

**Thank you for your interest in serving as a member of the Board of Directors of Truckee Meadows Affordable Housing.**

You may find it helpful to read through the entire application and Board Member Responsibilities to better understand the skills and time/resource commitments of this position before you begin to fill it out.

Please return the completed application to Reno Housing Authority, Attn: Colleen Beltran, 1525 East 9<sup>th</sup> Street, Reno, NV 89512 or by email to [cbeltran@renoha.org](mailto:cbeltran@renoha.org).

Applications due date has been extended to 5 pm local time on Friday, June 21, 2024.

## **Truckee Meadows Affordable Housing's Purpose**

The purpose of Truckee Meadows Affordable Housing (Corporation) is to develop high-quality affordable housing for low-income individuals and families living in diverse neighborhoods throughout Reno, Sparks, and Washoe County. This new Corporation will apply for and utilize a variety of public and private funding sources including philanthropic and other charitable gifts to further its mission. Truckee Meadows Affordable Housing will be a 501(c)(3) subsidiary of the Housing Authority of the City of Reno (RHA). It functions as a separate entity from RHA with its own Board of Directors and by-laws. However, as a subsidiary, Truckee Meadows Affordable Housing supports the mission of, and programming complements, the RHA. The Corporation encourages and accepts gifts and donations and directs their use for its purposes as well as the tax-exempt services of The Housing Authority of the City of Reno, a Nevada public body charged with providing fair, sustainable, quality housing in diverse neighborhoods throughout Reno, Sparks and Washoe County that offers a stable foundation for low-income families to pursue economic opportunities, become self-sufficient and improve their quality of life.

## **Board of Directors** Application Form

### **The Board of Directors**

The Board of Directors for Truckee Meadows Affordable Housing consists of five members. The members consist of the Executive Director of the Housing Authority of the City of Reno (RHA), RHA's Director of Finance, RHA's Chair and Vice Chair of its Board of Commissioners, and one appointed member of the public.

The appointed member should have background and/or experience in affordable housing development, non-profit management, fundraising, or another field related to Truckee Meadows Affordable Housing's mission.

### **Board Member Expectations/Responsibilities**

#### **Members will:**

- Be responsible for contributing to the growth and development of Truckee Meadows Affordable Housing. Members of the Board of Directors pledge to help carry out the mission of the organization and abide by all organization bylaws.
- Understand that board service will involve a commitment of personal time, talent, and energy.
- Attend board and committee meetings and agree to provide at least **2-4** hours a month in attendance. Monthly meetings are anticipated; however, special meetings may also occur depending on the needs of the organization.
- Participate on one or more committees, if formed, and take on special assignments.
- Keep confidential any sensitive information and read and sign the Confidentiality Agreement.
- Disclose any Conflicts of Interest and comply with State of Nevada Ethics law.
- Direct and inspire the organization through the careful deliberation and establishment of policies, and development and implementation of strategic plans.
- Review agenda and supporting materials prior to board and committee meetings.

**Board of Directors** Application Form

- Approve Truckee Meadows Affordable Housing’s annual budget, audit reports, and material business decisions; being informed of, and meeting all fiduciary responsibilities.
- Carry out Board responsibilities to the best of the member’s ability and to trust and encourage fellow board members to do likewise.
- Account to the general public for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer, individual, or committee of the Board to usurp this role or deter this discipline.

Board members will serve for three years and are eligible for reappointment. The member is appointed by the RHA Board of Commissioners. Appointments will be made during an RHA Board meeting. Appointment under this application is anticipated by July 2024.

In completing this application for consideration, you are taking a step towards a meaningful, lasting impact on our community.

# Board of Directors Application Form

Truckee Meadows  
Affordable Housing

Please tell us about yourself:

<b>Personal</b>	
First	MI Last
Address	
Cell Phone	E-Mail
What is your preferred method of contact?	___ Cell Phone ___ Text ___ Email

<b>Education</b>	
Institution	Year Completed
Institution	Year Completed

<b>Experience</b>		
Please list your past and present employment experience, memberships on committees, and volunteer service to organizations:		
Organization	Role/Title	Dates of Service
Organization	Role/Title	Dates of Service
Organization	Role/Title	Dates of Service
Organization	Role/Title	Dates of Service

**Board of Directors** Application Form

Please list notable achievements in your service to above organizations:

**Professional References**

Name	Organization	Phone Number
Name	Organization	Phone Number

**Skills and Interests**

Please mark the skills and/or interests you bring to our board:

<input type="checkbox"/>	Affordable Housing Development	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Leadership Development
<input type="checkbox"/>	Board Development	<input type="checkbox"/>	Nonprofit Experience	<input type="checkbox"/>	Program Evaluation
<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Web Design	<input type="checkbox"/>	Event Planning
<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Marketing/Public Relations	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**Board of Directors** Application Form

What organizations are you currently a member of? What role do you have in this organization(s)? (Limit to **300** words)

Why are you interested in serving as a Truckee Meadows Affordable Housing board member? (Limit **300** words)

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to placement as a board member, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_