



Housing Colorado  
Voice and action for affordable housing.

# Housing Colorado Volunteer Handbook

*2020 Edition*

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## Welcome!

On behalf of the Housing Colorado Board of Directors, we are pleased to welcome you to the Housing Colorado volunteer team. Volunteering with Housing Colorado is a wonderful way to contribute to an organization that serves Colorado's affordable housing community and expand your professional knowledge and network.

Each year, there are over 150 volunteers contribute 3,000 hours in service to the organization – a contribution of about 20 hours per person. While this may not seem like much, Housing Colorado could not maintain its reputation for thoughtful advocacy, compelling communication, and robust event and education calendar without the hard work and dedication of the volunteer team.

Volunteers have reported that working on Housing Colorado events and programs provides a better understanding of diversity of the affordable housing community and builds deeper knowledge of specific aspects of the industry. Volunteers also develop deeper relationships, build common interest, and share wisdom and experience with fellow volunteers.

Thank you for providing your energy, knowledge and service to Housing Colorado this year!

Sincerely,

A handwritten signature in cursive script that reads "Shelley Marquez".

Shelley Marquez, Chair

2020 Housing Colorado Board of Directors

## About Housing Colorado

### History

Housing Colorado formed in 2005 with the merger of two non-profits: the Colorado Affordable Housing Partnership and Colorado Rural Housing NOW!. At the same time the Colorado Low-Income Housing Campaign was restructured for great effectiveness. Key leaders in the community identified the tremendous potential synergy of the three independent organizations. These leaders went on to form Housing Colorado's founding leadership,

With the unified approach to advocacy and professional development, Housing Colorado has evolved into comprehensive organization dedicated to serving professionals who are designing, developing and increasing support for affordable housing in Colorado. Our members serve at the forefront of housing issues and are called on to lead, educate, activate and innovate to ensure that Colorado's communities remain affordable, healthy, vibrant and safe.

Housing Colorado is an industry resource for all aspects of affordable housing: including professional advocacy, issue expertise, and networking opportunities. Collectively our membership includes more than 3,500 housing professionals, representing construction, design, real estate development, engineering, finance, governmental agencies, housing authorities, law, property management, social services and support services.

### Mission and Vision

Housing Colorado seeks to be the unified voice supporting the preservation and production of quality affordable housing for low- and moderate-income Coloradans through education and advocacy statewide in order to build a strong economy and healthy communities.

#### **Vision**

A decent, safe and affordable home in a healthy and sustainable community for every Coloradan.

## Committee charters, staffing and board liaisons

Each Housing Colorado committee is authorized through a governing charter (found in Appendix A). Each committee is assigned a staff liaison and one board liaison to ensure communication, continuity, and integration throughout the organization.

## 2020 Board of Directors

Contact information can be found in the Housing Colorado membership directory at [www.housingcolorado.org](http://www.housingcolorado.org).

### Officers

**Shelley Marquez, Chair**

Community Relations Senior Manager, SVP Community Relations, Wells Fargo

**Anthea Martin, Chair-Elect**

Senior Vice President, Bellwether Enterprise

**Amy Case, Past-Chair**

Chief Financial Officer, Jefferson County Housing Authority

**Craig Maraschky, Secretary**

Executive Director, Aurora Housing Authority

**Lee Patke, Treasurer**

Executive Director, Greccio Housing

### Directors

**Maribel Cifuentes**

Portfolio Director, The Colorado Health Foundation

**Brian Cohen**

Director of Business Development, Taylor Kohrs

**Joe DelZotto**

President & CEO, Delwest Development Corp.

**Stefka Fanchi**

CEO, Elevation Community Land Trust

**Alison George**

Director, Division of Housing, Colorado Department of Local Affairs, Division of Housing

**Jaime Gomez**

Chief Operating Officer and Deputy Executive Director, Colorado Housing & Finance Authority

**Jeff Martinez**

President, Brothers Redevelopment

**Brian Sample**

Asset Management Vice President, Mercy Housing

**María Sepúlveda**

Vice President of Community & Government Partnerships, Habitat for Humanity of Metro  
Denver

**Alisa Wilson**

Vice President, S.B. Clark

## Committee descriptions

Housing Colorado committees guide and advise every aspect of the organization’s annual work plan, strategic goals and mission orientation. Following are listed the 8 volunteer committees, their purpose, meeting frequency and volunteer role.

