



## *Volunteer Position Description: Executive Committee Member*

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### **PURPOSE**

The Executive Committee of Pikes Peak Habitat (PPHFH) may exercise the authority of the Board of Directors at such times as the Board is not in session and/or when rapid action is deemed essential. The executive committee shall coordinate activities of the Corporation and focus issues for action by the Board of Directors.

### **CHAIR**

Dave Warner  
719.896.0145  
[david.warner@greatwesternbank.com](mailto:david.warner@greatwesternbank.com)

### **STAFF**

Kris Medina  
303.656.3574  
[kris@pikespeakhabitat.org](mailto:kris@pikespeakhabitat.org)

### **MEMBERS**

The executive committee of the Corporation will be comprised of the president, vice president, secretary, and treasurer and up to three (3) additional directors elected by a majority of all the directors then in office. The president, or the president's designee shall serve as the chairperson of the executive committee and shall preside at all of its meetings.

### **FREQUENCY**

Meets the third Monday of every month at 5:30.

### **RESPONSIBILITIES**

- Coordinate activities of the Corporation and focus issues for action by the Board of Directors.
- Oversee the implementation and administration of policies and procedures relating to volunteers and employees of the Corporation.
- Coordinate the strategic and long-range planning activities of the Corporation
- Monitor and evaluate the performance of the Corporation with respect to the achievement of its mission, purposes, and goals.

### **EXPECTATIONS**

- Members are comprised of board officers who are elected the fourth quarter of each fiscal year, with the potential of three (3) additional at-large board members being elected by the board to serve on the committee.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the Executive Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff. No more than two unexcused committee meetings within a 12 month period.

### **QUALIFICATIONS**

- Elected from the board of directors.
- Enthusiasm for PPFH and the Habitat story.
- Understanding of the Habitat mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.

### **TRAINING**

- Participate in the self-driven Habitat Colorado, HFHI or Colorado Secretary of State webinars.
- May attend the HFHI Conference in Atlanta every other year or El Pomar Foundation's or Colorado Nonprofit Association's annual board trainings.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.