



Volunteer Position Description: Site Selection Committee Member

PURPOSE

The Site Selection Committee of Pikes Peak Habitat (PPHFH) is a subcommittee of the Construction Committee. Site Selection provides a source of expertise in the identifying and selection of residential construction sites and the oversight of land development. The Site Selection Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

CO-CHAIR

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STAFF

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BYLAWS ARTICLES OPERATIONAL 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. The president shall be an ex-officio member of all committees.

(ii) *Classifications; Reporting.* The following committees shall be “**Operational Committees**”: (A) Resource Development Committee, (B) Family Selection & Services Committee, (C) Construction Committee, (D) Faith Relations Committee, and (E) ReStore Committee. Each Operational Committee shall report directly to the executive director of the Corporation and shall receive direction from the executive director of the Corporation. Notwithstanding the foregoing, (I) each Operational Committee shall regularly report its activities to the Board of Directors and (II) each member of an Operational Committee shall comply with all of his or her duties and responsibilities as a director in conducting all of his or her activities as a member of such Operational Committee.

(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

Committee Chair (selected by the Executive Director/CEO or committee members), 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 Executive Director/CEO.

FREQUENCY

Meets as needed.



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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.
- *Executive Director/CEO* 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.

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.