



## **Executive Board Responsibilities and Requirements**

The term of service is three years. The following describes the qualifications and responsibilities of the Adult Family Home Council board members.

The purpose of the Board, on behalf of Adult Family Home Council's membership, is to ensure that Adult Family Home Council

- (1) Achieves appropriate results for the membership at an appropriate cost (as specified in Board Ends Policies), and
- (2) Avoids unacceptable actions and situations.

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

## **General Duties of the Board of Directors of Adult Family Home Council:**

- On behalf of the membership it represents, the Board of Directors assumes direct responsibility for defining and ensuring appropriate organizational performance.
- The Board of Directors will be the conduit linking the membership's interests and operational performance through needs assessment and advocacy.
- The Board of Directors will develop and maintain written governing policies that realistically address the broadest levels of all organizational decisions and situations.
- The Board of Directors will assure successful Executive Director's performance.
- The Board of Directors will make determinations regarding membership dues.
- The Board of Directors will approve the Adult Family Home Council's legislative and public policy agendas, on behalf of the membership.
- The Board of Directors will guide the Collective Bargaining process, including the establishment of the Collective Bargaining negotiating team.
- The Board of Directors carry one (1) vote on each motion presented at the Adult Family Home Council Executive Board Meetings.

## **General Responsibilities of the Board of Directors of Adult Family Home Council:**

- Board members are expected to attend Board meetings. Absence from more than two (2) of the Board's ten (10) regular meetings in any fiscal year shall constitute that member's resignation from the Board.
  - In the case of extenuating circumstances, a Board member may request a waiver to this provision. These waivers may be granted only by vote of the Board.
- Preparation and participation of agenda materials in advance of Board and committee deliberations and will participate productively in discussions.
- Voluntarism in Board activities and committees.

- Participation in organizational activities such as attendance at state-wide conferences, chapter meetings, state-wide trainings, and legislative awareness days.
- Board of Directors are encouraged to participate in events/functions, such as but not limited to face to face meetings to cultivate relationships with legislators, availability to represent Adult Family Home Council at events and functions as the Board may determine.

### **Adult Family Home Council Board members must:**

- Be members of Adult Family Home Council in good standing.
- Be an adult family homeowner for a minimum of two years before assuming office, and
- Have no history of or current substantial enforcements or violations with DSHS, Labor and Industries, IRS, or other government sanctions against the adult family home.

The Board of Directors shall be composed of eleven (11) persons, each of whom must be general members, in good standing, of Adult Family Home Council. Board members shall be elected to terms of three (3) years. To ensure the Board's composition includes representation of geographically diverse areas of the State of Washington, the Board will be comprised of four (4) at-large Directors, at least one of which must come from Eastern Washington and seven (7) Region Directors, to represent each of the six regions as set forth by the State of Washington Department of Social and Health Services (DSHS) with two Directors from King County. Terms shall be staggered so that two of the region directors' terms, and up to two of the at-large directors' terms, will expire each year.