

# **ST. CROIX CHIPPEWA HOUSING AUTHORITY**

**4456 STATE ROAD 70  
WEBSTER, WI 54893  
PHONE -715-349-2727 FAX- 715-349-7505**

## **NOTICE**

### **INTERESTED INDIVIDUALS TO APPLY TO SERVE ON THE ST. CROIX CHIPPEWA HOUSING BOARD OF COMMISSIONERS 2021-2023**

The Board of Commissioners is responsible for developing the policies by which the St. Croix Chippewa Housing Authority will plan, develop and implement programs which will facilitate the provision of housing assistance through a variety of opportunities that are responsive to a variety of needs.

The actions of the Board are guided by the policies of the organization as well as applicable laws and regulations. How the Board acts as a whole is a composite of the individual personal integrity maintained by each Board member. The Board of Commissioners is expected to maintain a forum that is nonpartisan which allows for informed detailed discussion of policy issues and formulation of policies that are reflective of all parties. They are charged with the following responsibilities:

- Ensure that policies are in place which provide for a management system that is implemented in an efficient, professional, and timely manner.
- Help focus attention on goals and objectives needed to address community issues and problems within their scope of responsibilities and develop policies to implement a course of action.
- Serve as a communication link between Tribal government and the Tribal community in the area of housing development and management.
- Reconcile contradictory viewpoints and provide direction toward achievement of Tribal wide housing goals and objectives that are consistent with policies.
- Balance Tribal community wants with program responsibilities and resources and SCCHA responsibility to manage its resources according to sound business practices and policies.

- Act as a sounding board so that people who are unhappy with a decision can appeal in accordance

It is critical that each commissioner abide by a code of ethics and fulfill the duties inherent in the role of a commissioner as summarized below:

1. Board members will conduct business in accordance with standards consistent with Robert's Rules of Order, SCCHA Policy & Procedures, and the SCCHA By-Laws.
2. Participate in officially called Board meetings.
3. Refer community members to the Executive Director of the SCCHA for resolution of problems or for a response to inquiries.
4. Consult directly with the Executive Director for inquiries regarding housing issues.
5. Abide by the "need to know" standard with regard to confidentiality.
6. Act with diligence, care and skill, honesty, prudence with the interests of the organization before any personal interest.
7. Avoid conflict of interests through disclosure, recusal, etc.
8. Demonstrate a sense of cooperation and support for the benefit of the whole organization.
9. Maintains the highest regard for all applicable laws and regulations and the due process afforded by the St. Croix Tribal Court.
10. Submit to an annual evaluation conducted by the SCCHA Executive Director for the STC Tribal Council.
11. Perform program monitoring in accordance with the applicable provisions of HUD's Self-Monitoring Guidebook.

### **Apply with Tribal Center HR Application & Letter of Interest.**

Compensation for service \$50.00 per meeting attended. By-Laws direct 1 Meeting Per Month with possible Emergency Meetings.

Qualifications:

St. Croix Tribal Member

Excellent Customer Service

Strong Verbal & Written Communication Skills

High School Diploma or Equivalent

Higher Education Preferred

Understanding and knowledge of:

Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA)

Indian Housing Block Grant (IHBG)

Policy & Procedure Development

Resident Opportunities and Self Sufficiency (ROSS)

Accounting & Audit Practices