



September 2025

## HEADWATERS COMMUNITY HOUSING TRUST BOARD OF DIRECTORS ROLE DESCRIPTION

Headwaters Community Housing Trust is seeking new members for our Board of Directors. Our board is best poised to provide strategic leadership when it includes the lived experiences, perspectives, needs, feedback, and priorities that reflect the diversity of our community. We encourage all interested applicants to apply regardless of meeting any or all desired qualifications (below). Board candidates will be evaluated as part of an entire team and we do not expect one person to bring all the necessary experience or perspectives. Therefore, no prior board experience or educational attainment is required. Board members will help shape the future of housing in our Valley, build connections and grow their skills.

### **Mission**

Headwaters Community Housing Trust is stabilizing and empowering the Gallatin Valley community by expanding the supply of permanently affordable housing for “missing middle” households.

### **Expectations and Time Commitment**

The Headwaters Community Housing Trust Board of Directors meets monthly. In advance of each meeting, directors receive an agenda and related materials to review before the meeting. It is expected that each Director will sit on at least one standing committee in addition to regular monthly meetings (see below). Realistically, these responsibilities will require **a minimum time commitment of approximately 4-6 hours** each month from each Director.

### **Board of Directors Responsibilities**

The Board of Directors supports the work of the Headwaters Community Housing Trust by providing mission-based leadership and strategic governance. While day-to-day operations are led by HCHT's Executive Director, the Board-Executive Director relationship is a partnership and the appropriate involvement of the Board is both critical and expected. As a whole, the HCHT Board of Directors is responsible for the following:

#### Leadership, Governance and Oversight

- Develop strategic plan in partnership with Executive Director and staff.
- Support Executive Director in developing annual work plans to implement strategic plan.
- Ensure that HCHT is meeting all legal and fiduciary responsibilities.
- Conduct an annual performance evaluation of Executive Director.
- Assist the Governance Committee and Executive Director in identifying and recruiting prospects to serve on the Board of Directors.
- Establish and participate on board committees and recruit community volunteers to join and participate as committee members.
- Represent HCHT to stakeholders and act as an ambassador for the organization.
- Develop and adopt policies and procedures, as needed, to guide HCHT's operations.
- Assist in developing key messaging themes and outreach strategies to be used in building a broad base of awareness and support for our community land trust mission and activities.

### **Fiscal Management**

- Work with Executive Director to develop and adopt annual HCHT operating budgets in advance of each fiscal year.
- Ensure proper management of HCHT's fiduciary responsibilities – by reviewing monthly financial reports and monitoring the organization's compliance with adopted budgets; by adopting financial policies and monitoring organizational compliance; and by ensuring that annual audits are completed and reviewed, as needed.
- Help ensure HCHT's financial sustainability, including working with the Executive Director to secure financial operating support and by providing leadership and connection to potential donors.

### **Oversee HCHT's Programs and Operations**

- Review prospective projects at various milestone points and determine whether to proceed with subsequent development stages.
- When appropriate, assist Executive Director's effort to assemble necessary project equity and secure commitment for project financing.
- Oversee and assist Executive Director's engagement in the project leadership team, including management of project "soft cost" contracts (architect, entitlements, legal, realtor, etc.)
- Oversee and support Executive Director's outreach and education efforts to build awareness and support for projects.
- Support the development of stewardship policies and procedures to ensure HCHT performs critical stewardship functions.

### **Desired Qualifications and Skills**

HCHT is committed to building a board that represents many community perspectives. Research has shown that BIPOC, individuals with disabilities, women, and LGBTQ+ applicants may be less likely to apply if they do not meet all qualifications. We expect that no single applicant is likely to have every qualification listed, and we believe success is possible with different skillsets and experience. People of all backgrounds, especially BIPOC, individuals with disabilities, women, and LGBTQ+ applicants, are encouraged to apply!

- + Willingness to take time to review agendas, materials, and working drafts of documents, consider the critical decisions to be made, and come to Board of Directors' monthly meetings prepared to discuss and deliberate these decisions.
- + Interest, curiosity and enthusiastic commitment to the values, principles, and practices of community land trusts as a strategy to create a pool of permanently affordable housing for working households in Bozeman and the surrounding area.
- + Willingness to prioritize support for HCHT in your annual giving plans, including making an annual contribution that is meaningful to you.
- + Willingness to contribute ideas and listen to other perspectives.
- + Diverse skills from a variety of industries (including but not limited to: real estate financing, commercial lending, fundraising, housing affordability, construction, community development, and planning) are part of the desired skill set of the Board as a whole. Individuals who are currently CLT homeowners are especially encouraged to apply. The

Board will consider the skills and abilities of prospective members and how they complement the existing skills of the Board.