



## ***Position Description: Finance Committee Member***

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### **PURPOSE**

The Finance Committee of Pikes Peak Habitat for Humanity (PPHFH) serves in an advisory capacity to the Board and staff of the organization. Members use their expertise to help further the mission of seeking to put God's love into action as Pikes Peak Habitat for Humanity brings people together to build homes, communities and hope.

### **CHAIR/Treasurer**

Peter Scanlon  
515-402-0941  
[Prs174@gmail.com](mailto:Prs174@gmail.com)

### **STAFF**

Stephanie Campbell  
719.475.7800  
[stephanie@pikespeakhabitat.org](mailto:stephanie@pikespeakhabitat.org)

### **MEMBERS**

Committee Chair/Treasurer (selected by the BOD members), Director of Finance, and at-large Committee Members. When possible, representation shall be from the disciplines of banking, investments, accounting, non-profit management, insurance, mortgage industry, real estate law, and other related industries with expertise to contribute for the good of PPFH. Members of the Committee shall be approved by the chair with advice and consent from the Director of Finance.

### **FREQUENCY**

Meets the third Monday of every month at 12 PM to 1:30 PM.

### **RESPONSIBILITIES**

- Be familiar with PPFH's budget, financial structure, income sources, and expenses.
- Be familiar with nonprofit financial management requirements.
- Study monthly financial statements provided by the Director of Finance.
- Attend committee meetings.
- Contribute knowledge of best practices and give input in areas of finance, accounting, nonprofit entities or other areas of expertise in order to serve the organization.
- Work with the committee as a team in reviewing the annual budget proposal and in making a recommendation to the Board.
- Review and assist in developing the financial portion of the strategic plan.
- Review and approve the annual audit and 990.
- Select audit firm.
- Oversee Family Selection financial policies with committee.
- Oversee ReStore financial policies and procedures with the ReStore committee.
- Help identify additional potential committee members, donors, and sponsors.
- Enthusiastically share the mission of PPFH with others.
- Stay informed on PPFH's activities and important events.
- *Chair/Treasurer:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent PPFH to the community at large, serve as a role model and leader among Committee members, provide periodic status updates to staff, Committee and community, and serve on the Executive Committee.
- *Director of Finance:* Act as liaison between the Committee and PPFH, coordinate meeting and logistics, create agenda (with Chair), maintain contact list, share meeting minutes, and provide support and resources to Committee.

### **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



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other preparation and special projects – providing periodic status updates in Committee activities and assignments.

- Be prompt and attend all meetings of the Finance 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 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.
- Familiarity with the principles that govern nonprofit finances.
- Willingness to help guide PPHFH financial management.

**TRAINING**

- Orientation, Prospective Member Visit, Construction Site Walkthroughs.

**BENEFITS TO YOU**

- Being personally rewarded by giving back to the community.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County’s low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.