<b>Committee</b>	<b>Purpose</b>	<b>Meeting Frequency</b>	<b>Volunteer Role</b>
1. Conference Planning Committee	Plans and implement the Colorado Housing NOW! Conference	Quarterly	Each member joins a subcommittee (see below). All volunteers are asked to facilitate workshops or staff the registration booth at the conference.
Workshop Committee	Selects content and speakers for conference workshops	Weekly February – April	Members prepare and distribute Request for Proposals (RFP) for conference workshops, review proposals and selects final workshop content and speakers.
Publications Committee	Develops conference material including mailer, attendee directory, and conference program.	Monthly February through June	Members review design ideas and proof-read final draft materials.
Scholarship and Resident Leader Selection Committee	Solicits applications from attendees wishing to receive a scholarship or resident leader grant.	One meeting in summer	Members review applications and makes final selections.
Special Events Committee	Plans plenary sessions: opening and closing session, and two general sessions.	Four meetings March - April	Members review keynote speaker videos and select speakers and panelists for plenary sessions.
2. Eagle Awards Committee	Provides input, guidance and planning for Eagle Awards.	Four meetings March – April. Planning meeting in December.	Members solicit award nominations and provide detailed write-ups of nominees. Board-appointed subcommittee provides recipient recommendations to board for approval.
3. Editorial Committee	Sets and guides implementation of communication strategy for organization	Meets intermittently based on project schedules.	Members discuss strategy and identify and solicit partners to contribute material.
4. Education Committee	Set annual event calendar and assist with program content.	Meets quarterly	Members set event strategy, review proposals, finalize program content, solicit speakers and assist in event marketing.
5. Legislative Committee	Develops annual policy priorities for board approval, review activities	Weekly during session; bi-monthly	Board of Directors appoints members to this committee. Members review policy priorities; evaluate bills reports;

	of the Colorado General Assembly and recommends Housing Colorado’s legislative positions.	during off-season.	recommend positions on priority bills; and assist Housing Colorado legislative team with bill strategy, testimony, legislator contact, etc.
6. Membership Committee	Provides input, guidance and action to retain and increase membership.	Monthly	Members develop and recruit new members. Forward potential members to staff. Review new- and returning-member welcome packet.
7. Sponsorship Committee	Ensures a broad range of organizational sponsors representing industries and services valuable to members.	Quarterly	Members identify new program and event sponsors and contact on behalf of Housing Colorado. Relay interested contacts to staff. Thank sponsors at conference and events.
8. Young Professionals Committee	Sets and helps implement strategy to engage young housing professionals in organization.	Every 2 months	Members guide staff in fun and engaging events, provide support for events, and recruit young professionals to attend.

In addition, there are two executive committees comprised of board members that guide the finance and governance of the organization.

## Volunteer expectations and policies

Housing Colorado relies on volunteers to develop and implement extensive programs and services. Volunteers are an extension of the organization and are necessary to fulfilling the organization's mission and strategic goals.

### Volunteer expectations

The following expectations ensure that you will derive the most benefit from your volunteer experience and that Housing Colorado benefits from your expertise, experience and wisdom.

- Act in the best interests of Housing Colorado and refrain from allowing personal agendas to influence committee decisions.
- Conduct yourself in a professional manner and serve as leaders and representatives of Housing Colorado.
- Attend committee meetings regularly, using conference calling options when necessary.
- Participate in committee meetings and contribute to discussions.
- Volunteer for special tasks as time and expertise allow.
- Communicate concerns when they arise to the committee chair, board liaison, or committee staff.
- Annually review the volunteer handbook and volunteer policies.
- Adhere to Housing Colorado's anti-discrimination, anti-harassment, confidentiality and conflict of interest policies.

