



Eden Council for Hope & Opportunity

770 A Street • Hayward, CA 94541

Tel: 510-581-9380 • Fax: 510-537-4793

www.echofairhousing.org

Dear Prospective Board Member,

The Eden Council for Hope and Opportunity (ECHO Housing) is pleased that you are interested in our organization and would like to consider you for participation on our Board of Directors. ECHO Housing is a non-profit housing counseling agency focused on serving very low- to moderate-income residents of Alameda and Contra Costa Counties, and the City of Cupertino.

Incorporated in 1965 as a fair housing agency, ECHO has expanded its services to include Tenant/Landlord Counseling, Mediation and Education; Fair Housing Counseling and Investigation; Shared Housing Counseling, Placement and Education; Homeseeking; and rent/deposit assistance in the form of guarantees and grants.

ECHO is currently governed by a five-member Board of Directors. However, the Board is looking to expand this membership. As a Board Member you would be responsible for attendance at bimonthly board meetings and participation on board committees.

Primary to this search is our desire to find people who are committed to the concept of equality for all people. We are seeking members who come from a wide variety of backgrounds including professional, business, non-profit, low-income, and consumers of housing services. We want people who are ready to get involved!

In order to better acquaint you with our agency, enclosed please find a position description, a mission statement, an organizational history, a description of programs offered by ECHO Housing, Board Governance Policies, a Conflict of Interest Statement, and an application. Please read and sign the Governance Policies and The Conflict of Interest Statement, and complete the application. Send to the above address, or scan and email to Margie@echofairhousing.org.

We thank you for your interest and look forward to meeting with you in the near future.

Sincerely,

Marjorie A. Rocha
Executive Director

Enclosures





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Board Member Job Description

Organization Description

ECHO Housing was founded in 1964 as a fair housing agency. Since that time, ECHO has expanded its service delivery to provide a comprehensive approach to the housing counseling needs of Alameda and Contra Costa Counties, and Midpeninsula residents. ECHO's ultimate goal is to promote equal access in housing and provide support services, which would aid in the prevention of homelessness and promote permanent housing conditions. Current services include: Fair Housing Counseling and Investigation, Tenant/Landlord Counseling and Dispute Resolution, Shared Housing Counseling and Placement, Rental Assistance through guarantees and grants, and Homeseeking. ECHO's programs are offered through five offices: Hayward, Concord, Livermore, Oakland, and Palo Alto.

Board Description

ECHO is governed by a five-member Board of Directors; the Board is looking to expand its membership. We are committed to establishing a "working Board." We are seeking members who come from diverse personal and professional backgrounds. Special emphasis is placed on recruiting persons who possess program, financial management, fundraising, or marketing skills. We are open to residents of Alameda and Contra Costa Counties and the City of Cupertino.

ECHO's Board meets once on odd numbered months, currently the third Wednesday at 1:00 p.m., at the Administrative Offices in Hayward.

Board members must be committed to the concept of equality for all people, as this is the foundation upon which ECHO rests.

Board Member Duties

- Attend bimonthly board meetings
- Participate on at least one board committee
- Promote awareness of ECHO's services throughout the community
- Participate in fundraising efforts
- Participate in establishing ECHO policies

How to Apply

If you are interested in applying for a position on ECHO's Board of Directors, please contact Marjorie Rocha, Executive Director, at Margie@echofairhousing.org.





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Programs/Mission Statement

ECHO Housing was founded in 1964 as a fair housing agency. Since that time, ECHO has expanded its service delivery to provide a more comprehensive approach to the housing counseling needs of its clients.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions. Current services include: Fair Housing Counseling and Investigation, Tenant/Landlord Counseling and Dispute Resolution, Shared Housing Counseling and Placement, Rental Assistance through guarantees and grants, and Homeseeking.

Objectives and Purposes

"The primary objectives and purposes of this corporation shall be:

To provide education and charitable assistance to the general public in matters relating to obtaining and maintaining housing generally, and improving their social, economic, familial and educational conditions generally;

To promote fairness and equality of opportunity for all persons regardless of race, color, creed, national origin, gender, age, sexual orientation, disability, or HIV status in the areas of education, employment, housing and public and private services;

To provide rental assistance, housing assistance, tenant/landlord counseling, homeseeking, homesharing, and mortgage and home purchase counseling."

Eden Council for Hope and Opportunity
Bylaws - January, 2007





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Current Programs

Hayward: 510-581-9380 Concord: 925-332-6067 Livermore: 925-449-7340
Palo Alto: 408-730-8491 Oakland Office: 510-496-0496 or Call 855-ASK-ECHO

FAIR HOUSING COUNSELING & EDUCATION (Hayward, Concord, Livermore, Oakland, and Palo Alto offices) ECHO's Fair Housing Counseling Program conducts site investigations in response to reports of housing discrimination complaints, conducts rental housing audits to determine degrees of housing discrimination existing in designated areas, and educational seminars for members of the housing industry (managers, owners, realtors, etc.). ECHO staff serves unincorporated and urban Alameda and Contra Costa Counties, and the Cities of Alameda, Antioch, Concord Cupertino, Hayward, Livermore, Oakland, Pleasanton, San Leandro, Union City, and Walnut Creek.

