



Board of Directors

APPLICATION FOR BOARD MEMBERSHIP

Name: _____ Email: _____

Phone Contact(s) Work/Home: _____ Cell: _____

Preferred form(s) of contact: work/home phone____ cell____ text____ email____

Preferred Mailing Address: _____

Employer/Corporation: _____ Title: _____

Date of Birth: _____ Gender: _____ Ethnicity/Race: _____

Please tell us about your professional background:

Please list other association affiliations or board memberships:

What skills could you bring to this Habitat Affiliate?

- Nonprofit Management
- Finance/Accounting
- Fund Raising
- Human Resources
- Public Relations
- Legal
- Pastor, Priest, Minister
- Social Services
- Manager
- Professor/Teacher
- Government/Military
- Banking
- Construction
- Science/Medical
- Architecture
- Gov. Relations
- Management Consulting
- Mortgage Finance
- Real Estate
- Other: _____
- Other: _____
- Other: _____

Please let us know why you want to serve as a Board Member of Cheboygan County Habitat?

What is your prime area of interest in working with Habitat?

Are there any potential conflicts of interest that might impact your service on the board?

Please submit completed application to info@habitatcheboygan.org.

Board of Directors

COMMITMENT TO THE MISSION OF HABITAT

BOARD MEMBERS BELIEVE & PARTICIPATE IN MISSION, VISION & PRINCIPLES

Mission: Seeking to put God's love into action, Habitat for Humanity builds homes, communities, and hope.

Vision: A world where everyone has a safe, decent, and affordable place to live, and where housing poverty and homelessness are eliminated.

Goal: To eliminate substandard housing throughout Cheboygan County. Cheboygan County Habitat for Humanity (CCHFH) hopes to help families in need gain hope and encouragement and build a stronger community through partnerships. CCHFH is committed to building homes, building lives and building a better community.

Our Guiding Principles and Covenant with Habitat for Humanity International (HFHI):

1. Cheboygan County Habitat for Humanity works in partnership with God and people everywhere, from all walks of life and regardless of the love faith, to demonstrate the love of Jesus Christ, to help economically disadvantaged people create a better human habitat in which to live and work, in which every person can experience God's love and can live and grow into all that God intends.
2. To focus on shelter by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.
3. To advocate for affordable housing as a basic human right and work along social, political and cultural paths to ensure and promote policies that create fair and sustainable housing policy.
4. To promote dignity and hope. We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.
5. To support sustainable and transformational development. We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

More specifically, the Board of Directors engages in the following topics throughout the year:

- Setting a vision for the organization
- Developing strategies to accomplish the mission
- Engaging in Fund Development to support our mission
- Budget development and review
- Policy review and development; ensures our policies align with HFHI
- Final approval of program applicant selection
- Directing our tithe (money that goes directly to build homes worldwide)
- Becoming knowledgeable about the workings of the affiliate programs, operations, and Restore

STANDARD REQUIREMENTS OF BOARD MEMBERSHIP

Qualifications:

- Commit to a three-year term with unbridled enthusiasm and contagious passion for the Habitat mission
- Sign the Affiliate Covenant, Conflict of Interest and Confidentiality policies
- Maintain a reputation for integrity, the ability to keep commitments, and willingness to learn
- Able to build team spirit and lead by example
- Able to act as a representative of a diverse part of the community and able to influence that community
- Able to dedicate time to work within a committee, and able to encourage others to do so
- Able to contribute financial resources and be enthusiastic about encouraging others to give

- Have a basic understanding of financial accountability
- Able to participate in critical thinking, training, and annual strategic planning to establish clear goals for long term affiliate growth and growth of the Board of Directors
- Able to attend at least one Habitat regional training event during a three-year term
- Good communication skills, flexibility, and a sense of humor

Expectations:

- Complete board orientation
- Review and understand core organizational documents
- Attend at least one annual Affiliates in Motion (AIM) conference training held each Fall.
- New board members are encouraged to work a shift in the ReStore and on a build site as soon as possible to become familiar with affiliate program services.
- Attendance is required per our Bylaws.
- Review Board Packet documents and supporting materials before board meeting.
- Come prepared to engage in the business of our affiliate.
- Serve on at least one standing board committee.
- Make a personally meaningful financial contribution to Cheboygan County Habitat for Humanity and participate in the fundraising efforts of our affiliate.
- Each Board member is required to share the Habitat story through personal ambassadorship and fund development.
- The presence of Board members at all our events and in the community is extremely important. We ask that whenever possible you make it a priority to:
 - Participate in all ground breakings & dedications
 - Act as an ambassador for the affiliate in the community within other organizations, at social events, within Chambers of Commerce, etc.
 - Volunteer as a participant in program services to improve your knowledge base, such as bringing a meal, being on a build site, at the Hard Hats and Hope dinner, and at the ReStore.

