



Trinity Center Board of Directors Expectations and Commitments

Our Mission – Inspired to advance our Vision

Trinity Center’s mission is to be the doorway to opportunity for people experiencing homelessness and poverty in Contra Costa County. Our primary goal is to provide a welcoming space where members feel physically and emotionally safe, supported in their progress and part of a caring group that is focused on helping them escape the challenges of poverty. Trinity Center recognizes that homelessness and poverty requires a diverse approach and our vision is to be a community that cares for people with compassion and provides a place of safety, friendship and dignity. We are a place where everyone has the opportunity for abundant life; a place where everyone knows my name! We serve members through a diverse program, including a Day Shelter that immediately meets people’s crucial needs for meals, showers, laundry, clothing, and mail, telephone, and computer access. We provide assessment and coaching for each member to ensure that they are actively working toward goals and ultimately regain stable housing. Member Advocates provide intensive case management for benefits, housing, employment and supportive services. Certified Addiction Treatment Counselors provide group counseling & individualized services and we employ marginalized persons to build self-sufficiency and long term independence. In addition to our Day Shelter, we have pioneered distinctive, innovative, and effective programs. Key among these are Emergency Overnight Programs, including a winter shelter and intermittent safe parking program, which offer a vital public benefit to keep our members and the entire community healthy.

While Board participation may vary for members at different times and based on different roles, the basic expectations for all Trinity Center Board members are below. The Board sets a high standard for governance, leadership, enthusiasm about Trinity Center and its mission, supporting and guiding the Executive Director and staff, and representing and growing the organization. These commitments will help make sure we continue to meet these goals together.

The Basics – Board Terms and Meetings

Trinity Center’s Board may have between 6 and 11 members. Members and officers are elected at a Board Meeting by vote of the Board Members in attendance. The term for Board members is two years, and Board members may serve up to three consecutive two-year terms.

Regular Meetings take place at least 10 times a year, on the third Tuesday of most months from 7:00-8:30 PM at Trinity Center or Virtually. Board members are strongly encouraged to attend all meetings, but should not have more than one absence per quarter. The Executive Director will provide a Board packet and agenda via email in advance, usually by the Friday prior to the Tuesday meeting. The Executive Director attends all meetings, but the Board may meet without them in executive session if necessary. Other staff attend to make presentations on particular topics as needed.

Occasionally the Board will schedule special meetings or calls to address issues of particular importance or urgency that cannot be handled in the regular meetings.

The Executive Director may seek input or a vote from the Board via email in-between meetings. Board members are expected to have ready access to email and to answer communications from the Executive Director in a timely fashion.

Other staff may occasionally reach out for Board duties such as fundraising activities and Board members are encouraged to respond in a timely manner.

Event Volunteering

Board members are expected to be present as supporters and/or volunteers for Trinity Center's events.

Board Fundraising and Membership Expectations

Board member participation in the fundraising effort is crucial and there is an expectation that Board members contribute either through a personally meaningful gift and/or cultivating other donors. Contributions can include personal donations, individual membership dues, buying tickets to events, and encouraging your organization to sponsor Trinity Center events. Another Board fundraising expectation is to help with donor stewardship and as needed to support the Programs.

Board Committee Expectations

All Board members are expected to serve on one committee. Responsibilities and time commitments of committees vary, and Board members are encouraged to volunteer with the committees that fit best with their interest, expertise and other commitments.

Committees – Members choose committee assignments at the beginning of each year.

- **Executive Committee:** Composed of the President, Vice President, Secretary and Treasurer. Convened by the President and meets as needed on organizational issues such as Board governance and hiring & evaluating the Executive Director. Executive Director provides major organizational updates and/or seeks input from the committee.
- **Finance Committee:** Convened by the Treasurer, with 2-3 other members. Meets most months by conference call at a time convenient to the committee. With the Executive Director, monitors and advises on monthly financial tracking, organizational budget, fundraising, financial procedures, taxes and the annual audit. The Finance Committee provides reports to the full Board on a monthly basis, and also presents the annual audit, tax return and budget for full Board approval. The Finance Committee also serves as the Audit Committee and is joined by an additional third party member to review the audited financials in late summer.
- **Human Resources/Personnel Committee:** Meets as needed and advises on personnel issues including HR policies and personnel challenges. While the Executive Director has authority over hiring, firing, compensation, and other staffing decisions, they may consult with the HR committee on these decisions.
- **Fundraising Committee:** Meets as needed, ideally sometimes in combination with the Finance Committee. Contributes toward the fundraising activities, helps with connections to institutional funders, and liaises with the rest of the Board and other members about giving.