TENANT/LANDLORD COUNSELING & MEDIATION (Concord, Hayward, Livermore, and Oakland offices) ECHO's Tenant/Landlord Counseling Program provides information to tenants and landlords in the unincorporated and urban Alameda County, and the Cities of Alameda, Hayward, Livermore, Pleasanton, San Leandro, Union City, and Walnut Creek on their housing rights and responsibilities. The primary objective of the program is to build awareness of housing laws and attempt mediation to preserve housing when appropriate.

RENTAL ASSISTANCE PROGRAM (Hayward, Livermore, and Oakland offices) ECHO's Rental Assistance Program assists Alameda County residents with delinquent rent due to a temporary financial setback. The RAP program helps by arranging a guaranteed repayment contract between the tenant and the landlord.

SHARED HOUSING COUNSELING & PLACEMENT (Livermore office) ECHO's shared housing services, offered to all residents of Livermore and Pleasanton include referral and matching services, counseling on shared living, supportive services, and information and referral to other services. Staff also provides educational workshops on shared living.

HOMESEEEKING (Livermore office) ECHO's Homeseeking Program offers basic tips on looking for and finding rental property, and provides referrals to available rental units in the Livermore and Pleasanton areas.

HOMEBUYER COUNSELING & CLASSES (Hayward Office) ECHO's Homebuyer Counseling and Classes assists potential homebuyers by providing classroom training regarding credit counseling information, homeownership incentives, home buying opportunities, predatory lending; and presentations by realtors and lenders. These services are offered to Alameda County residents.

Funding generously provided by the Cities of Alameda, Antioch, Concord, Cupertino, Hayward, Livermore, Oakland, Pleasanton, San Leandro, Union City, Walnut Creek; the Counties of Alameda and Contra Costa; and the Department of Housing and Urban Development.



EQUAL HOUSING OPPORTUNITY



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EDEN COUNCIL FOR HOPE AND OPPORTUNITY Governance Policies

Organization Description

ECHO Housing was founded in 1964 as a fair housing agency and has expanded its service delivery to provide a comprehensive approach to the housing counseling needs of Alameda County residents. ECHO's ultimate goal is to promote equal access in housing and provide support services, which would aid in the prevention of homelessness and promote permanent housing conditions. Current services include: Fair Housing, Tenant/Landlord,, Shared Housing, Rental Assistance through guarantees and grants, and a Homeseeking program. ECHO's programs are offered through five different offices in the Counties of Alameda, Contra Costa and Santa Clara.

Board Description

The ECHO Board of Directors is committed to establishing a "working Board." We are seeking members who come from diverse personal and professional backgrounds. Special emphasis is placed on recruiting persons who possess legal, program, financial management, fundraising, or marketing skills. Board members must be committed to the concept of equality for all people, as this is the foundation upon which ECHO rests.

Board Responsibilities

The Board of Directors of ECHO Housing is responsible for:

1. Donating time to the agency;
2. Attending at least one ECHO-sponsored event during the fiscal year; and/or
3. Attending at least one Board training seminar during the fiscal year;
4. Hiring and managing the Executive Director, who works as an at-will employee;
5. Attending monthly board meetings;
6. Participating on at least one board committee;
7. Fundraising and donating money or in-kind donations;
8. Developing agency policy;
9. Evaluating ECHO's long-range plan;
10. Representing ECHO in the community; and
11. Promoting awareness of ECHO's services to the public.





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Monthly Meetings

Regular monthly meetings of ECHO's Board of Directors typically take place on the third Wednesday of odd numbered months at 1:00p.m., at ECHO's administrative offices located at 770 A Street, Hayward, CA 94541. Attendance is mandatory. A letter of warning is issued after two consecutive absences. More than three absences in a calendar year may result in dismissal from the Board.

Confidentiality Clause

I understand that the information I am given during the closed portion of the Board Meetings is confidential. I will not share this information with anyone outside of those in attendance at the closed sessions, or it may result in my dismissal from the Board. I understand that any breach of this confidentiality may result in my being personally liable for any harm to the agency incurred as a result of my negligence.

I have read and understand all preceding statements.

Name

Date





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Conflict of Interest Policy

The standard of behavior at the **Eden Council for Hope & Opportunity (ECHO Housing)** is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of **ECHO Housing** on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of **ECHO Housing's** decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate..

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: _____

Date: _____





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Conflict of Interest Disclosure Statement

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the board chair.

A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and the **Eden Council for Hope & Opportunity** on the other. _____ Initials

B. The following are relationships, interests or situations involving me or a member of my family which I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and the **Eden Council for Hope & Opportunity** on the other; _____ Initials

For-profit corporate directorships, positions and employment with:

Nonprofit trusteeships of positions:

Memberships in the following organizations:

Contracts, business activities and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time is:

C. I have read and understand **Eden Council for Hope & Opportunity's (ECHO Housing)** conflict of interest policy and agree to be bound by it. I will promptly inform the board chair of **ECHO Housing** of any material change that develops in the information contained in the foregoing statement.

Type/print name

Signature

Date





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BOARD MEMBERSHIP APPLICATION

Please attach your resume or a short biography to this application.

Name: _____ Home Phone: _____

Address: _____
Street City State Zip

Employer: _____ Work phone: _____

Additional Employment (i.e., consulting, teaching, etc.): _____

Organizational Memberships: _____

Volunteer Activities: _____

Why do you wish to serve as a member of the Board? _____

What do you feel you can contribute to the Board? _____

Applicant's signature _____ Date _____



EQUAL HOUSING
OPPORTUNITY