



Job Description HTF Commission Member

The position of Commission Member or “Commissioner” is a volunteer position within the San Luis Obispo County Housing Trust Fund (HTF). Commissioners make recommendations to the Board of Directors concerning loan policies and procedures and individual loan applications. Commissioners are appointed to the Board of Directors, the San Luis Obispo Supportive Housing Consortium or a participating jurisdiction, as defined in the HTF’s Bylaws. Commissioners serve at the pleasure of both the Board of Directors and their appointing entity. Commissioners may be removed by the Board of Directors or their appointing entity with or without cause.

Specific responsibilities and duties of Housing Commission members are listed below:

Policy Development

Commissioners will be involved in providing policy recommendations to the Board of Directors and Housing Trust Fund staff concerning the use of the Housing Trust Fund revolving loan fund. They will help identify the types of projects that should receive funding and will establish criteria for prioritizing projects. Commissioners will also develop and recommend guidelines for evaluating loan applicants.

Loan Application Review

Commissioners will participate in developing policies and procedures for evaluating individual loan applications received by the HTF. Commissioners will review and evaluate applications received by the HTF using the established criteria and recommend action on each application to the Board of Directors.

Monitoring and Evaluation

Commissioners will participate in developing policies and procedures for monitoring and evaluating projects that receive loans from the HTF. Commissioners will oversee and monitor projects that have received loans from the HTF. Commission members will also develop an evaluation process and report to the Board of Directors on active loans.

Desired Knowledge or Interest in Learning

- The mission statement, policies and programs of the Housing Trust Fund.
- Housing affordability issues.
- Community populations that need affordable housing.
- Affordable housing finance and development.
- Local planning policies and procedures.
- Real estate financing.

Personal Characteristics

Ability and desire to:

- Analyze potentially complex project details and be able to learn or become familiar with project financing mechanisms.
- Work cooperatively to build community.
- Commit to the Housing Trust Fund's mission and goals.
- Contribute new ideas that help meet the Housing Trust Fund's mission and goals.

For additional information, contact:

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