

## **Summary of Board of Commissioners' Duties and Responsibilities**

As the governing body of the Housing Authority, its Board of Commissioners' responsibilities, duties and ethical requirements are significant and found in federal and state laws and regulations, its Bylaws and Code of Ethics. These documents are available for inspection at the following website: <http://www.hacsj.com/home/board-of-commissioners.html> and are summarized generally as follows:

- Define the mission of the PHA
- Make Policy decisions for the Housing Authority
- Ensure the financial solvency of the agency
- Provide Leadership by speaking up when concerns arise
- Assure PHAs meet obligations on audit recommendations
- Approve internal controls to safeguard the agency's assets
- Be aware of the agency's programs, financials, strategic plan, policies and procedures
- Approve, review, and monitor budgets, contracts, and other financial documents
- Ensure ethical, legal, and effective work performance
- Keep informed of relevant subsidized housing industry rules and regulations
- Be aware of the status of the Authority-owned developments and properties
- Approve accurate record [Minutes] of board proceedings
- Follow open meeting requirements
- Attend Board and committee meetings and maintaining confidentiality as to Closed Session matters as required federal and state laws and regulations