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## **Housing and Redevelopment Authority Board of Commissioners Position Description** *(HRA Approved 3/17/2020)*

The Pine City Housing and Redevelopment Authority is a governmental entity established under Minnesota Statutes Chapter 469.

### **HRA Vision Statement:**

Continue to focus on the reason the HRAs exist - to care about fellow citizens and their quality of life; ensure affordable quality housing for all and engage in development and preservation programs to strengthen our community. Conduct dynamic planning based on changing needs and issues in our community, valuing input from all stakeholders and community members. Provide a variety of programs and housing options that lead to successful outcomes by working together to be resourceful, creative and fiscally responsible.

### **HRA Mission Statement:**

To provide the city of Pine City quality, safe and affordable housing for all, coordinate efforts to preserve existing neighborhoods and affordable housing plus promote development and redevelopment that enhances Pine City and adds to the existing affordable housing stock.

### **Board of Commissioners Membership and Term:**

The HRA Board consists of up to seven members appointed by the Pine City, City Council for a five-year term. HRA Commissioners may serve a second five-year term on the HRA Board upon reappointment by the City of Pine City. All appointees to the Board shall hold office until their successor is appointed and qualified. Members shall only serve on one City Board, committee or commission at a time.

### **Preferred Qualifications for Commissioners:**

The HRA provides all applicants the opportunity to present their skills, talents, and interests in serving and has an interest in providing a diverse membership on the HRA. Board members with the following skills and experiences are desirable:

- Interest in affordable housing issues.
- Knowledge of the local community.
- Commitment to the HRA's Vision and Mission Statement.
- Ability to participate in public meetings.
- Willingness to make necessary time commitment.
- Experience with preparing and analyzing reports and data.

- Ability to work as a team member with other Commissioners, committees and Executive Director, building consensus towards the best stewardship of scarce public resources to address local housing needs.
- Have a high level of integrity and honesty. Recognize and respect diversity and use this knowledge to drive forward wider “community” objectives rather than personal agendas in the context of sound business management and public governance.
- Interest in neighborhood and community issues.
- Prior public commission or committee experience desired. Specialized knowledge of real estate, construction, landlord/tenant, finance or social services preferred.
- A Commissioner cannot do business with the HRA during his/her board term. Examples include entering into any contract with the HRA or receiving and services, rental assistance payments, loans or grants from the HRA. All Commissioners will declare any conflicts of interest they may have in serving on the HRA Board.
- Willingness and ability to commit to requirements of position.

**Requirements of the position:**

- Attend monthly meetings, currently the 3rd Tuesday of each month at 10:00 a.m. at City Hall.
- Attend special meetings, as needed and determined by the Board and/or City.
- Absence from three (3) official meetings in a calendar year, unless excused in advance by the Chair, may result in removal from the Board.
- Must live within the city limits of Pine City.

**Duties and Responsibilities:**

The following represent the major duties of the Board of Commissioners; however, they are not intended to be all-inclusive:

- Determine the mission and purpose of the organization.
- Hire, direct and evaluate the Executive Director.
- Ensure effective organizational planning.
- Convene monthly Board meeting.
- Ensure adequate organizational resources. Approve administrative, program and project budgets.
- Manage resources effectively. Review financial and audit reports.
- Conduct an annual public hearing for the agency’s Public Housing Authority Plan, (PHA Plan) as required by HUD. Adopt the Annual and 5-year Action Plan and related resolutions and certifications.
- Adopt, review and revise all Agency and Program Policies.
- Review and approve proposals for new or amended housing programs or projects.
- Participate in public relations efforts to create and maintain the interests of the general public, clients, landlords, local and HUD officials in current and future housing development.
- Review legal matters. May respond to difficult and sensitive employees, client or citizen complaints. May be requested to review Authority staff decisions on such matters.
- Act on such other matters that may properly come before the HRA Board of Commissioners.
- Assess Board and organizational performance.