



Housing Colorado

Voice and action for affordable housing.

Housing Colorado
Volunteer Handbook
2018

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Welcome!

On behalf of the entire Housing Colorado Board of Directors, it is our pleasure to welcome you as a Housing Colorado volunteer this year. Volunteering with Housing Colorado is a wonderful way to contribute to an organization that serves the professional needs of the affordable housing industry in Colorado, while also expanding your own network and professional skills. Collectively, our volunteers contribute over 3,000 hours in service to Housing Colorado each year. Each year, we have over 150 active volunteers. That total contribution averages to about 20 hours per person, which doesn't seem like that much – but it amounts to over \$72,000 annually in direct cost savings for Housing Colorado. Positive proof of the incredible resources our volunteers provide to our organization each year.

Professionally, there are several benefits to **you** as a volunteer as well. Working on Housing Colorado programs gives volunteers a better understanding of the affordable housing industry, or specific facets of the industry we serve. Volunteers often gain skills and experience that can supplement their current work history. Volunteering also provides an opportunity to learn more about the affordable housing field and to keep abreast of the latest developments. And of course, personally, volunteers gain new friends, shared wisdom and the satisfaction of knowing they are contributing to the organization's success.

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

Sincerely,

A handwritten signature in blue ink that reads "R. Lee Patke Jr." The signature is written in a cursive style with a large initial "R" and a stylized "Patke Jr.".

Lee Patke, Chair
2018 Housing Colorado Board of Directors

History of Housing Colorado

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.

Housing Colorado was officially launched in 2005 with the merger of two non-profits (Colorado Affordable Housing Partnership and Colorado Rural Housing NOW!), as well as the restructuring of a third agency (the Colorado Low-Income Housing Campaign). A task force comprised of key leaders within the affordable housing community, which became Housing Colorado's founding leadership, identified tremendous synergy of the three independent organizations. Through a more unified approach, the new organization of Housing Colorado has evolved to a comprehensive association that is dedicated to serving professionals who are designing, developing and increasing support for affordable housing in Colorado. Our members are at the forefront of the issue and are called upon to lead, educate, activate and innovate to ensure that Colorado's communities are affordable, healthy, vibrant and safe.

