



Volunteer Position Description: Governance Committee Member

PURPOSE

Governance Committee. This committee shall determine the priorities for Board of Directors composition, identify and recruit prospective directors and present a slate of nominees for election as directors at the annual meeting. Committee responsibilities also include organizing orientation for new directors, organizing ongoing education for the entire Board of Directors, and overseeing Board of Directors evaluation activities. This committee shall also present a slate of nominees for election as officers of the Corporation.

The Governance Committee 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. The Governance Committee shall report directly to the Board of Directors and shall receive direction from the Board of Directors.

CHAIR

Ryan Teeples
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STAFF

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BYLAWS ARTICLES GOVERNANCE COMMITTEES

(i) **Formation.** The Board of Directors shall, by resolution adopted by a majority of the number of directors fixed in accordance with Section 3 of this Article III, designate from among its members the following committees: (a) Executive Committee, (b) Resource Development Committee, (c) Finance Committee, (d) Family Selection & Services Committee, (e) Construction Committee, (f) Faith Relations Committee, (g) Governance Committee, and (h) ReStore Committee. The standing committees set forth in the foregoing sentence shall have the composition, powers and duties set forth in Article IV, below. The Board of Directors may, by resolution adopted by a majority of the number of directors fixed in accordance with Section 3 of this Article III, designate from among its members one or more other committees. *Classifications;*

(ii) **Reporting.** The following committees shall be "**Governance Committees**": (a) Executive Committee, (b) Governance Committee, and (c) Finance Committee. Each Governance Committee shall report directly to the Board of Directors and shall receive direction from the Board of Directors. The president shall be an ex-officio member of all committees.

(iii) **Authority.** Each committee may, to the extent provided in these Bylaws or in the resolution of the Board of Directors forming such committee, and except as may be limited by statute, exercise any of the authority of the Board of Directors. Such delegation of authority shall not relieve the Board of Directors or any member thereof from any responsibility imposed by law.

(iv) **Meetings; Notice.** Regular meetings of any such committee may be held without notice at such times and places as the committee may fix from time to time by resolution. Special meetings of any such committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of the meeting, such notice may be given by mail, e-mail, telecopy, or telephone to each director.

MEMBERS

Members shall be from the PPHFH Board of Directors or others they choose to invite. The board president is an ex officio member.



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FREQUENCY

The committee meets monthly on the third Wednesday of the month from 11:00-12:00 virtually or in-person. Special projects may require additional meetings.

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 industry and 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.

TRAINING

- BoardSource.org (contact staff for access) online training.
- MyHabitat.org online training.
- Habitat for Humanity Colorado training on the following topics; being a board a ambassador, creating a strong nomination process, engaging your board in strategic planning, essentials in governance excellence, financial management for boards, shared leadership, staff succession planning, economic development, grant writing, and creating a culture of stewardship.
- Colorado Secretary of State Nonprofit Board Member Course.



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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.