



Volunteer Position Description: Governance Committee Member

PURPOSE

The Governance Committee of Pikes Peak Habitat for Humanity (PPHFH) serves to develop and recommend best-practices in governance for the Board including, but not limited to, recruitment, nomination, and training of new Board members; evaluation/assessment of the Board and planning for continuous quality improvement; updates needed to the bylaws and/or policies concerning functions of the Board.

CHAIR

Martha Johnson
719.304.4320
martha.johnson@usoc.org

STAFF

Kris Medina
719.475.7800
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MEMBERS

Members shall be from the PPHFH Board of Directors or others they choose to invite.

FREQUENCY

The committee meets bi-weekly until initial projects are completed, then 4 times per year.

RESPONSIBILITIES

- Review and recommend updates needed in the bylaws and policies pertaining to function of the Board.
- Review past Board assessment results and devise a plan for future evaluation and Board training based on those results. Make recommendations to the Board concerning budget and types of training to be obtained.
- Evaluate the skill sets needed in future recruiting of Board members.
- Create a nominating process for new Board members.
- Create a mentoring process for new Board members.
- Review and update the Board Manual.
- Review and recommend topics for future Board retreats.
- *Chair:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent the Governance Committee to the full Board.
- *Executive Director/CEO:* Act as expert advisor to the Committee with regard to Habitat accepted practices, historical PPHFH information, and give input regarding PPHFH function.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- 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 Governance 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

- Enthusiasm for PPHFH and its story.
- Understanding of the PPHFH mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with governance in a nonprofit setting.
- Willingness to help develop PPHFH's Board in its next stage of growth.



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TRAINING

- BoardSource.org (contact staff for access)
- MyHabitat.org
- Habitat for Humanity Colorado
 - [Board Ambassadors – Ensuring Necessary Resources Meeting](#)
 - [Creating a Strong Nomination Process: Board Recruitment](#)
 - [Engaging Your Board in Strategic Planning](#)
 - [Essentials in Governance Excellence](#)
 - [Financial Management for Boards](#)
 - [Shared Leadership](#)
 - [Staff Succession Planning](#)
 - [Economic Development](#)
 - [Grant Writing](#)
 - [Creating a Culture of Stewardship](#)
- Colorado Secretary of State Nonprofit Board Member Course
<https://www.sos.state.co.us/pubs/charities/boardTraining.html>

BENEFITS TO YOU

- Being personally rewarded by assisting in improving the effectiveness and functionality of the PPHFH Board.
- Work with other professionals to ensure El Paso County's low income families have an opportunity to achieve safe, decent and affordable housing.
- Access to HFHI training resources such as HFH Knowledge Center and HFHILearns at my.habitat.org.