

COMMITTEES MISSION STATEMENTS AND GOALS

Habitat for Humanity of East & Central Pasco County

PRESIDENT'S MISSION AND GOALS

MISSION: Help eliminate poverty housing in East & Central Pasco County and build a strong Habitat for Humanity Affiliate that can continue on this mission.

GOALS:

1. Build stronger committees by means of committee goals
2. Improve communications between committees
3. Increase useful information from HFHI and Regional Support Staff to the Board
4. Create more community awareness and involvement in our mission
5. Start an orientation program for new volunteers and Board Members

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CHURCH RELATIONS

MISSION: Build Christian support in the community through education about the Habitat mission: eliminate poverty housing. Also, help find needy families for the program and build community spirit with volunteers.

GOALS:

1. Have a representative/liason from each church in affiliate service area
2. Begin to build foundation with church?
3. Maintain church contact names & goals

4. Find church sponsors for future homes
5. Work with churches on fund raising events
6. Work with Volunteer committee providing food at the job site
7. Plan for Ground Breaking and House Dedication ceremonies
8. Hold posted meetings, keep minutes and give minutes to Executive Director

WORK WITH: Family Selection, Family Support, Fund-Raising, Volunteer Committee

CONSTRUCTION COMMITTEE

MISSION: Build a house according to Habitat International standards for a selected family.

GOALS:

1. Have a budget, house plan and permits before beginning house
2. Have a procurement person get building materials
3. Have a building schedule for the house
4. Arrange for snack/meal a large work parties (Check with Church Relations)
5. Have an approximate finish date for the house
6. Keep a record of volunteer hours
7. Keep a record of selected family hours
8. Keep a record of suppliers and money spent
9. Hold posted meetings, keep minutes and give a copy to the Executive Director

WORK WITH: Volunteer Committee, Family Support Committee, Site Selection

FAMILY SELECTION

MISSION: Select a family for a Habitat house based on income, need (current housing situation), and willingness to partner with the affiliate.

GOALS:

1. Present candidates to the board at the Monthly Board meeting
2. Use criteria stated by Habitat International:
 - a) Meet low income requirements
 - b) Live in substandard housing
 - c) Partner by working 400 sweat equity hours
3. Have a written selection process that is used as a guide each year (phone interview, application, etc)
4. Hold regular meetings, keep minutes during selection and give minutes to Executive Director

WORK WITH: Church relations, Family Support

FAMILY SUPPORT

MISSION: Assist the selected family in becoming homeowners by improving life skills. These include budgeting, home maintenance, providing information and resources of groups or programs that may help them in their transition. This committee practices tough love and does not enable families to avoid their responsibilities.

GOALS:

1. Appoint a “friend” for the selected family and provide the sponsor with guidelines/training
2. Provide classes on budgeting and house maintenance
3. Work with the family to select finish options and choose accessory options
4. Keep track of sweat equity hours
5. Provide Accessory Options List to Construction Committee
6. Involve and inform the selected families, via the family Friend, regarding Habitat programs after they have moved into their home
7. Notify all Habitat families of up-coming events
8. Hold posted meetings, keep minutes and give copy to Executive Director
9. Maintain and/or create policies that govern the families’ initial and ongoing home ownership processes and procedures

WORK WITH: Church Relations and Family Selection

FINANCE COMMITTEE

MISSION: Oversee all financial matters of the affiliate.

GOALS:

1. Provide financial reports to the board on monthly basis
2. Prepare for annual audit or review
3. Generate financial policies and procedure
4. Oversee timely mortgage reserves

WORK WITH: Executive Director, Treasurer, Executive Board and President

FUND RAISING

MISSION: Raise funds to build decent low cost housing and help eliminate poverty housing in East & Central Pasco County.

GOALS:

1. Have a posted list of all fund raising activities and events
2. Have stated person oversee the three (3) parts of fund raising

- ☞ Fund Drive: Individual, business, and organization donors
 - ☞ Grants
 - ☞ Events
3. Work with-in-kind donations received through construction committee
 4. Keep accurate records in donation book and computer (weekly, by categories)
 5. Send thank you letters
 6. Provide donor list for Public Relations for newspaper article & website
 7. Hold posted meeting, keep minutes and give a copy to Executive Director

WORK WITH: Construction Committee, Treasurer, and Volunteer Committee

RESTORE

Time Commitment: approximately 2-5 hours per month.

• ReStore Committee

The ReStore Committee is comprised of current volunteers and staff. This committee works towards addressing any urgent needs as well as daily operational concerns.

The goals of the ReStore Committee are:

- To provide an outlet for communication between ReStore volunteers and staff
- To address any concerns, thank you's, or necessary reminders regarding daily operations
- Act as an opportunity for regular fellowship among volunteers and staff

PUBLIC RELATIONS

MISSION: Publicize ongoing activities and accomplishments of Habitat for Humanity of East & Central Pasco County in the community.

GOALS:

1. Write articles for the newspapers & website
2. Speak at civic, government, church and business groups
3. Build a speakers group to spread the Habitat message
4. Publicize the yearly events
5. Orientation of new volunteers via Volunteer Coordinator
6. Keep executive Director informed of all activities

WORK WITH: All committees

SITE SELECTION

MISSION: Select property suitable to build on in East & Central Pasco County. Alternatively, find property that can be resold and proceeds used for acquiring property or building houses in East & Central Pasco County.

GOALS:

1. Find land to build on
2. Keep an inventory of possible land sites
3. Develop relationship with city and county to be aware of available land
4. Develop relationship with realtors to find land
5. Hold scheduled meetings, keep minutes and give minutes to Executive Director

WORK WITH: Church relations, Construction, Fund Raising

VOLUNTEER COMMITTEE

MISSION: Find and organize volunteers for construction work parties, provide names of volunteers to committee chairman to help them find people for their committees.

GOALS:

1. Keep a current list of volunteers with phone numbers and address
2. Work with construction manager and make calendar of construction dates to use as a volunteer sign up tool
3. Hold Volunteer sign-up rally during March and April?
4. Hold orientation of volunteers during the year TBD
5. Have all volunteers fill out application and waiver forms for construction site
6. Review volunteer applications & update lists as necessary
7. Work with construction committee regarding schedule & volunteer need for special Saturday work groups
8. Help Committee Chairs find volunteers for their events
9. Work with Church Relations providing food at job site

WORK WITH: Construction Committee, All Committee Chairs