



San Diego Housing Federation Policy Committee Charter
ADOPTED December 21, 2016

Role and Purpose

The Policy Committee is advisory to SDHF's Board of Directors. The Committee votes on items such as annual policy priorities and positions on state and local legislation and those items are adopted upon approval by SDHF's Board of Directors. The committee also participates in and supports "calls to action," and other advocacy efforts that SDHF is proposed lead. In doing so, the Committee plays a significant role in shaping the work plan for Federation staff. The Committee also serves as a networking and information sharing resource to SDHF's members on policy-related matters.

Scope of Work

The Committee focuses on state and local policies and legislation, regulations, rule-making, implementation and other program-related work. The Committee is responsible for assisting SDHF staff in the monitoring of affordable housing programs, land-use policies, local and statewide policies and other matters that may impact the mission and goals of the San Diego Housing Federation and providing recommendations on proposed actions when needed. Each year, the committee advises in the creation of an annual policy priorities platform that guides the work of SDHF's staff and board on policy items.

Voting Membership

Voting membership shall include up to eleven (11) voting members appointed by the Board President. Voting members serve one-year terms, after which they may reapply to serve a new term. The application process for voting membership on the policy committee shall be conducted annually at the end of each year. SDHF staff are non-voting members of the committee. All members of the committee must be Members of the Federation in good standing.

The voting members shall be appointed such that all of the following categories shall be represented in the membership:

- San Diego Housing Federation Board Member
- Affordable Housing Developer (nonprofit)
- Affordable Housing Developer (for-profit)
- Community Development Finance Institution
- Nonprofit Community Organization or Advocate
- Resident Services Provider
- Supportive Housing Provider
- Community & Economic Development
- Government
- Banking/Financial Institution
- Affordable Housing Resident



Non-Voting Participation

All SDHF members may attend SDHF policy committee meetings as non-voting attendees. At the discretion of the Policy Committee co-chairs, some portions and/or sessions of the Policy Committee may be closed to voting members only.

Working Groups

Special working groups may be formed from time to time to focus on specific tasks and/or policy matters. These groups shall report out to the committee on any actions taken.

Responsibilities

Voting members are required to attend at least 9 of the committee meetings throughout the year. Members are expected to be prepared for the meeting by reading the briefing packets provided by staff. Members should plan to be actively engaged and assume regular monitoring of issues.

Application for Membership

Federation members wishing to be formal members of the Policy Committee must submit an application to the Board President, identifying the category that they fulfill, as well as a brief statement regarding their experience or area of knowledge that they would bring to the committee. Applicants will be asked to sign a commitment to performing the duties of a Committee member.

Meetings

The Policy Committee meets once a month on the second Wednesday of each month from 9:00 a.m. to 10:45 a.m. In-person attendance is preferred, but a call-in option is provided.