



**Dane County Homeless Services Consortium**  
**Board Member Job Description**

- Title:** Member, Board of Directors
- Responsible to:** President, Board of Directors
- Objective:** Provide leadership in successfully accomplishing the goals and objectives of the consortium.
- Term:** Board members serve 2-year terms and may be eligible to serve additional 2-year terms.
- Meetings:** The Board schedules monthly meetings that last approximately 2 hours. In addition, there will be special meetings quarterly to provide more education and information to Board members. Quarterly meetings will be approximately 2 hours long. The Board may meet more frequently if required.
- Responsibilities:**
- General Duties**
- \*Represent the Homeless Services Consortium
  - \*Participate in strategic planning. Establish mission, vision goals and objectives and monitor their successful achievement
  - \*Determine the consortium structure and assure compliance with the bylaws
  - \*Become familiar with the consortium's programs and activities
  - \*Serve on at least one committee; regularly attend meetings and be an active participant
  - \*Employ, evaluate and monitor the CoC Coordinator
  - \*Serve as an interpreter, information source and 'good will ambassador' to the community