

The logo for Two Rivers Community Land Trust features the word "TWO" in blue and green, with a stylized key shape integrated into the letter "O". Below "TWO" is the word "RIVERS" in a large, bold, brown font. Underneath "RIVERS" is the text "Community Land Trust" in a smaller, bold, brown font.

TWO RIVERS

Community Land Trust

BOARD APPLICATION FORM

Two Rivers Community Land Trust
P.O. Box 25451
Woodbury, MN 55125
sherry@tworiversclt.org

Name _____

Phone _____ Email _____

Employer _____

Address _____ City _____ ST _____ Zip _____

1. Why are you interested in becoming a member of the Two Rivers Board?
2. What personal skill or strength of your do you think would benefit our organization?
3. What experience, if any, do you have in the housing field?
4. What other volunteer commitments do you currently have?
5. Have you served on other nonprofit organization boards? If so, please list them and any office you held.
6. The Two Rivers Board meets once a month on the first Thursday of the month at 5:00 pm. Do you see any scheduling problem that might affect your attendance?

Board Member Job Description

Position

The Board supports the work of Two Rivers CLT and provides mission-based leadership and strategic governance. While day-to-day operations are led by Two Rivers CLT's Executive Director (ED), involvement of the Board is both critical and expected.

Board terms

- Two Rivers CLT's Board Members serve three-year terms and may be re-elected to serve multiple terms. Board member elections take place each year at the Annual Meeting in December.

Time Demands (approximate):

- Board meets monthly, at least ten times a year; meetings are approximately two hours in length.
- Attend and actively participate in at least 75% of board meetings, review agenda and supporting materials prior to board and committee meetings; participate in committee meetings and related work, as needed.

Responsibilities:

- The board is ultimately responsible for the performance of the organization in all areas of its work and ensures that the organization is in compliance with applicable state and federal law.
- Assist the Board in carrying out its fiduciary responsibilities by reviewing financial statements, budgets and accounting practices, and ensuring that proper financial controls are in place; provide financial oversight.
- Understand and promote the organization's mission and the CLT model; be familiar with the organization's bylaws, policies, programs and operations; and determine how the organization will carry out its mission through long and short-range planning.
- Establish policies for the effective management of the organization.
- Assist with the development of the organization's annual budget and fundraising plan; adopt the annual budget and provide fiscal oversight.
- Hire the executive director, determine compensation, and evaluate their performance.
- Arrive at meetings prepared to actively participate and make informed decisions.

Resource Development Expectations

- Support and / or participate in Two Rivers CLT's fundraising activities.
- Make an annual contribution to Two Rivers CLT, appropriate for your circumstance, in order to achieve 100% board giving.
- Volunteer time and/or assist in the recruitment of volunteers and committee members to augment the Board.
- Represent Two Rivers CLT to stakeholders; acting as an informed and enthusiastic ambassador for the organization.

Two Rivers Community Land Trust's mission is to provide permanently affordable homeownership for low- and moderate-income households in the St. Croix River Valley in the State of Minnesota.