ALLEN PARK HOUSING COMMISSION
Commissioner Job Description

POSITION OVERVIEW

The Allen Park Housing Commission provides policy creation and oversight of the Leo Paluch Apartments. This position is a volunteer position and requires a five-year term commitment unless the board member is replacing an on-going term. The board member may be reappointed for an additional five-year term. This is a non-compensable position except reimbursement for travel associated with commissioner training.

QUALIFICATIONS

- Understanding parliamentary procedure
- Must have an above average ability to read and write
- Thorough knowledge of business English, spelling and arithmetic
- Ability to understand the basic principles of accounting process
- Ability to decipher complex laws and regulations
- Ability to employ good judgment in making decisions
- Ability to maintain a good working relationship with other board members, Executive Director and staff

DUTIES

- Participate in monthly commission meetings
- Be prepared to discuss commission business at meetings
- Be prepared to make decisions and vote upon required business
- Be accountable for board decisions and the agency's finances
- Fully support the agency's mission and be an advocate for it
- Hold a high ethical standard & comply with all relevant policies of the Housing Commission including but not limited to the Confidentiality and the Conflict of Interest Policies.
- Participate in national and State training programs
- Have an understanding of the inter-relations between the City of Allen Park and HUD
- The Resident Commissioner has no other duties, authorities or responsibilities than any of the other commissioners.

TIME COMMITMENT

- Required monthly board meetings
- Required subcommittee meetings (approx 2-3 annually)
- Participate in training (varies)
- Participate in Leo Paluch Senior Apartments events (annual picnic, holiday party)

If you are interested in acquiring a Board position, please contact the Executive Director of the Allen Park Housing Commission.