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## Volunteer Position Description: ReStore Committee Member

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### PURPOSE

The ReStore Committee of Pikes Peak Habitat (PPHFH) provides a source of expertise in retail and finance in the operation of the ReStore. The ReStore Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

### CHAIR

Candy Molter  
719.337.0536  
[cmolter@comcast.net](mailto:cmolter@comcast.net)

### STAFF

Jeff White  
719.460.7907  
[Jeff@pikespeakhabitat.org](mailto:Jeff@pikespeakhabitat.org)

### MEMBERS

Committee Chair (selected by the Chief Operations Officer or committee members), Chief Operations Officer, and at-large Committee Members. When possible, representation shall include the disciplines of retail management and finance. Others will be invited to join, so that membership continues to grow to meet additional needs of the committee and PPHFH. Members of the Committee shall be approved by the chair with advice and consent from the Chief Operations Officer.

### FREQUENCY

Meets the second Tuesday of every month at 3:00 PM.

### RESPONSIBILITIES

- Advise the Chief Operations Officer in the direction of the ReStore.
- Review financial documents pertaining to the ReStore and provide a sounding board for improvement and ideas.
- Assist in selecting land or a second building for another ReStore or other projects.
- Work in concert with other Committee members to provide expertise and ideas for best practices for ReStore management and growth.
- Ensure that PPHFH has income through the ReStore for building future homes and other projects.
- Partner with Pikes Peak Habitat for Humanity Staff as necessary for special projects, problem solving, and consultation.
- Serve as an ambassador to the local community for PPHFH. Open doors in personal networks.
- Stay informed about PPHFH events and projects.
- *Chair:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent PPHFH to the community at large, serve as a role model and leader among Committee members, provide periodic status updates to staff, Committee and community.
- *Chief Operations Officer:* Act as liaison between the Committee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes, 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 other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the ReStore 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.



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**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 finance in a retail setting.

**TRAINING**

- Orientation, Prospective Member Visit, ReStore 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.