

Vancouver Housing Authority

POLICIES RELATING TO BOARD OF COMMISSIONERS

MISSION/PURPOSE OF THE AUTHORITY: To provide opportunities to people who experience barriers to housing because of income, disability or special needs in an environment that preserves personal dignity, and in a manner, that maintains the public trust.

TERM OF OFFICE. The term of office will be five years commencing upon appointment and ending the 11th day of February, the fifth year after appointment, or any part thereof. Reappointment to subsequent terms is possible, at the discretion of the Mayor of the City of Vancouver.

ROLE AND RESPONSIBILITY. The Board of Commissioners serves as a conduit for community issues and concerns to be heard by the full Board of Commissioners. As such, it is expected that the Commissioners attend, and participate as appropriate, in public forums, community meetings and civic events, whereby they will represent the VHA as public officials.

Individual commissioner is one of six (6) voting members of the Board of Commissioners and may express represent and explain positions taken by the Board at public meetings and/or hearings. While individual commissioners may have opinions on a variety of subjects, commissioners represent the Board only on official policy positions taken by the full Board. Individual Board members should not make commitments or in any way commit the full Board or corporation to an action, decision or outcome.

Article II of the Bylaws of the Housing Authority of the City of Vancouver define the roles of the Officers; they are as follows:

Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary-Treasurer.

The Chair shall preside at all meetings of the Authority and, except as otherwise authorized by resolution, shall execute all deeds and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations and information, as he/she may consider proper, concerning the business, affairs, and policies of the authority.

Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed by the Chair until such time as the Authority shall select a new Chair.

Secretary-Treasurer. The Secretary-Treasurer shall be the Executive Director of the Authority, and such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority, he/she shall be charged with the management of the housing projects of the Authority.

THE BOARD IS A POLICY BODY. Policy matters are defined as setting the direction, specifying the goals and objectives of a specific program, strategy or project and allocating the resources to effectuate, implement and evaluate the intended activity. The principal policy tools of the VHA are the annual capital and operating budgets. In addition, the agency has enacted a strategic plan and it implements goals annually, to guide and direct staff. Special purpose policies are also enacted as needed to govern admissions preferences, asset management, financial performance and other internal procedures.

Under no circumstances does the Board of Commissioners administer the day-to-day activities of the agency. Instead, the Board employs an Executive Director who also serves as the Secretary Treasurer to the Board and is a non-voting member of the Board of Commissioners.

ELECTION OR APPOINTMENT. The Bylaws of the Vancouver Housing Authority require that the members elect annually the Chair and vice-Chair at the Annual Meeting of the Authority from among the commissioners of the Authority and shall hold office for one year or until their successors are elected and qualified.

As a policy the Board has established the following;

Eligibility to serve as the Chair and Vice-Chair will be restricted to those members that have served on the Board for a minimum of twelve (12) months.

Terms for each office will be held by the same member for no more than two (2) consecutive terms unless otherwise extended through a majority vote by the members.

It will be the intent of the Board that positions on the Board will be a rotation succession in that Vice-Chair will be Chair in the term following the Chair's term, etc. Deviation of the rotation will be based on Officer choice not to succeed Officer in next position and/or determination by the Board that the agency would be better served with another Member serving in the Officer role.