



BURBANK HOUSING CORPORATION
At-Large Board Director's Responsibilities and Requirements

Board of Directors

- Nine-member volunteer Board of Directors
- Members serve two-year terms but have no term limits
- Members appointed by different sectors of the community
 - Burbank Chamber of Commerce
 - Wesley Housing (seniors)
 - Residents of BHC properties (2)
 - City of Burbank (2)
 - At-large members (3)

Being a BHC Board Member

- Board meetings
 - Meets 4th Tuesday of every other month
 - Meetings at 5:00 pm
 - Meeting duration – 1 ½ hour
 - Must have access to internet/computer for virtual meetings

Responsibilities of BHC Board Directors

- Oversee and are fiscally responsible for BHC operations
- Make all policy decisions
- Make and enter into all property purchases and loans
- Supervise the work of the Executive Director
- Approve yearly budgets
- Represent the organization

At-Large Director Requirements

- Must reside or work within the City of Burbank
- Must be 21 years of age or older
- Must be able to communicate in English
- Must be interested in the welfare of the entire BHC community
- Must be able to uphold the highest standards of ethics and integrity in all Board activities.
- Must have skills, expertise and experience to further the mission and objectives of the organization
- Must be able to attend board meetings and participate in a minimum of two committees.
- Must be able to attend and represent BHC at community events and outreach activities.

BHC Board of Directors Application At-Large Board of Directors Appointment

Name: _____
(Last) (First) (Middle)

Address: _____ Phone : _____

City: _____ Zip: _____ Alternate: _____

Email: _____ DOB: _____ Lived/Worked in Burbank for _____ years

Education:

School Name	Major	Degree Obtained/Year

Additional pertinent courses or training:

Employment Information:

Present Occupation: _____

Company Name: _____

Address: _____

Telephone #: _____

Demographic & Income Data (Required for Grants):

Do you live in a low-income community? ☐ Yes ☐ No

Do you consider your household a low-income household? ☐ Yes ☐ No

What is your race/ethnicity? _____ Prefer not to answer: ☐

What do you understand to be the biggest challenges facing affordable housing in our community?

List all community activities/organizations in which you are/were involved in over the last 5 years (e.g., nonprofit boards, housing organizations, community development, etc.):

Describe any qualifications, experience, skills, as well as any background that make you a good candidate for this position (e.g., legal, financial, fundraising, community outreach, etc.):

Why are you interested in serving on the BHC Board of Directors? What are your goals?

PLEASE NOTE THAT THIS APPLICATION MAY BECOME PUBLIC INFORMATION. INFORM THE PRESIDENT OF THE BOARD IF THERE IS ANY INFORMATION THAT YOU DO NOT WANT AVAILABLE TO THE PUBLIC.

I hereby certify that the information in this application and any accompanying documents is true and correct to the best of my knowledge. I also certify that I am at least 21 years of age.

Signature of Applicant

Date

****Please submit original application to:
Burbank Housing Corporation
1819 Grismer Ave. Burbank, CA 91504
Fax: (818) 559-9668 | Email: info@burbankhousingcorp.org
If you have any questions, please call us at (818) 559-2336**