### Membership

Volunteer service on all Housing Colorado committees is limited to employees of dues-paying organizations in good standing. Non-members may not serve on committees; however, in limited circumstances nonmembers may be consulted by a committee for special expertise and guidance at the discretion of the committee chair.

### Anti-discrimination

Housing Colorado is committed to creating a friendly environment where individuals are welcomed and respected. No person will be excluded from volunteer participation based on race, creed, color, sex, national origin, age, disability or veteran status, sexual orientation, gender expression or marital status or for any other discriminatory reason.

### Confidentiality

Housing Colorado requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization, as well as the members and those they serve. Volunteers agree not to disclose any information obtained in the course of their volunteer placement to any third parties without prior written consent from the organization. This includes, but is not limited to, information pertaining to financial status and operations such as

budget information, donations of money or gifts in kind, salary information, information pertaining to members, staff or other volunteers.

### Conflict of Interest

Volunteers shall not derive any personal economic profit or gain, directly or indirectly, by reason of their participation in a Housing Colorado Committee. In the event a potential conflict of interest exists, volunteers must disclose to the appropriate committee chair any personal interest which he or she may have in any matter pending before the Housing Colorado Committee and shall refrain from participation in any decision on such matter.

### Anti-harassment

Housing Colorado will not tolerate harassment because of age, race, sex, color, religion, national origin, disability, genetic information, or any other protected status. Harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

### Compensation

Volunteers understand that the scope of their involvement with Housing Colorado is limited to a volunteer position and do not expect compensation in return for their services. Housing Colorado will not provide any benefits traditionally associated with employment to the volunteer. Volunteers are responsible for their own insurance coverage in the event of personal injury or illness as a result of their volunteer service with Housing Colorado. Volunteers release Housing Colorado from any and all claims of liability that arise from their volunteer service with Housing Colorado.

### Volunteer liability and insurance

Housing Colorado carries a blanket Director and Officer (D&O) Liability Policy. This policy explicitly covers those serving in volunteer roles and protects individuals from any personal liability arising from their involvement as a volunteer with Housing Colorado. Volunteers acting in good faith and within the scope of their duties need not be concerned about personal liability; however, Housing Colorado's D&O insurance provides additional protection should any circumstances arise where liability is present. You may request a copy of Housing Colorado's D&O policy by contacting the Executive Director.

### Sponsorship and Fundraising

Housing Colorado volunteers will not fundraise or solicit sponsorship for committee activities. All sponsorship solicitation is to be coordinated through the Housing Colorado Sponsorship Committee. If committees other than the Sponsorship Committee wish to reach out to potential sponsors, the committee must notify the Sponsorship Committee of the request and the prospective sponsor they wish to reach out to in advance of soliciting support.

## Housing Colorado expectations

In return, Housing Colorado commits to the following:

- Hosting meetings at agreed-upon times in locations that are easily accessible for most members.
- Providing call-in options if possible given meeting content.
- Respecting time and commitment abilities.
- Providing meeting agendas, documentation and processes so that volunteers can be effective and efficient.
- Maintain liability insurance to cover volunteers' activities.

## Contact Information

### Staff

**Elena Wilken, Executive Director**

[elena@housingcolorado.org](mailto:elena@housingcolorado.org)

303-863-0124

**Rachel Massman, Conference and Event Manager**

[rachel@housingcolorado.org](mailto:rachel@housingcolorado.org)

303-863-0125

**Dora Grace, Membership and Communications Coordinator**

[dora@housingcolorado.org](mailto:dora@housingcolorado.org)

720-744-2251

**Phillip Enmark, Office Administrator**

[phillip@housingcolorado.org](mailto:phillip@housingcolorado.org)

303-863-0123

### Mailing address, website and general email address

Housing Colorado

1981 Blake St

Denver, CO 80202

[www.housingcolorado.org](http://www.housingcolorado.org)

[info@housingcolorado.org](mailto:info@housingcolorado.org)

## Appendix A – Committee charters

### Housing Colorado Education Committee Charter

#### **I. Statement of Purpose**

The Education Committee (the “Committee”) is a standing Committee of Board members and Housing Colorado members. The primary purposes of the Education Committee are to provide input, guidance and planning support for educational events hosted by Housing Colorado.

