



110 Marble Street, West Rutland, VT 05777
(802) 438-2303 | nwwvt.org | info@nwwvt.org

NeighborWorks of Western Vermont
Board of Directors
General Information

Name

Rutland West Neighborhood Housing Services, Inc. d/b/a NeighborWorks of Western of Vermont

About

NeighborWorks of Western Vermont (NWWVT) is a community development nonprofit located in West Rutland, Vermont and serving Addison, Rutland, and Bennington Counties (and beyond for many of our services). We support individuals, neighborhoods, and communities through five lines of business and through community building and engagement efforts. NWWVT is a licensed lender and a Community Development Fund Institution (CDFI). NWWVT is a member of NeighborWorks America.

Mission

The mission of NeighborWorks of Western Vermont (NWWVT) is to strengthen the development of a regional economy by promoting safe, efficient, and stable housing, and community projects through education, technical assistance, and financial services. NWWVT helps individuals develop self-reliance through education, counseling, technical, and financial services.

Board Makeup

- The board can include up to 21 members and must be comprised of the following:
 - At least 51% of the Board shall be residents of the counties served by the organization. Remaining positions shall be filled by government representatives from the municipalities within the geographic areas served and representatives from the business community.
- Board Members are elected to 3-year terms.
- All Board Members are responsible for recruiting potential Board members. The Governance Committee reviews potential candidates and makes recommendations to the full Board.

Time Commitment

- Time commitments include Board meetings and committee meetings
- Board meetings usually last between 1.5-2 hours.



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- Committee schedules vary. Some meet monthly, others meet based on need.
- Board members are encouraged to attend community engagement events where NWWVT has a presence. Staff will make Board members aware of opportunities.

Committees

- Board members are required to serve on at least one committee.
- Committees align with NWWVT program areas and are supported by staff.
- NWWVT Committees are: Audit, Executive, Finance, Governance, Loan, and Programs.
- Committees are chaired by a Board member and can include community members.
*Loan Committee
- Committee descriptions and member list are made available to Board members.

Key Documents

- Board members are provided with a Board Book that includes key documents and training resources.
- Strategic Plan
 - The strategic plan guides NWWVT's work.
 - Staff provide the Board with regular updates and progress reports.
- Board members receive a Board Packet on the Friday prior to each Board meeting. Board Packets include the meeting agenda, Executive Director report, committee reports, financials, program dashboards, and any other pertinent information.
 - The Board Packets are sent via email. If you need an accommodation, please let the Board President know.
- Board members are asked to sign an annual Conflict of Interest Statement.

Training and Orientation

- Orientation for all new Board members will be scheduled ~~on an as-needed basis~~. Orientation includes introductions to staff, a review of programs and finances, an overview of board roles and responsibilities, and an opportunity for new Board members to ask questions.
- Training also occurs at Board meetings. Each month a different topic is addressed. Update language Board members are encouraged to suggest topics they would like to learn more about.
- Board members are encouraged to join additional trainings, such as the NeighborWorks Training Institute. Staff will share when opportunities are available.

Contact Information and Staff Support

- For questions or concerns, please contact the Board President or the Executive Director



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- **Board President** – Jennifer Yakunovich, jenniferyakunovich@gmail.com, (802) 558-1321
- **Executive Director** – Heather Starzynski, hstarzynski@nwwvt.org, Office – (802) 797-8602, Cell – (802) 779-3234
- Board members receive a list of board members that includes their contact information. Please let the Board President know if your information needs to be updated.

Board Meeting Timing and Access

- All Board members are expected to attend every meeting.
- Board meetings are held on the second Wednesday of each month unless otherwise noted. Meetings begin at 5:30 p.m. and last 1.5-2 hours.
- Board meetings have shifted to a hybrid model meaning that some meetings will take place in person and others virtually. Meeting locations will be clearly communicated prior to a meeting.
 - For meetings that take place in person, a virtual option will be available.
- Attendance:
 - If you are unable to attend a board meeting, please let the Board President know as soon as possible.
- In person Board meetings take place at the NWWVT Main Office at 110 Marble Street, West Rutland, VT.