

First A.M.E. Housing Association Mission:

1. Provide low- and moderate-income housing in the State of Washington for people in need of such housing, emphasizing Blacks, African Americans, and other people of color.
2. Promote the development and well-being of Blacks, African Americans, and other people of color by administering and planning programs and activities related to the physical environment, including, but not limited to, the planning, ownership, construction, and operation of residential housing and supporting buildings.

Board Member Job Description

Purpose: The Board's purpose is to provide the leadership, oversight, and strategic direction needed to ensure First A.M.E. Housing Association is providing affordable housing to Blacks, African Americans, and other people of color in need of such housing. The typical time commitment is 20-40 hours per month. To fulfill this purpose, board members are expected to:

1. **Attend Board Meetings**

The Board meets every month's first and last Wednesday from 11:00 am to 1:00 pm at Bryant Manor, 1801 E. Yesler Way. Members are expected to attend all board meetings and are required to attend at least 75% of board meetings in person or via telephone and to be adequately prepared for Board deliberation. Members are encouraged to share their ideas at meetings and contribute agenda items for the Board's consideration. Attendance at board meetings is critical to being an active board member, and failure to attend board meetings may result in removal. **Note: Due to the current pandemic, all board meetings are held virtually using Zoom.**

2. **Serve on a Committee**

The current standing committees of the Board include Nominating and Governance, Audit and Financial Oversight, Inspection, and Strategic Planning. Presently, there is also an ad-hoc Redevelopment Committee focused on the redevelopment of the Bryant Manor Apartments. Committees generally meet monthly. Board members must participate on committees during their term and are expected to join task forces when necessary in response to current issues. Board members may also serve as committee chairs that plan agendas and ensure minutes are kept and distributed.

3. **Attend Board Retreat(s)**

Members will make all reasonable efforts to attend the Board's annual one-day retreat in Seattle. Those who cannot attend will provide written input ahead of time.

4. **Support the ongoing maintenance of the Bryant Manor, Imperial, and Texada Apartments**

First A.M.E. Housing properties are older properties. While First A.M.E. Housing contracts to provide day-to-day management of the properties, board members regularly visit and inspect the properties to assist in maintaining safe and sanitary conditions. Board members may also accompany HUD Section 8 inspectors during their regular inspections and help facilitate or oversee more complex services and repairs.

5. **Support the Redevelopment of Bryant Manor**

First A.M.E. Housing is currently working to replace the Bryant Manor apartments with all new Section 8 units. The project is divided into two phases, and the first phase is nearly finished with the permitting process. Phase 1 construction is estimated to begin in late 2022.

6. **Engage with Potential Donors**

Funding the Bryant Manor redevelopment will likely involve pursuing gifts, grants, and other funding sources. Assisting in the fundraising efforts is one of the most critical functions of board membership.

7. **Advocate for First A.M.E. Housing Association**

First A.M.E. Housing relies on board members to provide contacts and introductions to potential donors, partners, volunteers, and other resources. Using their circle of influence, board members are vital to linking to the greater community.

8. **Recruit New Board Members**

Identify prospective board members, educate them about First A.M.E. Housing Association, assess interest, recruit, and recommend them for candidacy.

9. **3-Year Commitment to Service**

Each director agrees to serve three years and is welcome to apply for additional terms.