#### **II. Organization**

- 1) Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- 2) Members. The Education Committee shall be comprised of no greater than twenty and no fewer than nine members. Committee members must be members of Housing Colorado in good standing and represent varying professional interests and regions across Colorado. The Housing Colorado Board shall appoint a minimum of two and a maximum of four members of the Board to serve on the Education Committee. The Education Committee shall also include the Executive Director and Conference and Event Manager of Housing Colorado in a non-voting capacity. The Chair of the Education Committee will be appointed at the end of each chair’s term at the determination of the incoming Board Chair.
- 3) Terms. Terms of the Education Committee members shall be two years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two year term, with a maximum of two consecutive terms. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Education Committee after a required break of one year. The Board reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.
- 4) Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations.
- 5) Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.

- 6) Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment and shall be considered and approved by the Committee. The Committee shall make regular reports to the Board.

### **III. Responsibilities**

The Education Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Board from time to time:

- Assist in the development and prioritization of training topics of greatest relevance to the Housing Colorado membership;
- Provide guidance on the format of education events, including webinars, forums and networking events, ensuring best alignment of format with topic and audience;
- Provide suggestions and direct support in identifying and recruiting speakers and trainers for events;
- Identify potential sponsors for specific education programs throughout the year.
- Provide recommendations for targeted marketing of events to members and identify partner organizations who can assist with program marketing;
- Assist with education event logistical support as needed throughout the year.

Final – February 2017

## Housing Colorado\_Conference Planning Committee Charter

### **I. Statement of Purpose**

The Conference Planning Committee (the “Committee”) is a standing Committee of Board members and Housing Colorado members. The primary purposes of the Conference Planning Committee are to provide input, guidance and planning support for annual Housing Colorado NOW! Annual Conference hosted by Housing Colorado.

### **II. Organization**

- 1) Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- 2) Members. The Conference Planning Committee shall be compromised of no greater than ninety (90) and no fewer than twenty (20) members. Committee members must be members of Housing Colorado in good standing and represent varying professional interests and regions. The Housing Colorado Board shall appoint a minimum of two and a maximum of four members of the Board to serve on the Conference Planning Committee. The Conference Planning Committee shall also include the Executive Director and Conference and Event Manager of Housing Colorado in a non-voting capacity. The Chair (or co-Chairs, if desired) of the Conference Planning Committee will be appointed annually at the determination of the incoming Board Chair.
- 3) Terms. Terms of the Conference Planning Committee members shall be two years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two year term. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Conference Planning Committee after a required break of one year. The Board reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.
- 4) Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations. Subcommittees may include Special Events, Workshop and Publications, but are subject to change at the discretion of the full planning committee and co-chairs.
- 5) Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.

- 6) Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment, and shall be considered and approved by the Committee. The Committee shall make regular reports to the Board.

### **III. Responsibilities**

The Conference Planning Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Board from time to time:

- Assist in the development of the conference theme, workshop tracks and overall schedule of the conference.
- Provide suggestions and directly support identifying and recruiting general session and workshop speakers.
- Identify potential sponsors and exhibitors for the conference.
- Provide recommendations for targeted marketing of conference attendees and identify partner organizations that can assist with conference marketing.
- Assist with conference event logistical support as needed.
- Provide Housing Colorado Board recommendations for scholarship recipients to attend the annual conference.

Final – April 2018

## Housing Colorado Editorial Committee Charter

### **I. Statement of Purpose**

The Editorial Committee (the “Committee”) is a standing Committee of Board members and Housing Colorado members. The primary purposes of the Housing Colorado Editorial and Communications Committee is to contribute content and editorial direction for Housing Colorado communications.