TIME REQUIREMENT OF BOARD MEMBERS

MEETINGS:

- A typical meeting is 2 hours. There are typically 12 meetings per year.
- Committee meetings are held on at least a quarterly basis (1-2 hours/meeting). These meetings are quite informal and intended to be scheduled around the work schedules of the participating members.
- Annual Strategic Planning Session (December) will be 4 – 6 hours depending on what the board plan requires. This meeting takes the place of a monthly board meeting.

PREPARATION:

- Participate in all board orientation, leadership, and strategic planning sessions of the local affiliate.
- Please read and come prepared to discuss agendas and handouts emailed ahead of time for board meetings or other events.
- Become fully aware of the workings of Habitat will take a little study up front. Orientation and training programs are offered annually. www.my.habitat.org is a knowledge base website where all US and international affiliates can find information about the Habitat mission.

As a Director of Cheboygan County Habitat for Humanity, I acknowledge and accept the responsibilities inherent in running a multifaceted corporation. I recognize that volunteer support is critical to the success of Cheboygan County Habitat and directors are expected to be among the organization’s most energetic volunteers. Different that many non-profits boards, Cheboygan Habitat’s Board of Directors are expected to be actively involved in helping the organization achieve its goals.

_____, Board Member, _____ Date

Board of Directors

COMMITTEE PREFERENCES AND SELECTION

Mandatory Committee Selection: As a Board Member, you are **required to serve on at least one standing committee** of the Board of Directors. Your obligation to a specific committee is one year with the opportunity for extension. Please review the descriptions below and rank the committees in order of most (1) to least (4) interest. Please note that you must be a current board officer or interested in becoming an officer to serve on the Executive committee.

_____ Executive _____ Finance _____ Fund Development _____ Board Development (Nominating)

BOARD COMMITTEE DESCRIPTIONS

Executive (4): President, Vice President, Treasurer, and Secretary

Makes decisions required during interim periods between board meetings; reviews and ratifies significant decisions to be made by the board; ensures affiliate compliance with HFHI; ensures appropriate policies are in place; monitors board succession planning; conducts periodic evaluation of all projects and strategies; and oversees human resource related actions including management of the Executive Director, approval of employee handbooks, job descriptions, adherence to labor laws and regulations, approval of salary and compensation packages for staff, and selection/hiring of the Executive Director position when required. Meets quarterly or as directed by the Board.

Finance (6): Treasurer and 1 additional board members. Additional non-board members may be appointed.

Responsible for the proper fiscal management of the organization including the approval of and adherence to the budget, periodic review of financial policies and operations, selection of an independent auditor and the fulfillment of annual and periodic financial reporting requirements. Meets quarterly or as needed.

Fund Development (5): At least 2 of the 5 must be board members. Non-board members may be appointed.

Develops a written annual fund development plan for raising funds to support the mission and initiates these strategies. The committee is responsible for driving the funding needed by the affiliate at the board level and shall make recommendations to the board on long and short-term fundraising goals and strategies. This committee works closely with the Executive Director and staff for the creation and oversight of fund-raising activities and major donor development.

Board Development (3): A minimum of three board members.

Responsible for making recommendations to the board regarding the nomination of new board members, overseeing the recruitment, screening process and orientation of new and prospective board members; evaluating board performance and health; overseeing board training and education; and assists with planning and conducting an annual board strategic planning session.

Elective Committee Selection: As a Board Member, we encourage your participation on at least **one elective committee**. Often these committees are *ad hoc* or for a designated season. Please review the descriptions below and circle the committee(s) you wish to serve on.

Events

ReStore

Construction

Program Services

BOARD COMMITTEE DESCRIPTIONS

Events (6-10): Executive Director serves as Chair, until committee grows, board members and volunteers

Help Habitat staff oversee the planning and execution of the annual events. The committee may be called upon for additional planning and support throughout the year as needed.

ReStore (4-6): ReStore Manager serves as chair, board members and volunteers

Assists the Manager with business planning activities as needed (~2 meetings per year).

Construction (4-10): Executive Director, Qualifying Officer and up to 1 board member, volunteers

Assist the Construction Department in pre-planning activities such as developing vendor lists, provide feedback regarding new designs, etc. dependent upon the skills of the committee member, be an ambassador by supporting the recruitment of skilled trades professionals and volunteers who can provide support to the organization or for the donation of materials and labor. Committee members may also function as volunteer Site Supervisors if appropriate. Committee members will work to evaluate project feasibility for home repair projects and may assist with getting bids for approved projects.

Program Services (4-10): Executive Director serves as chair, board members and volunteers

This committee focuses on program selection and support for those applying to either the homeownership or home repair program. Some committee members may prefer to help more with selection while some may take a hands-on role as a Family Advocate and resource during the process. This committee currently is not active but will be resumed in spring 2020.