



## COMANCHE NATION HOUSING AUTHORITY

“SERVICE WITH PRIDE”

1918 E. GORE BLVD

Lawton, OK 73501

PH 580.357.4956 • FAX 580.357.1103



### CNHA JOB DESCRIPTION

<b>Job Title:</b>	Commissioner	<b>Job Family:</b>	Meeting Stipend
		<b>Annual Salary Range</b>	
<b>Immediate Supervisor:</b>	N/A	<b>Position Supervised:</b>	Executive Director
<b>Departments:</b>		<b>FLSA Status:</b>	N/A

#### **Position Summary:**

The primary responsibility of this position is to serve on the managing Board of the Comanche Nation Housing Authority (CNHA) and to use sound decision-making processes to plan the direction and priorities of the CNHA. Commissioners provide leadership, and oversight in monitoring the statutory, regulatory and financial integrity of the CNHA. Commissioners work closely with the Executive Director to enable the Housing Authority to fulfill its mission of providing affordable, safe and sanitary housing to members of the Comanche Nation.

#### **Essential Duties & Responsibilities:**

- Commissioners are responsible for being informed of and complying with articles of incorporation, the legislation under which the organization exists and the organization’s bylaws, mission, values, code of conduct and policies as they pertain to the duties of Board members.
- Attend board meetings regularly and contribute from personal, professional and life experiences to the work of the Board.
- Commissioners set the mission and serve as advocates for and on behalf of the Housing Authority.
- Commissioners make strategic decisions to ensure the financial solvency of the CNHA.
- Must declare any apparent or real personal conflict of interest in accordance with organizational by-laws and policies and statutory requirements.
- Must know and respect the distinction in the roles of Board and staff and refrain from involvement in the day-to-day activities of the Housing Authority.
- Commissioner’s ensure a productive working relationship between the Board and the Executive Director as well as evaluate the performance of the Executive Director.
- Commissioner’s ensure the capacity to govern effectively is not impaired by conflicts between Board members.
- Commissioner’s ensure the organization has a good balance between organizational stability and innovation..



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### **Candidate Qualifications:**

- Must not owe a current debt to the Housing Authority.
- Former CNHA employees who were terminated without the possibility of rehire are not eligible for appointment.
- Candidates who were removed from the Board, or from employment with the CNHA for violating the Ethics in Contracting provisions of the By-Laws are ineligible.

### **Meetings:**

- Regular meetings are held at 11:00 am on the fourth Tuesday of each month in accordance with the Oklahoma Open Meetings Act.

### **Requirements:**

- Cover letter
- Resume
- Copy of CDIB

### **Instructions for Submission:**

The required documents should be submitted to Jennifer Lee via email at [Jennifer.Lee@comanchenation.com](mailto:Jennifer.Lee@comanchenation.com).