



AICHO

American Indian Community Housing Organization

AMERICAN INDIAN COMMUNITY HOUSING ORGANIZATION (AICHO) BOARD APPLICATION

AICHO-Who We Are & What We Do

The American Indian Community Housing Organization (AICHO) is a nonprofit organization, established in 1993 in Duluth, Minnesota, created to respond to challenges and opportunities in Indigenous community.

AICHO provides:

- Dabinoo'igan Shelter (*"a place you are safe, comforted and sheltered" in Anishinaabe language*), a culturally-specific Indigenous domestic violence emergency shelter, with support services and legal advocacy
- Gimaajii-Mino-Bimaadizimin (*"we are, all of us together, beginning a good life" in Anishinaabe language*) permanent supportive housing, 29 units including efficiency, 1 bedroom, 2 bedrooms, and 3 bedrooms size units, with voluntary case management and children/youth programming
- Affordable housing, 10 units at Endazhi-Maadaajimon (*"a place where stories begin" in Anishinaabe language*)
- Arts & Cultural programming, including art shows and cultural events
- Health Equity initiative, including pandemic response, healthy food access and food security, building long-term comprehensive community health, and traditional healing
- Social Enterprises and economic development, through Indigenous First Gift Shop, and developments of an Indigenous Arts Center and Indigenous Food Market

With 30 years of operations, AICHO has 30+ staff and growing, a \$3.2 million organizational budget with diverse funding, and a reputation for effective community engagement, innovation, and active use of cultural strategies to achieve results.

Our Organization Mission

AICHO has a mission to honor the resiliency of Indigenous people by strengthening communities and centering Indigenous values in all aspects of our work.

Our mission is carried with a philosophy that everyone deserves to live in a non-violent and non-threatening environment and has the right to be treated with dignity and respect.

For more on AICHO: www.aicho.org



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Core Beliefs & Values

AICHO believes Indigenous people have creative, effective, and culturally-based solutions that strengthen and sustain Indigenous community and the world at large. Resilience is strengthened through access to culture and supportive relationships. AICHO core values align with traditional Indigenous values focused on cultural humility, care for others & community, value of all generations, and strong relationships.

AICHO is looking for board members who align with the AICHO mission and values and have an interest or bring a perspective on the following areas:

- Investment in Indigenous issues & advocacy on cultural strategies & solutions
- Cooperative and collaborative practices
- Non-profit organizational knowledge, including finance, operations, programming, asset management, and development
- Social enterprise and social impact business models
- Indigenous cultural knowledge and commitment to Indigenous community
- Non-profit governance experience
- Life experience of being low-resourced or under-resourced (low-income)-AICHO bylaws require 1/3 of AICHO board to represent low-income community experience

What you can expect as a board member:

The AICHO board meets 12 times a year, with monthly board meetings the last Wednesday of the month from 6-8 pm. Board meetings are in-person in Duluth at the Gimaajii Building 202 W 2nd Street, Duluth, MN and are 2 hours in length. Committee work will generally require an additional 1-4 hours per month, depending on committee and activities. AICHO invests in board training on financial education, non-profit board governance, and director duties.

Steps to apply:

1. Complete written application.
2. Meet with the current board or designated member(s) for a short interview.
3. The full board determines new board memberships at a regular board meeting.
4. After the board meeting to decide board membership, each candidate will be notified of the decision.

Thank you for your interest in serving on the AICHO board and please contact LeAnn Littlewolf, AICHO Executive Director, at (218) 722-7225 or LeAnnL@aicho.org with any questions.
Miigwech!

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AICHO BOARD APPLICATION

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email: _____

Tribal Nation Affiliation (if any): _____

Preferred Pronouns: _____

Please respond to the following questions.

1. Why would you like to serve on the AICHO board?

2. How does the AICHO mission and core values align with you?

3. What perspective, experience, skill sets, cultural knowledge do you bring with you?



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4. Do you anticipate any issues or challenges to fulfill the board of director time commitment and duties?

5. Please share any additional relevant information.



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BOARD CONFLICT OF INTEREST POLICY

Each member of the Board of Directors and officers of the American Indian Community Housing Organization (AICHO) shall disclose, recuse from decision-making on the matter, and document any actual, apparent, or potential conflict, direct or indirect, or any appearance of a conflict, between such individual's interests and the interests of AICHO.

Any possible conflict of interest shall be disclosed promptly to the Board of Directors.