### **II. Organization**

- 1) Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- 2) Members. The Editorial Committee shall be comprised of no greater than fifteen and no fewer than eight members. Committee members must be members of Housing Colorado in good standing. The Housing Colorado Board shall appoint a minimum of two members of the Board to serve on the Editorial and Communications Committee. The Editorial and Communications Committee shall also include the Executive Director and the Housing Colorado Membership and Communications Specialist in a non-voting capacity. The Editorial and Communications Committee will annually appoint a Chair.
- 3) Terms. Terms of the Editorial Committee members shall be two years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two year term, with a maximum of two consecutive terms. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Editorial and Communications Committee after a required break of one year. The Board reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.
- 4) Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations.
- 5) Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.

- 6) Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment, and shall be considered and approved by the Committee. The Committee shall make regular reports to the Board.

### **III. Responsibilities**

The Editorial Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Board from time to time:

- Discuss and make recommendations regarding the content for the monthly Housing Colorado communications, including ENews and For Members Only;
- Contribute content for communications including news articles, upcoming community events and sponsor acknowledgements;
- Review select communications collateral prior to publication to edit content;
- Assist with the development of resources for Housing Colorado's website, including identifying and soliciting partners to contribute informational resources to the members resources sections and other communication tools within the website;
- Provide direction and input to additional Housing Colorado publications, special reports and initiatives, most notably the Live Affordably Colorado campaign;
- Assist with other communications collateral as needed throughout the year.

Final - January 2019

## Housing Colorado Membership Committee Charter

### **I. Statement of Purpose**

The Membership Committee (the “Committee”) is a standing Committee of Board members and Board-appointed members. The primary purposes of the Membership Committee are to provide input, guidance and action to increase and retain organizational members of Housing Colorado.

### **II. Organization**

- 1) Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- 2) Members. The Membership Committee shall be comprised of no greater than fifteen and no fewer than seven members. Committee members must be members of Housing Colorado in good standing and represent varying professional interests and regions across Colorado. The Housing Colorado Board shall appoint a minimum of two and a maximum of four members of the Board to serve on the Membership Committee. The Membership Committee shall also include the Executive Director and Membership and Communications Specialist of Housing Colorado in a non-voting capacity. The Chair of the Membership Committee will be appointed at the end of each chair’s term at the determination of the incoming Board Chair.
- 3) Terms. Terms of the Membership Committee members shall be three years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two year term, with a maximum of two consecutive terms. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Membership Committee after a required break of one year. The Board reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.
- 4) Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations.
- 5) Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.

- 6) Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment, and shall be considered and approved by the Committee. The Committee shall make annual reports to the Board.

### **III. Responsibilities**

The Membership Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Board from time to time:

- Responsible for achieving committee's goal as established by the Board of Directors and developing a work plan for completing the goals;
- Review current practices and communications for the recruitment, retention and renewal process for members;
- Actively participate in membership recruitment and retention;
- Contribute to the welcome packet for new and renewing members and assist in the distribution of such materials.

Final – January 2019

## **Housing Colorado Legislative Committee Charter**

### **I. Statement of Purpose**

The Legislative Committee (the "Committee") is a standing Committee of Board members and Board-appointed members. The primary purposes of the Housing Colorado Legislative Committee are to provide input for the development of annual Board-approved policy priorities, review activities of the Colorado General Assembly on matters of statewide concern and recommend Housing Colorado's legislative positions in accordance with the Board-approved Policy Priorities.

### **II. Organization**

- 1) Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- 2) Members. The Legislative Committee shall be comprised of no greater than fifteen and no fewer than nine members. Committee members must be members of Housing Colorado in good standing and will be appointed to the committee at the invitation of the Housing Colorado Board of Directors. The Housing Colorado Board shall appoint a minimum of three and a maximum of five members of the Board to serve on the Legislative Committee. The Legislative Committee shall also include the Executive Director and the Housing Colorado government relations consultant(s) in a non-voting capacity. In addition, the Legislative Committee Chair has the discretion to approve the participation of additional Housing Colorado members on the Legislative Committee for the purposes of facilitating partnerships and/or lending expertise to specific legislation. These participants must also be members of Housing Colorado in good standing and will serve in a non-voting capacity. The Chair and the Vice-Chair of the Legislative Committee will be appointed bi-annually at the

determination of the incoming Board Chair in consultation with the Legislative committee members.

