



BOARD OF DIRECTORS

CHAIRPERSON

Jens Peter Hansen

VICE-CHAIRPERSON

Laura Schnell

TREASURER

Anthony Trani

SECRETARY

Alexandra Bowie

BOARD MEMBERS

Ia Andrews

Benjamin Baxt

Kim Bingham

Ambriel Floyd Bostic

Clifford Cohen

Leslie Feder

Richard Greenspan

Riva Horwitz

Jonathan Jones

Lexy Mayers

Michelle McClymont

Justin Meshberg

Sean O'Neal

Nellie Perera

Nadja Pinnavaia

Christine Spadaro

EXECUTIVE DIRECTOR

Jeff Nemetsky

BROOKLYN COMMUNITY HOUSING AND SERVICES

BOARD MEMBER JOB DESCRIPTION

Our Mission:

Brooklyn Community Housing and Services (BCHS) is committed to ending homelessness in Brooklyn. Each year, we provide safe and clean supportive housing for more than 1,000 formerly homeless women, children, and men. We help them learn how to live productively and independently, with dignity and hope.

Our programs provide short-term, transitional and permanent housing, homelessness prevention, personalized case management, mental health care, on-site nursing, vocational training, substance abuse counseling, recreational activities, and other vital services.

Background:

BCHS prevents homelessness for more than 1,000 formerly homeless and at-risk children, women and men each year, and provides safe and clean supportive housing for 412 people each day. BCHS employs 120 people and has a total revenue of \$9.3 million. What has always made BCHS unique in the field is our commitment to creating a sense of community for all of the formerly homeless residents who come to us, and then using this as a concrete programmatic model and approach.

Founded in 1978, BCHS has received awards such as the Fannie Mae Foundation's Maxwell Award for excellence in low-income housing development, as well as top ratings from the New York City Department of Homeless Services for the Arbor Inn program (mothers and children) and from the Department of Health and Mental Hygiene for Oak Hall (adults with chronic mental illness). Visit www.bchands.org for more information.

Board of Directors Purpose:

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of BCHS, so as to support the organization's mission and needs.

Major Roles and Responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of strategic program planning and evaluation
- Actively serve on two committees (Development, Finance, Gala, Programs, etc.)
- Promotion of the organization
- Fundraising and community outreach
- Personnel evaluation and staff development, including ensuring strong CEO leadership

105 Carlton Avenue
Brooklyn, NY 11205

P (718) 625-4545

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www.BCHandS.org



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BROOKLYN COMMUNITY HOUSING AND SERVICES

BOARD MEMBER JOB DESCRIPTION (Continued)

Length of Term: One-year for the first year, with anticipated renewal for a second three-year term, pending approval of the board members of BCBS in accordance with the not-for-profit laws of New York State.

Meetings and Time Commitment:

- Attend and participate in four board meetings annually, usually at BCBS downtown Brooklyn Chapel Street facilities. Board meetings are held on the last Tuesday in June (8:30 a.m.), September (6 p.m.), December (6 p.m.), and March (6 p.m.).
- BCBS Board committees meet or conference call four to six times per year, depending on their respective work agendas. The Events/Gala Committee meets 2-3 times per year and has calls every two weeks prior to the gala. The Executive Committee meets monthly.
- Board members are expected to attend the annual spring gala and one other special event per year: fundraisers, volunteer days, press events, site tour, etc.

Expectations of Board Members:

Leadership, Governance and Oversight:

- Serve as a trusted advisor to Executive Director Jeff Nemetsky and the board to develop and implement BCBS's strategic and fundraising plans.
- Review outcome reports created by BCBS's staff for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Review agenda and supporting materials prior to board and committee meetings, and present outcomes from committee work, as needed.
- Approve BCBS's annual budget, audit reports, and material business decisions; be informed of and meet all legal and fiduciary responsibilities.
- Partner with the executive director, Board Chairperson Jens Peter Hansen, and other board members to ensure that board governance resolutions are carried out.
- Assist BCBS's executive director, Committee of Trustees, and Board of Directors to identify and recruit other board members, gala honorees/sponsors, and major donors.
- Serve on two committees and take on special assignments or leadership roles. Committees include: Executive, Building, Development, Events/Gala, Finance (and Audit subcommittee), Program, and Trustees.
- Contribute to an annual performance evaluation of the executive director, if needed.
- Represent BCBS to stakeholders and the public; act as an ambassador for the organization and advocate for homeless individuals, especially those that are mothers with young children, veterans, repeatedly incarcerated, and individuals with severe mental illness.
- Be alert to housing, public health care, and human rights concerns in the U.S. and New York's local communities that can be addressed by BCBS's mission, objectives, and programs.
- Ensure BCBS's commitment to a professional, diverse, and passionate board and staff.

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BROOKLYN COMMUNITY HOUSING AND SERVICES

BOARD MEMBER JOB DESCRIPTION (Continued)

Fundraising:

- So that BCHS can credibly solicit contributions from foundations, organizations, and individuals, BCHS has a 100% board giving policy (and a track record of almost 100% giving over the past several years).
- BCHS's board members agree to make a minimum annual contribution of \$5,000 in financial support. This can be achieved by direct donations or securing support from others. Additional personal donations and help securing monetary and in-kind donations from others is always deeply appreciated.
- Board of directors consider BCHS a philanthropic priority and make annual gifts that reflect that priority. By personally contributing, board members recognize this responsibility and demonstrate a commitment to BCHS's sustainability and growth.

Recruitment Priorities

BCHS is actively developing a pipeline of capable and passionate prospects for its high-performing, all-volunteer board of directors. At this time BCHS is seeking to add board members who can provide the knowledge and diversity of various perspectives. BCHS's current board recruitment priorities include:

- Senior corporate executives most notably with professional experience in finance, banking/trusts, health care/medicine, human resources, community development, and technology/systems.
- Philanthropy and corporate social responsibility executives with a keen interest in human rights advocacy, fundraising, not-for-profit leadership diversity, and engaging employees in philanthropy.
- Marketing/Public Relations executives with professional experience in the media and entertainment industries.
- Past board governance experience and ties to Brooklyn preferred.

Contact Us

If you would like to be considered for the BCHS Board of Directors or would like to learn more about playing a volunteer leadership role at BCHS, please email board@bchands.org to request a board of directors' membership application.

Board of Directors Chairperson: Jens Peter Hansen

Chair, Committee on Trustees: Lexy Mayers

Executive Director: Jeff Nemetsky

105 Carlton Avenue, Brooklyn, NY 11205; 718-625-4545, www.BCHandS.org

Facebook: www.facebook.com/bchands.org/; LinkedIn:

www.linkedin.com/company/600727/

BCHS 7/25/18