



Board Member Job Description

Goal of the position: To serve in partnership with other board members to provide legal and moral leadership and responsibility for all activities of affiliate operations. Board members support the activities of operating committees, and are solely responsible for determining affiliate policy in areas of human resources, planning, finance, community relations, and organizational operations and administration.

Job Requirements:

- Demonstrated interest in the affiliate's mission and goals.
- Willingness to expand knowledge of board responsibilities through orientation and on-going education.
- Willingness to represent Habitat for Humanity in the local community.
- Commitment to making a meaningful financial gift annually and to supporting the organization's fundraising goals.
- Commitment to attend and actively participate in 12 board meetings per year.
- Willingness to serve on one of the following committees:

Nominating	Family Selection	Family Support	Volunteer Orientations
Building	Fundraising	Diversity Equity and Inclusion	Hospitality
Faith Relations	Site Selection	Finance	

Sample of Activities:

- Solicit interest and support for Habitat among personal and professional contacts.
- Participate in special events and building projects carried out by affiliate.
- Set and review affiliate mission, philosophy and goals.
- Participate in short and long term planning for the future of the affiliate in order to research and determine which services and programs the affiliate will provide.
- Take steps necessary to insure financial and legal accountability of the affiliate.
- Oversee a fundraising plan which will insure that adequate funds are raised to support the affiliates policies and programs.

Time Frame: Length of Commitment: 2 year term starting in September (up to 3 consecutive terms)
Estimated Hours Required: 6-10 hours per month

Board Meetings: Fourth Tuesday of the month at 6pm (except Nov & Dec when we usually meet on the third Tuesday). Currently planning to do 75%-100% of meetings on zoom and up to 25% in person – may adapt in response to pandemic.

Qualifications Preferred:

- Connection to our service territory of Hampshire and Franklin counties.
- Solid interpersonal relations and skills.
- Administrative or management skills.
- Experience and/or interest in fields relevant to affiliate work.
- Ability to communicate Habitat's ministry to others with accuracy and enthusiasm.
- Time and desire to be a part of a cohesive team and collective efforts.

Benefits:

- Opportunity to make a wide variety of contacts within the local community as well as among regional, national and international Habitat for Humanity networks.
- Leadership role in coordination, policy planning, and program implementation of an internationally recognized non-profit organization.
- Opportunity to foster meaningful and lasting partnerships with and among others.
- Chance to direct activities that will make a positive impact on individual families, donors, volunteers and on the local community as a whole.
- Opportunity to put values into in action and make the world a better place!