- 3) Terms. Terms of the Legislative Committee members shall be two years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two year term, with a maximum of two consecutive terms. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Legislative Committee after a required break of one year. The Board of Directors reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.
- 4) Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. Participation in committee meetings is of the utmost importance for effective committee outcomes, and therefore all committee members must participate in a minimum of 50% of the scheduled committee meetings. Committee members who fail to comply with this attendance requirement will forfeit their appointment to the Legislative Committee, at which time the Chair may appoint a member to fulfill the vacancy. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations.
- 5) Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held.
- 6) Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment, and shall be considered and approved by the Committee. The Committee shall make regular reports to the Board.

### **III. Responsibilities**

The Legislative Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Governance Committee or the Board from time to time:

- Provide input to the Board for development and approval of annual policy priorities;
- Review of all state legislative activity with discernible impacts on Housing Colorado as determined through policy priorities;
- Prepare a list of bills and recommended positions for review and approval by the Housing Colorado Board;
- Prepare policy position descriptions as needed to inform Housing Colorado members of board-approved positions;
- Monitor progress of approved positions and provide updates to the Board as needed;

- Provide recommendations to the Board when additional resources are required to effectively advocate and influence the outcome of an adopted legislative position.

January 2019

## Housing Colorado Sponsorship Committee Charter

### **I. Statement of Purpose**

The Sponsorship Committee (the “Committee”) is a standing Committee of Board members and Board-appointed members. The primary purposes of the Sponsorship Committee are to provide input, guidance and action to increase and retain organizational sponsors of Housing Colorado.

### **II. Organization**

- A. Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
  
- B. Members. The Sponsorship Committee shall be compromised of no greater than ten and no fewer than four members. Committee members must be members of Housing Colorado in good standing and represent varying professional interests and regions across Colorado. The Housing Colorado Board shall appoint a minimum of one and a maximum of two members of the Board to serve on the Sponsorship Committee. The Sponsorship Committee shall also include the Executive Director and Marketing and Communications Specialist of Housing Colorado in a non-voting capacity. The Sponsorship Committee will annually appoint a Chair.
  
- C. Terms. Terms of the Sponsorship Committee members shall be two years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two-year term, with a maximum of two consecutive terms. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Sponsorship Committee after a required break of one year. The Board reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.
  
- D. Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations.
  
- E. Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members

present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.

- F. Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment, and shall be considered and approved by the Committee. The Committee shall make regular reports to the Board.

### **III. Responsibilities**

The Sponsorship Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Board from time to time:

- Responsible for achieving committee's goals as established by the Board of Directors and developing a work plan for completing the goals;
- Review current practices and communications for soliciting sponsors for Housing Colorado events throughout the year;
- Actively participate in sponsor prospect outreach;
- Provide input and guidance to assist Housing Colorado in identifying new potential sponsorship opportunities and growing revenue potential through new opportunities.

Final – January 2019

## Housing Colorado\_Eagle Awards Committee Charter

### **I. Statement of Purpose**

The Eagle Awards Committee (the “Committee”) is a standing Committee of Board members and Housing Colorado members. The primary purposes of the Eagle Awards Committee is to provide input, guidance and planning support for annual Eagle Awards program hosted by Housing Colorado.

### **II. Organization**

Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.

Members. The Eagle Awards Committee shall be comprised of no greater than twelve (12) and no fewer than six (6) members. Committee members must be members of Housing Colorado in good standing and represent varying professional interests and regions. The Housing Colorado Board shall appoint a minimum of two and a maximum of four members of the Board to serve on the Eagle Awards Committee. The Eagle Awards Committee shall also include the Executive Director and Conference and Event Manager of Housing Colorado in a non-voting capacity. The Eagle Awards Committee will annually appoint a Chair (or co-Chairs, if desired).

