

SHHA Board Member Job Description

Role, Authority, Responsibilities & Qualifications

Role

Directors are stewards of the Association and share responsibility for its governance, oversight, and long-term well-being. They provide leadership, help set direction, and act in the best interests of the Association and its membership as a whole.

Authority

Directors exercise their authority collectively through the Board, except when specific authority is provided by the governing documents or delegated by the Board. Individual Directors do not have independent authority to act on behalf of SHHA unless specifically authorized.

Board Members are authorized to:

- Participate fully in Board deliberations and decisions;
- Vote on matters properly before the Board;
- Serve on and participate in committees;
- Carry out responsibilities assigned by the Board; and
- Represent SHHA when specifically authorized to do so.

Duties and Responsibilities

All members of the Association Board of Directors are expected to act in the best interests of the Association and its members by fulfilling their fiduciary obligations, representing the collective interests of the community, and participating actively in the governance of the community. Board service is both a privilege and a responsibility.

Fiduciary Duties

Duty of Care

- Prepare for meetings and become informed about matters requiring Board consideration.
- Ask questions and participate thoughtfully in Board deliberations.
- Exercise reasonable judgment in making decisions on behalf of the Association.

Duty of Loyalty

- Act in the interests of the Association and its membership as a whole.
- Disclose conflicts of interest and comply with SHHA conflict-of-interest requirements.
- Protect confidential information when appropriate.
- Do not use Board service for personal benefit.

Duty of Obedience

- Follow SHHA's governing documents, applicable law, and Board-approved policies.
- Act within the authority and responsibilities of the Board and the individual Director.
- Respect decisions properly made by the Board, including decisions with which an individual Director may disagree.

Board Participation and Responsibilities

Board Participation

- Attend regular and special Board meetings and the Annual Meeting.

- Review agendas and pre-read materials in advance.
- Participate actively and respectfully in Board deliberations.
- Stay informed about significant Association issues.

Financial Stewardship

- Review and approve the annual budget.
- Review financial reports and required financial reviews or audits.
- Make informed decisions regarding Association resources.

Member and Community Responsibilities

- Listen and respond appropriately to member questions and concerns.
- Help members understand Board decisions, Association processes, and where matters should be addressed.
- Consider the broader interests of the Association and community when making Board decisions.
- Encourage member participation in SHHA activities, committees, meetings, and elections.

Committee Engagement

Directors are expected to actively participate in at least one committee. Committee service is an important part of Board service and provides Directors with an opportunity to contribute to the ongoing work of the Association.

Decision-Making

- Collaborate with fellow Board members to deliberate and vote on actions before the Board.
- Serve with professionalism and mutual respect, including when Directors disagree.

Term and Commitment

Director terms are established by the Bylaws.

Regular attendance is an expectation of Board service. A Director who anticipates being unable to attend Board meetings on a regular basis should carefully consider whether they can fulfill the responsibilities of the position.

Qualifications

As provided in Bylaws §7.1, all Directors are volunteers and must be members of the Association.

Attributes That Support Effective Board Service

- Willingness to learn SHHA's governing structure and responsibilities;
- Sound judgment and ability to consider differing viewpoints;
- Ability to work collaboratively;
- Commitment to preparation and active participation; and
- Willingness to act in the interests of the Association and membership as a whole.

Ongoing Development

Directors are expected to participate in orientation and continuing Board development, remain current on significant Association matters, and contribute to succession planning and the development of future Association leadership.