

The background of the slide is a collage. On the left, there is a photograph of the Texas state flag waving on a pole against a blue sky with white clouds. Below the flag, there is a stylized illustration of a multi-story brick house with several windows. On the right side, there is a yellowish, textured background featuring faint architectural blueprints and handwritten notes in cursive. The text of the logo is positioned in the upper right quadrant of the slide.

**TEXAS DEPARTMENT OF  
HOUSING & COMMUNITY AFFAIRS**  
*Building Homes. Strengthening Communities.*

# Department Expectations

*Revised August 2014*



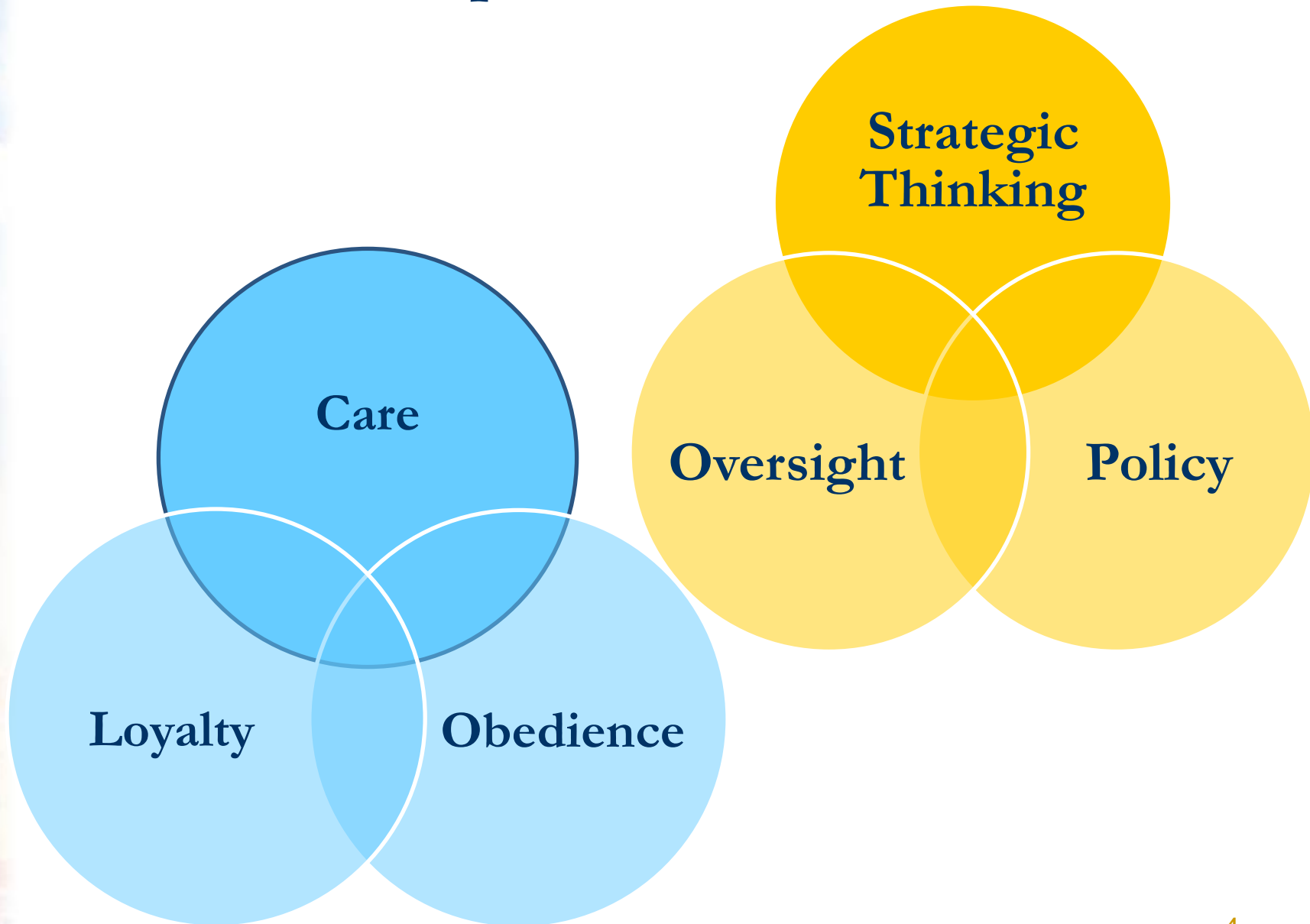
# Know your roles and responsibilities:

- ❖ Mission
- ❖ Attendance
- ❖ Participation in:
  - ❖ Assessment
  - ❖ By-Laws
  - ❖ Planning
  - ❖ Evaluation
    - ❖ Programs
    - ❖ Executive Director
- ❖ Comprehension of the financial status

# Know your roles and responsibilities:

- ❖ Board Manuals
- ❖ Texas Open Meetings Act
  - ❖ How is your public informed?
- ❖ Establish policies for the governance
  - ❖ Can you give an example of a policy that this board has established?

# Duties and Responsibilities





## Know your roles and responsibilities:

- ❖ Collectively and individually, board members are legally and ethically responsible for the activities of the agency.
  - ❖ TDHCA contract
  - ❖ Keep documentation of designee
  - ❖ Contract amendments and extensions

# Access to Information

- ❖ Review books and records
- ❖ Know grants and programs administered
- ❖ Review minutes



# Key Documents

- ❖ Board Bylaws
- ❖ Board Charter
- ❖ Contracts (federal, state, local, etc.)
  - ❖ Office of Management and Budget Circulars
- ❖ Board Roster
  - ❖ Contact Information
  - ❖ Terms

# Key Documents

- ❖ Board Binder including:
  - ❖ Corporate & historical documents,
  - ❖ Roster, calendar,
  - ❖ Board responsibilities,
  - ❖ Financial and programmatic information.
  - ❖ Incorporation documents and
  - ❖ Most recent 990
  - ❖ Current strategic and annual plan
  - ❖ Bylaws and amendments



# Bylaws should include:

- ❖ Board Composition
  - ❖ How selected, titles and appointments
  - ❖ Documentation of selection
    - ❖ Removal procedures
  - ❖ Number of board members, number for quorum
- ❖ Terms and limits
- ❖ Number of meetings per year:
  - ❖ Emergency board meetings
  - ❖ Electronic meetings or conference call procedures
- ❖ Committees: standing and ad hoc



# Resources

- ❖ Sec. 676B CSBG Act
- ❖ IM-82 on Tri-Partite Boards
- ❖ CAPLAW
- ❖ NASCSP “The Training Book for Community Action Boards”
- ❖ CSBG T/TA Request System

# Contact Information

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