Terms. Terms of the Eagle Awards Committee members shall be two years, with a maximum of three consecutive terms. Appointments of the Committee chair shall also be a two year term. Committee members shall serve staggered terms. Once committee members have served their maximum number of terms, they may return to the Eagle Awards Committee after a required break of one year. The Board reserves the right to make additional appointments to the committee in a non-voting, ex-officio capacity.

Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member(s) or which member(s) shall report to the Committee on its activities, determinations and recommendations.

Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.

Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee’s discharge of its responsibilities. The summaries shall be circulated in draft form to the Committee Chair for comment, and shall be considered and approved by the Committee. The Committee shall make regular reports to the Board.

### **III. Responsibilities**

The Eagle Awards Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes, or assigned by the Board from time to time:

- Provide input and guidance to solicit nominations, identifying opportunities to gain maximum exposure for the awards program and assure a diverse and representative pool of nominees.
- Annually review the awards selection criteria and program goals, presenting recommended changes to the Housing Colorado Board for approval.
- Designate a subcommittee to interview award nominees and create a profile for Eagle Awards Selection Committee to review and select the recipients of the Eagle Awards.
- Designate a subcommittee to serve as the Eagle Awards Selection Committee; providing final award recommendations to the Housing Colorado Board for approval.
- Identify potential sponsors for the Eagle Awards Gala event.
- Provide recommendations for targeted marketing of attendees and identify partner organizations that can assist with event marketing.
- Assist with event logistical support as needed.

Final – January 2019

## Housing Colorado for the Young Professionals Committee Charter

### I. Statement of Purpose

The Young Professionals Committee (the “Committee”) is a standing Committee of Housing Colorado members. The primary purposes of the Young Professionals Committee are to provide input, guidance and planning support for Housing Colorado’s Young Professionals networking and educational event series.

### II. Organization

- 1) Charter. At least every three years, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- 2) Members. The Young Professionals Committee shall be comprised of no greater than fifteen and no fewer than seven members. Committee members must be: members of Housing Colorado in good standing, represent varying professional interests, and be a young professional. The Young Professionals Committee shall also include the Conference and Event Manager and Membership and Communications Specialist of Housing Colorado in a non-voting capacity. The Education Committee will annually appoint a Chair.
- 3) Terms. Terms of the Young Professionals Committee members shall be two years, with a maximum of two consecutive terms. Appointments of the Committee chair shall be a single two year term. Once committee members have served their maximum number of terms, they will no longer be able to return to this specific committee.
- 4) Meetings. In order to discharge its responsibilities, the Committee shall each year establish a schedule of meetings; additional meetings may be scheduled as required. The Committee may delegate any of its functions to a member or subcommittee of the Committee, which member or subcommittee shall report to the Committee on its activities, determinations and recommendations.
- 5) Quorum and Voting. The quorum necessary for the transaction of business at Committee meetings will be a majority (51% or more) of the voting members of the Committee present, either in person or through other technological means. All determinations of the Committee must be approved by at least a majority of members present at a meeting duly called or held, but in no event by less than the number of members required to constitute a quorum.
- 6) Agenda, Summaries and Reports. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Summaries for all meetings of the Committee shall be prepared to document the Committee’s discharge of its responsibilities.

### III. Responsibilities

The Young Professionals Committee will have the following responsibilities, and any other responsibilities reasonably related to its purposes:

- Assist in the development and prioritization of training topics of greatest relevance to the Housing Colorado’s young professionals membership;

- Provide guidance on the format of education events, including education and networking events, ensuring best alignment of format with topic and audience;
- Provide suggestions and direct support in identifying and recruiting speakers and trainers for events;
- Invite and welcome Housing Colorado members who are young professionals to welcome them and connect them to the affordable housing community;
- Provide recommendations for targeted marketing of events to members and identify partner organizations who can assist with program marketing;
- Assist with event logistical support as needed throughout the year.

FINAL -- January 2019