

## FULL COMMITTEE LIST 2017-2018

STANDING COMMITTEES	CHAIR	HABITAT CONTACT	DESCRIPTION	MEETS
CONSTRUCTION	Kayshia Rosenbury	Mark Murphy	Our organization's mission is to build safe, decent, and affordable homes for families in need. The role of the construction committee has been an advisor committee that monitors the progress of staff and volunteers with each home construction. An expansion of this committee's function needs to include a group of individuals that can participate in the construction of each home. We need house leaders that can aid in the construction from start to finish and crew leaders that can direct a group of volunteers. If we expect to do more without expanding our staff and exhausting our resources, we need to identify and recruit those people that have the time and knowledge that we need to help lead the construction of our homes in a hands on approach.	Meets 1st Tuesday every month at 9:30 AM
EXECUTIVE COMMITTEE	Glenn Green	Larry Peterson	The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, Immediate Past President and one (1) At-Large member. If the Immediate Past President's Board term has expired then they will serve on the Executive Committee as a non-voting Ex-Officio member of the Executive Committee. The Executive Director shall serve as an Ex-Officio member of the Executive Committee. The Secretary shall serve as secretary to the Executive Committee. This committee shall provide assistance and counsel to the Executive Director in emergency matters, and shall act on behalf of the entire Board of Directors between meetings, reporting any actions taken to the next meeting of the Board of Directors for confirmation. A quorum of the Executive Committee shall be four (4) members.	Meets the 3rd Friday of every month at 11:30 a.m..
FINANCE	Kyrie Stewart	Teresa Thompson	The Finance Committee plays an important role because it is charged with the responsibility of overseeing the affiliate's financial activities including budget and audit functions and providing general guidance to the treasurer. The committee, therefore, assists in developing and presenting the strategic plan and budgets to the board of directors, reviews accounting policies and internal controls of the affiliate, determines the scope of an audit or review of the affiliate's financial records, and reviews the annual financial statements.	Meets the 3rd Tuesday of every month at noon.
FAITH RELATIONS & COMMUNITY OUTREACH	Jeremy Hahn	Aaron Norrick	The Faith Relations & Community Outreach Committee is committed to the ministry of Habitat for Humanity and the expansion of the affiliate. The primary importance of committee members for this effort is to be the ministers of the affiliate to the community (both faith and secular) and help expand the knowledge of Habitat for Humanity of Springfield to the faith community. A strong focus of this committee is partnering with neighborhood groups to help support the Neighborhood Revitalization Committee.	Meets on the last Thursday of each month at 12:00 PM
PARTNER ADVOCACY	Amanda Pearl	Morgan Ash	The Partner Advocacy Committee is responsible for furthering the relationship between Habitat and Board-approved Partner Homebuyers. The committee volunteer assists in preparing prospective homebuyers for homeownership, and is available to homebuyers during completion of program sweat equity requirements and also after the homeowners move in. Members of the Partner Advocacy Committee demonstrate skilled sensitivity to issues arising from living on a low income and provide encouragement and assistance to homebuyers and homeowners; all while respecting the values, dignity, and diversity of participants.  Committee members meet monthly to evaluate program progress, and have regular ongoing supportive contact with their Partner Homebuyers. Members are invited to participate in the celebratory house kick offs and dedications, and organize two annual Habitat partner events.	Meets on 2nd Monday at 5:30 PM

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PARTNER SELECTION	Co-Chair: Amy Shelley-King Co-Chair: Valerie Eastman	Nancy Williams	<p>Partner Selection Committee strives to qualify families and individuals for affordable, decent homes. For the home buying program, the committee makes recommendations to the Board to approve those applicants who demonstrate: 1) need for shelter, 2) ability to repay the Habitat loan, and 3) willingness to work in partnership with Habitat. The committee also reviews applications for home preservation and repairs. The Partner Selection volunteer fills a crucial role in evaluating applications by applying the objective criteria as defined by Habitat for Humanity, and with compassion and respect for the dignity of each applicant.</p> <p>Committee members meet monthly to evaluate applications, and will be invited to conduct home visits for some applicants before reviewing final recommendation documents prepared for the Board. Members are invited to participate in the celebratory house kick offs and dedications, and other Habitat events.</p>	Meets on 3rd Monday at 5:30 PM
MARKETING & PUBLIC AFFAIRS	Nick Sanders	Brandi VanAntwerp	<p>The Marketing &amp; Public Affairs Committee is responsible for sharing Habitat's mission with the people living in the geographic service area, and all volunteers. The goal of the committee is to raise and maintain the community's awareness of Habitat's work in ways that properly reflect the mission, beliefs and image of Habitat for Humanity International. Sharing the mission includes educating and informing the public of Habitat principles, policies and procedures in an accurate and responsible manner. Effective sharing of the Habitat mission with the entire community will raise public awareness and ultimately activate more people to be involved as a mission donor, volunteer, ReStore customer or donor or partner homebuyer applicant leading to the elimination of poverty housing. It should also assist in additional leveraging local resources to support all marketing and PR events and campaigns.</p>	Meets the 2nd Thursday at Noon
NEIGHBORHOOD REVITALIZATION	Karen Schaeffer	Kelsey Milholland	<p>Committee members meet monthly to evaluate applications, and will be invited to conduct home visits for some applicants before reviewing final recommendation documents prepared for the Board. Members are invited to participate in the celebratory house kick offs and dedications, and other Habitat events.</p>	Meets the 2nd Thursday at 5:45 (Charlie Norr Community Ctr)
RESOURCE DEVELOPMENT/FUND RAISING	Dana Elwell	Brandi VanAntwerp	<p>The mission of the Fundraising Team is to find sustainable funding through implementing a funding strategy, reviewing the donor support plan, recommending new partners, and identifying new funding sources.</p>	Meets 1st Thursday at 2:30
RESTORE	Stacey Clem	Will Kuebler	<p>This committee's purpose is to review mix, pricing and margin results of "purchased" product; analyze and expand revenue potential; explore and solicit growth of individual and corporate donor prospects and review/analyze HR/manpower needs and make hiring recommendations to help in making the ReStore run as efficiently as possible.</p>	Meets on 1st Thursday at 4:30 PM
SPECIAL EVENTS	Chris Krans	Abby Glenn	<p>Members of the Special Events Committee are committed to carrying out the stated purpose of the committee and Habitat for Humanity. The purpose of the committee is to plan fundraising events for Habitat for Humanity of Springfield.</p>	Meets 3rd Thursday of the month at Noon

AD HOC COMMITTEES	CHAIR	HABITAT CONTACT	DESCRIPTION	MEETS
LAW (Ad Hoc)	Glenn Green		The purpose of the Law Committee is to assist the Board of Directors and Executive Director in legal matters.	Meets as needed.
LAND/PROPERTY MANAGEMENT (Ad Hoc)	Glenn Green	Chris Houghton	The search for land is an on going effort because affordable property along with the donation of property is hard to identify and acquire. We need volunteers who have interest and expertise in identifying potential donors and donations of property along with the ability in evaluating these properties. Once the committee recommends a property it will be reviewed by the construction committee for approval and then to the finance committee. The land acquisition committee is responsible for purchasing or receiving properties by donation, from property owners in the Greater Springfield area. It is our goal to maintain an inventory of at least 15 properties for future construction at all times.	Meets as needed.
NOMINATING COMMITTEE - ANNUAL (Ad Hoc)	Board Vice President		Committee is created several months before the end of the service year (June) to recommend replacements for all Board members who are leaving and/or new Board members. They additionally make recommendations to the Board for officers.	Meets as needed.