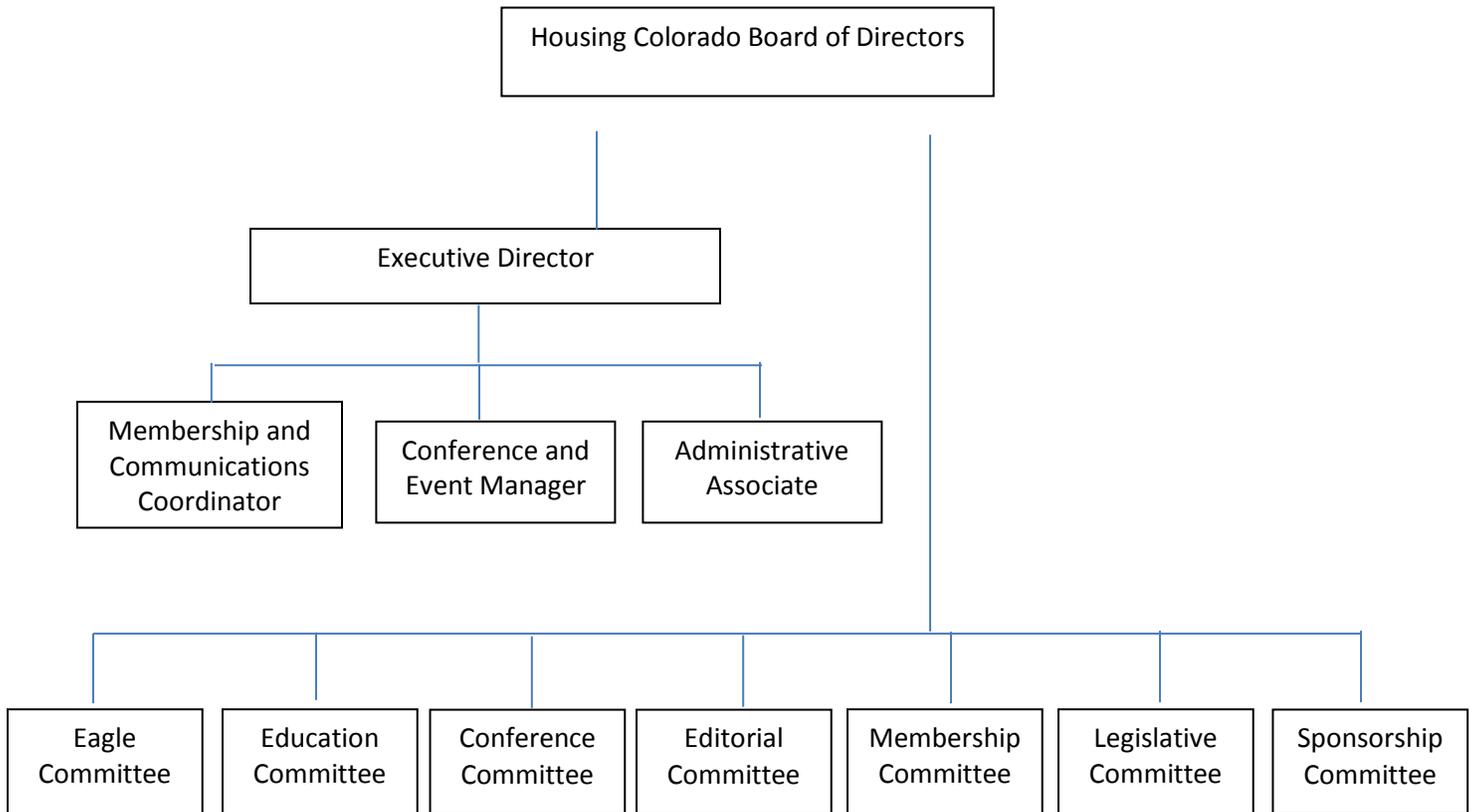
Housing Colorado's Mission

We are a 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.

Housing Colorado's Vision

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

Housing Colorado Organizational Chart: 2018



Each Housing Colorado Committee is commissioned through a governing charter authorized and approved through the Board of Directors (committee charters can be found in the appendix to this handbook). In addition, each committee is assigned a staff liaison that provides staffing support, and a board liaison who ensures there is communication, continuity and integration of the work of the committees and the work of the board.

Staff committee assignments:

Executive Director: Staffs all Board Committees and Legislative Committee

Membership and Communications Specialist: Staffs Membership, Editorial and Sponsorship Committees

Conference and Event Manager: Staffs Eagle, Education and Conference Committees

Housing Colorado Board of Directors – 2018

(Note: Phone numbers, email addresses and mailing addresses for Housing Colorado Board members can be found in the Housing Colorado membership directory at www.housingcolorado.org)

Lee Patke, Chair
Executive Director
Greccio Housing

Amy Case
Controller
Grand Junction Housing Authority

Brian Cohen
Director of Business Development
Taylor Kohrs

Joe DelZotto
President & CEO
Delwest

Stefka Fanchi
Executive Director
Habitat for Humanity of Colorado

Alison George
Director
Colorado Division of Housing

Chris Gunlikson
Partner
Holland & Hart

Patricia Hippe
Chief Financial Officer
Colorado Housing & Finance Authority

Jill Klosterman
Director
Eagle County Housing Authority

Craig Maraschky
Executive Director
Aurora Housing Authority

Shelley Marquez
SVP/ Community Development Manager
Wells Fargo

Anthea Martin
Vice President, Multifamily Finance
Walker & Dunlop

Doug Snyder
Director, Housing Development
Volunteers of America

Jim Stretz
Senior Vice President
George K Baum & Company

Housing Colorado Staff and Contacts

Sara Reynolds
Executive Director
sara@housingcolorado.org
303-863-0124

Emily Nilsen
Membership and Communications Specialist
emily@housingcolorado.org
720-744-2251

Regan Robertson
Conference and Event Manager
regan@housingcolorado.org
303-863-0125

Roberta Trujillo
Administrative Associate
roberta@housingcolorado.org
303-863-0123

Emily Pares
Legislative and Research Intern
815-546-4972

Housing Colorado Mailing Address:

Housing Colorado
1981 Blake St
Denver, CO 80202

Housing Colorado fax: 303-863-0127

Housing Colorado website: www.housingcolorado.org

Expectations of Housing Colorado Volunteers

As a professional association, Housing Colorado relies on its volunteers to develop and, in many cases, implement high quality member services and programs. Volunteers are an extension of the organization and critical to fulfilling our mission.

As such, there are number of basic expectations of volunteers that ensures professional conduct at all times and successful delivery of programs and services. Volunteers with Housing Colorado are expected to:

- Attend committee meetings regularly, or use conference calling options when necessary.
- Fully participate in committee meetings and contribute to discussions.
- Volunteer for special tasks within the committee when 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.
- Act in the best interests of Housing Colorado and refrain from allowing personal agendas to influence committee decisions.
- At all times, conduct themselves in a professional manner and serve as leaders and representatives of Housing Colorado.

