

## APPLICATION REQUIREMENTS

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The South Hadley Selectboard is seeking qualified applicants to serve on the Board of Trustees for the South Hadley Municipal Affordable Housing Trust. The Board will include individuals with diverse backgrounds and skills to support the Trust's mission of enhancing affordable housing in our community.

### Eligibility Requirements:

- Applicants must be residents of the Town of South Hadley, with the exception of the Town Administrator.
- Preference will be given to individuals with expertise in real estate law, architecture, planning, banking, finance, and real estate.
- Additionally, applicants who currently live in affordable housing are encouraged to apply.

### Application Materials:

Applicants are required to submit the following:

1. A **Cover Letter** that describes your interest in serving on the Board of Trustees and how your background aligns with the goals of the South Hadley Municipal Affordable Housing Trust.
2. A **Resume** that highlights relevant professional or personal experience, particularly in areas related to real estate, finance, housing, planning, and community service.

### Submission Details:

- Application materials should be emailed to Anne Capra, AICP, South Hadley Planning & Conservation Director at [acapra@southhadleyma.gov](mailto:acapra@southhadleyma.gov).
- The subject line must read: "Application for Board of Trustees."
- Applications will be accepted until 11:00 a.m. on December 20, 2024.

Thank you for your interest in contributing to affordable housing in South Hadley. If you have questions, please email Anne Capra.

## MORE INFORMATION

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### Board of Trustee Composition

The Board of Trustees (the "Board") of the South Hadley Municipal Affordable Housing Trust (SHMAHT) Fund, will consist of seven Trustees as follows:

- one member of the Town's Selectboard
- the Town Administrator or designee
- five members to be appointed by the Selectboard, with a preference for members who
  - have professional expertise in fields such as real estate law, architecture, planning, banking, finance, and real estate
  - as well as a member who currently lives in affordable housing

Excluding the Town Administrator, only persons who are residents of the Town of South Hadley shall be eligible to hold the office of Trustee.

**Term**

Trustees will serve for a term of two years, except that two of the initial trustee appointments shall be for one year and may be re-appointed at the discretion of the Selectboard.

**Responsibilities**

The Trustees' responsibilities involve overseeing the SHMAHT funds, which are dedicated to affordable housing initiatives, and ensuring these resources are directed toward impactful projects. Trustees manage the trust's activities, which may include accepting donations, acquiring properties, and supporting the development or preservation of affordable housing. They also have the authority to develop and implement strategies that align with community housing goals, often in collaboration with other municipal bodies. Trustees will follow open meeting requirements for transparency and record-keeping and ethical compliance as mandated by Massachusetts state laws. Trustees should plan to meet regularly once a month, with occasional additional meetings as needed.

**Professional Support**

The Trustees will collaborate closely with town planning staff and JM Goldson consultants to establish a strong foundation and clear operational framework for the Trust. The project team will support the Trustees in structuring board operations, preparing essential legal documents, setting funding priorities that align with town goals, and identifying initial funding sources. Through strategic planning and ongoing support from consultants and town planning staff, the Trustees will be well-equipped and confident in advancing the town's affordable housing goals.

**Process & Schedule for Appointments**

The project team, including town staff and consultants, will review all applications and forward recommendations to the Selectboard by early January 2025. The Selectboard will review the project team's recommendations and determine appointments in January. The Board of Trustees is expected to begin meeting promptly, with its first meeting on Wednesday, January 29.