



2020 Board of Directors Committee Descriptions

Executive Committee

Last Tuesday of the month at 5:30 p.m.

Meet in February, April, June, August, October, December

The Executive Committee, which is a committee of the Board, shall consist of the five principal officers of the Corporation and up to three additional directors appointed by the president. Except to the extent prohibited or limited by resolution of the Board of Directors, the executive committee may exercise the authority of the Board of Directors at such times as the Board is not in session. In addition, the executive committee shall function as the personnel committee of the Corporation.

Finance Committee

Last Tuesday of each quarter at 4:30 p.m.

Meet in April, August, December

The Finance Committee shall oversee the implementation and administration of policies and procedures for handling and accounting for the finances of the Corporation; and recommend an annual revenue and expense budget for submission to the full Board of Directors; monitor the implementation of the budget.

Specific functions include:

- Review and recommend financial policies, procedures and reporting mechanisms to ensure compliance with all legal and financial regulations, effective use of funds, and appropriate separation of financial duties.
- Review the annual budget to be submitted to the Board of Directors.
- Review the audited financial statements, IRS Form 990 (prior to filing), and auditors' comments.
- Review monthly financial information
- Report to the Board of Directors irregularities, concerns, opportunities.
- Monitor and make recommendations on Endowment Fund activities.



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Family Selection

Second Thursday of the month at 5:00 p.m.

Meet in January, March, May, July, September, November

The Family Selection Committee shall recommend to the Board of Directors applicants for LHFH housing who are in need, have the ability to pay, are willing to partner, and meet other criteria established by the committee or the Board of Directors.

Expected Time Commitment:

- Remain active a minimum of one year.
- Attend meetings.
- Conduct home visits (in pairs) as assigned.

Responsibilities:

- Conduct home visits and obtain only relevant material to confirm need for adequate housing and family's willingness to partner.
- Complete home visit reports accurately and thoroughly. Turn reports into Family Services staff in a timely manner.
- Actively participate in Committee discussions and selection decisions.
- Maintain the confidentiality of applicant information and files.
- Provide useful feedback to the Committee and Family Services department regarding the effectiveness of current policies and procedures.

Qualifications:

- Understanding of the Habitat for Humanity mission.
- Knowledge of the board approved Family Selection process and requirements and Partner Family requirements.
- Understanding of the challenges low-income families face.
- Ability to communicate with a high risk and culturally diverse population.
- Ability to objectively participate in the decision-making process.



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Philanthropy Committee

The Philanthropy Committee includes board members and community volunteers who assist the organization in raising funds. Their primary focus is identifying potential donors, supporting new partnerships and special projects to ensure the affiliate has the necessary resources to complete its ministry effectively. Ideally, members of the Philanthropy Committee will bring strategic thinking, the ability to cultivate and grow new and existing partnerships, and strong communication skills with their commitment.

ReStore Committee

The ReStore Committee includes board members and community volunteers who assist the organization in raising funds through the ReStore. Their primary focus is to provide support and input to staff in marketing, donor identification and special projects. Ideally, members of the ReStore Committee will bring strategic thinking, creativity, the ability to cultivate and grow new and existing partnerships, and strong communication skills with their commitment.