



Barnes Housing Trust Fund Commissioner Description

2.149.020 Membership and term of office.

The commission shall be composed of seven members, who shall serve as such without compensation. One member of the commission shall be designated by the board of the metropolitan development and housing agency. One member of the commission shall be a member of the council designated by the vice-mayor for a term of two years and shall be a non-voting member. In no event shall the term of the council member extend beyond the council term in which they were elected. One member shall be designated by the continuum of care homeless planning council. Two members shall be elected by a majority vote of the whole membership of the council. The remaining two members of the commission shall be appointed by the mayor and approved by the metropolitan council. Members, except for the member of council designated by the vice mayor, shall serve terms of five years each, provided that the first members appointed shall serve terms of one, two, three, four, and five years respectively. Any vacancy due to any cause shall be filled for the unexpired term by the same appointing authority as the vacant appointment.

2.149.030 Purpose of the commission

The purpose of the commission shall be as follows:

- A. To promote the study and development of good quality affordable housing;
- B. To support education about and creation and development of good quality affordable housing, both rental and ownership;
- C. To help create rental housing, housing for the disabled, and long-term affordable homeownership opportunities for citizens of Davidson County;
- D. To oversee the management and operation of the Barnes Fund for Affordable Housing (the Barnes Fund).

2.149.040 Powers and duties.

In order to carry out and facilitate the commission's general purposes and oversight of the Barnes Fund, the commission shall have authority to:

- A. Enter into one or more contracts with nonprofit agencies, procured under the Metropolitan Procurement Code, to assist the commission in carrying out its duties and in management of the Barnes Fund;
- B. Elect a chairman and such other officers as it may deem necessary to carry out the functions and duties of the commission;
- C. Promulgate and maintain its own regulations and bylaws;
- D. Conduct its affairs, to select advisory committees or panels of experts as necessary to assist in the discharge of its duties;
- E. Solicit, accept, and receive gifts of funds, goods, and services donated to the commission and to the Barnes Fund;
- F. Receive and expend any money allocated to the Barnes Fund by the metropolitan government or donated to the Barnes Fund for the purposes expressed in this chapter;
- G. Make recommendations to the metropolitan council regarding the awarding of grants from the Barnes Fund, including funds appropriated yearly by the metropolitan council through the operating budget ordinance, to deserving nonprofit organizations and nonprofit civic organizations, or as otherwise authorized by state law, supporting the purposes of the commission. Criteria for the awarding of such funds shall be established by the commission. The commission shall submit a recommendation to the metropolitan council for the appropriation of funds to deserving nonprofit organizations consistent with T.C.A. § 7-3-314, as it may hereafter be amended. Once funds have been appropriated by the metropolitan council to the deserving nonprofit organization(s), the commission shall enter into a grant contract with each such organization. No such grant contract shall become effective without the approval of the metropolitan department of law and director of finance.
- H. Perform any additional functions authorized by state law and consistent with the purpose of the commission.

Time Commitment & Expectations

Commission Meetings:

Held once a month on the fourth Tuesday from 2pm to 4pm in the Howard Office Building's Sonny West Room in person unless otherwise ordered by the Governor of Tennessee by an Electronic Meeting Order.

Time Commitments:

Commissioners are occasionally asked to review, edit, or provide comments on documents prior to or between meeting dates. This work usually equates to about one working hour per month outside of meeting times.

Commissioners may service on an external review committee for a funding round. During service on the review committee, a Commissioner is asked to score and comment on applications and provide feedback to the full Commission during the award vote. This typically equates to about 5-8 hours of work prior to the commission meeting.

Commissioners additionally receive occasional invitations to ribbon cuttings and other events from grantees. Attendance at these events is currently optional.

Qualifications for Service

Conflict of Interest

Commissioners may not be an interested party in any current grantee's organization or on a team with an open contract. Also, a Commissioner should not be an interested party in an organization or team that may submit a funding application during the Commissioner's term. Preferably, Commissioners will abide by the below criteria of conflicted persons. However, exceptions may be made in instances where the Commissioner has been a previous volunteer, donor, BOD, Chair, or other such participation with a current grantee or any such position currently with a previous grantee.

- (a) Interested Person. Any officer, director, or member of a committee with governing board delegated powers, who has a direct or indirect financial or non-financial interest, as defined below, is an interested person.
- (b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (i) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - (ii) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - (iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

- (c) Non-Financial Interest. A person has a non-financial interest if the person has, directly or indirectly, a material relationship with a potential grantee or project being funded by the Organization.

Qualifications

Candidates for the Housing Trust Fund Commission should have a connection to the Nashville housing community and an understanding of Nashville's current housing policies. Qualified candidates should have a professional background or experience with one or more of the following:

- Housing Development
- Architect
- THDA or MDHA Housing Programs
- Housing Production
- Banking (Executive, Housing Development, CDFI)
- Housing or Community Nonprofit or Fundraising
- Realty
- Affordable Housing Management