

Bessemer Housing Commission

Commissioner's Roles and Responsibilities

A Commissioner for the Bessemer Housing Commission (BHC) is appointed in accordance with the City of Bessemer, Michigan's Mayor. The BHC is a quasi-public corporation and the appointed Commissioner serves as a governing officer to act as a developer and landlord of local affordable housing and redevelopment programs. The Commissioner may also act as a facilitator of an assortment of community development activities within the BHC's jurisdiction.

The Commissioner works as a team player with a 5-member board. The main function of the board is to act as a "policy making" body. The roles and responsibilities of the board are reflected in the policies they adopt.

Roles of the Board of Commissioners

- Act as the governing body of the agency
- Provide leadership
- Ensure fairness in administration of the agency's policies
- Accept limitations and responsibilities established by federal, state, and local laws
- Act as advocates for the agency within the community
- Act as advocates for low- and moderate-income affordable housing within the community
- Provide proper administration of the agency, with the assistance/cooperation of the Housing Director
- Assume fiscal responsibility
- Assure that agency business is conducted to highest possible ethical standards.
- Develop policies that act in the best interest of the agency and the customers served by the agency
- Employ a competent Housing Director to administer the policies created by the board

Responsibilities of the Individual Commissioner

- Provide input into the policy development formation
- Assist in charting the future direction of the agency
- Assist in hiring a qualified Housing Director to manage and lead the agency
- Assist in the budgeting process for operations and capital improvements of the agency
- Assist in assuring an independent audit of the agency's financials
- Assist in the development and approval of policies

Performance Requirements of the *Individual* Commissioner

- Must take responsibility and initiative to understand their roles and responsibilities
- Must learn complex housing laws and how the agency operates
- Must put aside partisan feelings and work on behalf of the agency and community
- Must avoid promoting their own personal agendas
- Must seek information and avoid uniformed decisions
- Must take a stand and support the agency and act as a team member in the best interest of the agency

Individual Commissioner Qualifications

- An understanding of Parliamentary Procedures a plus
- Must have an above average ability to read and write
- Thorough knowledge of business English, spelling, and arithmetic
- An ability to understand the basic principals of the accounting process
- Must be able to decipher complex law and regulations
- Must be able to employ good judgment in making decisions
- Must be able to establish and maintain a good working relationship with other board members and the Housing Director
- Must be able to attend pre-scheduled monthly meetings
- Must be able to make decisions, vote and participate fully
- Must be able to make ethical decisions
- Must assume accountability for the board decisions, the agency's properties, reporting requirements, and finances
- Should have a willingness to travel both in and out of state
- Should be able to build relationships with community stakeholders
- Having a working knowledge of the community's housing needs is a plus