to highest ethical standards;
- A genuine desire to support the agency mission; and
- Expertise in areas that support organizational oversight, strategy, partnerships, resource development, advocacy, or communications.

OR

- Current or former client of Neighborhood House, or lived experience similar to those of our clients. Background could include having experienced poverty, refugee or immigrant status, or having experienced homelessness.

### **COMMITMENT**

Board members are expected to make the following commitments:

- Serve up to two 3-year terms. Approximate time commitment is 2-4 hours per month including monthly board meeting and monthly committee meetings.
- Attend NH annual breakfast, NH fall fundraiser, and NH all staff event
- Attend one Policy Council Meeting per year (Policy Council is an elected body of parents that provide oversight to Neighborhood House's Child Development programs.)
- Commit to your own learning and professional growth as a board member. NH provides training during board meetings and access to relevant training provided in the community.
- Make a financial contribution to Neighborhood House at a level that is personally significant to you. Meals are provided at in-person meetings and reimbursement for childcare and transportation are available for board members representing low-income communities.

### **APPLYING**

Anyone interested in volunteering for this position should complete our Volunteer Inquiry Form so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Muna Ali, Volunteer Engagement Manager, at (206) 670-6807 or [nhvolunteers@nhwa.org](mailto:nhvolunteers@nhwa.org)