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## Volunteer Position Description: Site Selection Committee Member

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### PURPOSE

The Site Selection Committee of Pikes Peak Habitat (PPHFH) provides a source of expertise in architecture and construction in the design and building of Habitat homes. The Building Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

### CHAIR

Tye Tutt  
719.447.9973  
[tye.tutt@gmail.com](mailto:tye.tutt@gmail.com)

### STAFF

Kris Medina  
719.475.7800  
[kris@pikespeakhabitat.org](mailto:kris@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 land development, construction and engineering. 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 as needed.

### RESPONSIBILITIES

- Assist in selecting land, communicating with government entities about development requirements, and guiding PPHFH in acquiring land for home building and other projects.
- Work in concert with other Committee members to provide expertise and ideas for best practices for land development and construction projects.
- Ensure that PPHFH has a supply of land on which to build future homes.
- Consider the needs of recipient families with regard to building locations
- 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 Site Selection 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.



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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 land development and construction requirements.

**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.