



One Roof Community Housing

Board of Directors Application

You are invited to apply for membership of the Board of Directors of One Roof Community Housing
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Application Process and Next Steps:

1. Review the steps to apply and important dates, application, and areas of expertise and skills checklist. Consider including a resume with your application if you have one.
2. Complete the online application, expertise and skills checklist, and email your resume (resume is optional) by **Sunday, February 2nd, 2025.**
 - If preferred, a printed copy of the application can be provided; Email landersen@1roofhousing.org to request this.
 - The demographic questions are asked because some of our funders require them. Preference may be given to applicants who meet the requirements; however, all applicants are encouraged to apply and will be considered.
 - Contact Administrative Coordinator, Lyndsey Andersen with any questions at landersen@1roofhousing.org or 218.461.4390.
3. The Governance Committee reviews each application and will select candidates to interview.
4. Interviews take place in-person and will be approximately 30 minutes in length. The interview will consist of at least two current board members and the questions asked are the same as those in this application.
5. The Governance Committee recommends selected candidates to the board for consideration at the March 27th, 2025 meeting. If approved, the nominated applicants will go before the membership for final approval.
6. Members vote to officially appoint new members to the board at the annual member meeting on May 15th, 2025.
7. New members are invited to the June (typically mid-June) board meeting and their board term will officially begin. Each board term is three years and board members may serve three consecutive terms.

Important Dates (exact dates may vary slightly):

- Application period: Tuesday, January 7-Sunday, February 2, 2025
- Interviews: Monday, February 17-Monday, February 24, 2025
- March Board meeting where the board votes on the nominated candidates: Thursday, March 27, 2025
- Annual Member meeting: Thursday, May 15, 2025
- Annual Board meeting to welcome new members, acknowledge members leaving the board, and review the One Roof financial audit: TBD (before June 30, 2025)
- Board meetings the fourth Thursday of the following months: January, March, May, July, September, December (*December meeting replaces a November meeting and likely happens the second Thursday*)

General Expectations of One Roof Board of Directors:

- Know and actively support One Roof's *mission, purposes, goals, policies, programs, and services (* listed on p. 3).
- Prepare for and participate in board and committee meetings, planning sessions, and training sessions. Board packets are provided in advance of meetings along with any other special assignments. Board meetings are usually held on the 4th Thursday, every other month, beginning at 4:45pm and last approximately two hours. One Roof Executive Committee meetings are held in the off months and all board members are invited to attend.
- Review the organization's financial statements in preparation for board or committee meetings; ask questions when necessary; and otherwise help the board fulfill its fiduciary responsibility.
<https://www.esoppartners.com/blog/board-of-directors-fiduciary-duties>
- Serve on at least one committee of the board and be open to the possibility of serving in a leadership position as a Board Officer or Committee Chair.
 - Committees include:
 - *Diversity, Equity, Inclusion, and Justice (DEIJ)*
 - *Finance*
 - *Governance*
 - *Personnel*
 - *Project Review*
- Disclose possible conflicts of interest to the board for final determination. Training will be provided as to which types of conflicts may be outlined by state or federal law and/or conflict with the ethical integrity of the organization. A conflict will not disqualify you from board membership but could mean you would have to abstain from voting on a matter.
- Adhere to board confidentiality policies. e.g. Employee, client, and donor information and non-public information or discussions regarding the Organization's business.
- Counsel and support One Roof's Executive Director as needed.
- Actively participate in promoting the work of One Roof in the community and help support any fundraising efforts according to your interests and abilities.
- When the board is seeking new members, suggest any possible candidates you may know who you believe could make meaningful contributions to the work of the board and One Roof's progress.
- Make an annual financial contribution (donation) to the organization. There is no expectation of dollar amount, only that you give according to your ability and an amount that is meaningful to you.

ONE ROOF Mission

One Roof Community Housing works in pursuit of a Duluth region that is just, equitable and sustainable by providing a dynamic spectrum of housing development, services and advocacy for those in our community economically and systemically excluded from attaining safe and stable homes.

ONE ROOF Organizational Values – WE ARE...

- **Mission-Driven:** *We believe housing is a human right and share a determination to improve lives through our work.*
- **Client-Focused:** *We lead with kindness and compassion, serving each and every client as a valued community member.*
- **Advocates for Justice:** *We recognize and seek to dismantle the systems of oppression that cause housing and social inequities. We actively embed principles of diversity, inclusion, equity and justice into all of our work – internally and externally.*
- **Good Stewards:** *We work toward lasting positive impacts in our community through fiscal responsibility, environmental sustainability and the preservation of affordable housing in perpetuity.*
- **Community Collaborators:** *We work to be trusted allies and partners, in close relationship with and responsive to community needs.*
- **Entrepreneurial:** *We are thoughtfully innovative and bold, always willing to consider new ideas and try alternative approaches.*
- **Tenacious:** *We are known for our consistent follow-through and going the extra mile. We work hard to say yes.*
- **A Great Place to Work:** *We value and invest in employees and intentionally cultivate a work environment that is inclusive, respectful, compassionate, flexible and lighthearted.*

ONE ROOF 2025 Vision

With our partners, we significantly increased the number of community members in safe and stable homes and contributed to a measurable reduction in the racial homeownership gap in Duluth and surrounding communities.

ONE ROOF 2025 Goals



Add & Preserve
Housing Units

Provide a Robust
Range of Support
Services

Advocate to
Benefit the One
Roof Mission

Ensure a Well-
Managed, People-
First Organization