

# **WELCOME HOME HOUSING**

## **Board of Directors**

### **Policies and Procedures**

#### **Disclosure Policy**

**(Section 4)**

**WELCOME HOME HOUSING**  
**Board of Directors Policies and Procedures**

**08/29/2016**  
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**Application**

There is no application required especially for BOD; however, the volunteer application may be used.

**Committees**

Board members are expected to participate in fundraising activities. Committees will be formed for these activities. All committees are to be headed by a BOD member.

**Compensation**

There is no compensation for Board members. Positions are voluntary.  
Board shall determine and approve of all compensation for officers and staff.

**Documentation**

No documentation is required of Board members unless they are working with residents of the house. At that time they will be considered volunteers and the requirements of volunteers will apply.

**Expense reimbursements**

Reimbursements will be granted only upon approval by the rest of the Board members and must be approved in advance of expenses being incurred.

**Meetings**

The BOD will meet a minimum of 6 times a year on a date, time and location selected by the Board in advance.

**Meeting Agenda**

The Chairman, with input from other Board members, officers and staff will be responsible for preparing an agenda for Board meetings.

**Positions**

A Board Chair will be elected by other Board members.

**Qualifications and appointments**

Board members will be appointed as need occurs. Qualifications will be determined by the Board when an opening occurs. Potential Board members should obtain the referral of a current Board member or Officer.

**Quorum**

The Board shall be a quorum upon the presence of a majority of the existing Board.

**Resignation**

Board member resignation must be submitted in writing.

**Responsibility**

Board members are responsible for the financial and managerial oversight of the organization as outlined in the By-Laws, Mission Statement, Business Plan and the Policies and Procedures of the organization.

**Retreats**

An annual retreat will be planned and used for reviewing annual organization material and/or for planning for the future. Attendance is mandatory.

**Terms**

Board members will serve for a term of three years with no term limit as outlined in the organization's By-Laws. Terms are staggered.

**Termination**

Board members may be terminated for any conduct or behavior deemed unreasonable by the other Board members, such as failure to attend Board meetings.

**Time Commitment**

Board members are expected to commit enough time to comply with and fulfill their duties.

**Voting for Action and Inaction**

A majority vote is required for approval of any action item.

## **Welcome Home Housing Disclosure Policy**

The following WHH information and documents are available for public inspection:

A. Its mission, minutes, activities, organization papers, by-laws, financial statements, and governance. Requests for copies of such information must be sufficiently specific as to facilitate identification. The request should be forwarded to WHH at the following address: 816, Elm Street, Woodland, CA 95695. Within ten business days of receipt, WHH will inform the person or entity requesting the material of the number of pages to be copied and the total cost at 50 cents per page. Upon receipt of a check made payable to WHH in the proper amount, the material will, within five business days, be copied and deposited in the United States mail.

B. Its Forms 1023 (exemption application), 990 return, and 990-T. Response to requests for copies of such documents, while within the above parameters, shall be expedited to the extent possible.

C. WHH board meetings shall be open to the public. Response to requests for a schedule of meetings shall be responded to within two business days. Requests to attend a meeting should be received within ten business days of the meeting in order to ensure accommodation. However, attendance will not be denied if accommodation is available. A copy of the agenda or proposed agenda will be provided upon request if available, or as soon thereafter as it becomes available.

Notwithstanding anything herein otherwise provided,

A. WHH retains the right to meet in executive board session in any matter pertaining to personnel or litigation.

B. Identities or information which could lead to the residence or identification of WHH clients will not be disclosed.

C. Personal information, including but not limited to telephone numbers or residence of board members, officers, staff or employees of WHH will not be disclosed.