Volunteer Liability and Insurance

As a nonprofit association, Housing Colorado carries a blanket *Director and Officer Liability Policy*. This policy, which explicitly covers those serving in volunteer roles, protects individuals from any personal liability arising from their involvement as a volunteer with Housing Colorado. Generally speaking, volunteers who are acting in good faith and within the scope of their duties do not need to be concerned about personal liability, however Housing Colorado's D & O insurance provides additional protection should any circumstances arise where liability is present.

Volunteers can request a copy of Housing Colorado's D & O policy by contacting Sara Reynolds, Executive Director.

Housing Colorado Volunteer Policies

Anti-discrimination:

Housing Colorado deeply values its community of volunteers. We are committed to creating a friendly environment where each individual is welcomed and respected. We believe that no person should be excluded from volunteer participation on the basis of race, creed, color, sex, national origin, age, disability or veteran status, sexual orientation, gender expression or marital status or for any other discriminatory reason.

Membership:

Volunteer service on all Housing Colorado committees is limited to dues-paying members of the organization in good standing. Nonmembers are not able to 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.

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 others they serve. Volunteers shall not disclose any information obtained in the course of his/her 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:

While it is not the intention of Housing Colorado to restrict the personal, professional, or proprietary activities of Housing Colorado volunteers, nor to preclude or restrict participation in Housing Colorado affairs solely by reason of such activities, Housing Colorado believes that conflicts of interest or even the appearance of conflicts of interest on the part of Housing Colorado volunteers should be avoided. No volunteer on a Housing Colorado Committee shall derive any personal economic profit or gain, directly or indirectly, by reason of his or her participation with 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 strives to maintain an environment free of unlawful harassment. In doing so, Housing Colorado prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law. Unlawful 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.

Liability release:

Volunteers understand that the scope of their involvement with Housing Colorado is limited to a volunteer position and no compensation is expected in return for services provided by the volunteer. 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.

Sponsorship and Fundraising Policy:

In order to maintain positive sponsor relations and ensure coordinated efforts, Housing Colorado committees are not permitted to fundraise or solicit sponsorship for committee activities. All sponsorship solicitation is to be coordinated through the Housing Colorado Sponsorship Committee who will ensure the primary sponsorship goals of the organization are met each year. 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 any sponsor solicitation.

Housing Colorado Committee Charters

Housing Colorado

Charter for the Eagle Awards Committee

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

- A. Charter. At least annually, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- B. 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 Chair (or co-Chairs, if desired) of the Eagle Awards Committee will be appointed annually at the determination of the incoming Board Chair.
- C. 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.
- 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(s) or which member(s) 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 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 – Dec 2017

Housing Colorado Charter for the Education Committee

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

- G. Charter. At least annually, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- H. 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.
- I. 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.
- J. 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.
- K. 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.
- L. 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

Charter for the Conference Planning Committee

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

- M. Charter. At least annually, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- N. Members. The Conference Planning Committee shall be comprised 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.
- O. 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.
- P. 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, Publications, Awards and Fun but are subject to change at the discretion of the full planning committee and co-chairs.
- Q. 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.

- R. 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.
- Facilitate the annual awards program, including soliciting nominations and selecting key advocates in the affordable housing industry to provide recommendations to the Housing Colorado Board for approval.

Final – April 2017

Housing Colorado
Charter for the Editorial and Communications Committee Charter

I. Statement of Purpose

The Editorial and Communications 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

- S. Charter. At least annually, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- T. Members. The Editorial and Communications 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 Chair of the Editorial and Communications Committee will be appointed at the end of each chair’s term at the determination of the incoming Board Chair.
- U. Terms. Terms of the Editorial and Communications 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.
- V. 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.
- W. 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.
- X. 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 and Communications 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 2018

Housing Colorado Charter for the Membership Committee

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

- Y. Charter. At least annually, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- Z. 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 Marketing 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.
- AA. 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.
- BB. 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.
- CC. 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.
- DD. 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 – March 2017

Housing Colorado Charter for the Legislative Committee

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

- A. Charter. At least annually, this charter shall be reviewed and reassessed by the Committee and proposed changes shall be submitted to the Board for approval.
- B. 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.
- C. 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.
- 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. 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.

- 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.
- 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 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.

October 2017

Housing Colorado Charter for the Sponsorship Committee

I. Statement of Purpose

The Sponsorship Committee (the “Committee”) is a standing Committee of Board members and Housing Colorado 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 annually, 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 comprised 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 Chair of the Sponsorship Committee will be appointed bi-annually at the determination of the incoming Board 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 – December 2017