Any member of the Board of Directors or officers with a potential conflict shall provide full information regarding the matter but shall not participate in the deliberations or the vote/decision.

Policy Statement

Each member of the Board of Directors and officers has a duty of loyalty to AICHO. A member may not use their position as directors or officers for personal, family, or professional gain or obtain for themselves, their relatives or friends, any financial or material benefit of any kind in their connection to AICHO. Each member has a duty to give undivided loyalty to AICHO when making decisions affecting AICHO. The purpose of the conflict of interest policy is to prevent personal interests from interfering with the performance of member duties to AICHO and to ensure there is no personal, professional, or political gain at the expense of AICHO.

Examples of a conflict of interest may exist if a member of the Board of Directors, officers, or close relative:

- Has a business or financial interest in any third party dealing with AICHO.
- Holds office, serves on a board, participates in management, or is employed by any third party dealing with AICHO.
- Derives financial gain from a transaction involving AICHO (other than salary reported on a W-2 or W-9 or salary and benefits expressly authorized by the board).
- Receives gifts from any third party on the basis of his or her position with AICHO (other than occasional gifts valued at no more than \$50, or if valued at more than \$50, the gift is made available in team space or common area for others to share (fruit baskets, etc.). All other gifts should be returned to the donor with the explanation that AICHO policy does not permit the acceptance of gifts. No personal gift of money should ever be accepted.



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- Engages in any outside employment or other activity that will materially encroach on such person's obligations to AICHO, compete with AICHO's activities, involve unauthorized use of AICHO's equipment, supplies, or facilities; or imply AICHO's sponsorship or support of the outside employment or activity.

Use of Information

A member of the Board of Directors and officers shall not use information received from participation in AICHO affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of AICHO.

Disclosure and Recusal

Whenever any director or officer has an actual or potential conflict of interest with AICHO, they shall notify the Board of Directors of such conflict in writing, using the attached disclosure form.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board, or board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. The person should provide the board or the applicable committee with any and all relevant information on the matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussions or decision on the matter, and did not vote.

Dissemination

A copy of this conflict of interest policy shall be furnished to each director and officer who is presently serving this organization or who may become associated with it.

Certification

The conflict of interest policy shall be reviewed annually for the information and guidance of the directors and officers, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships, and those of their immediate family members, for potential conflicts of interest, and make such disclosures as described in this policy. Each board member and officer will be required to complete a certification of compliance with the conflict of interest policy.



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CERTIFICATION (INITIAL AND ANNUAL)

As an American Indian Community Housing Organization (AICHO) Board member or officer, I acknowledge:

- I will disclose to the Board of Directors and to any applicable committee of the Board the material facts of any proposed transaction of AICHO in which I may have any actual or potential conflict of interest.
- The disclosure should be made prior to any considerations of such proposed transaction by the board or any applicable committee of the board.
- If there is a conflict of interest, the individual will not participate in the final deliberations or decision regarding the matter under consideration, and if deemed appropriate, will retire from the room or meeting space.
- The minutes of the meeting of the board or the committee of the board shall reflect that the conflict of interest is disclosed, that the transaction or decision is in the best interest of AICHO and for its own benefit, and whether it is fair and reasonable, and the interested party did not vote or participate in the final discussions, and if appropriate, was not present during such discussion and vote.
- Whenever there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board or the committee of the board, excluding the person concerning whose situation in doubt has arisen.

I certify that I am in compliance with and will continue to comply with the policy and procedures pertaining to CONFLICT OF INTEREST. I further certify that I will comply with the above stated policy.

Printed Name

Signature

DATE: _____



**DISCLOSURE OF CONFLICT OF INTEREST FORM
(INITIAL, ANNUAL, BY OCCURRENCE)**

DATE: _____ NAME: _____

Check one. Attach additional pages if necessary. Disclose all existing potential or actual conflicts of interest, regardless of whether they have been disclosed on this form in a prior year or over the course of business.

___ To the best of my knowledge, I have no conflicts of interest as described in this Policy.

---OR---

___ To the best of my knowledge, all existing potential or actual conflicts of interest are disclosed on this form, as follows:

Details of actual or potential conflict:

(This section completed by AICHO Board Chair or appointed Board of Director)

Actions Taken to Resolve Conflict of Interest:

- ___ Recused from discussion
- ___ Recused from decision-making
- ___ Results of decision documented with fair and reasonable rationale
- ___ Other action steps (please describe):