



Position Description: Finance Committee Member

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

Rob Giunta
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STAFF

Stephanie Campbell
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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. The president shall be an ex-officio member of all committees.

(ii) *Classifications; 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.

(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/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. Board president is an ex officio member.

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.



Position Description: Finance Committee Member

- Study monthly financial statements provided by the Director of Finance.
- Attend committee meetings.
- In teams of two, perform the quarterly ReStore (South and Northeast) cash count.
- 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.
- Review and approve annually the financial, administrative, and development policies.
- Oversee Family Selection financial policies with committee.
- Oversee ReStore financial policies and procedures with the ReStore committee.
- Review Site Selection's analysis's on acquisition(s) for approval.
- Help identify additional potential committee members, donors, and sponsors.
- Enthusiastically share the mission of PPHFH with others.
- Stay informed on PPHFH's activities and important events.
- *Chair/Treasurer:* 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, and serve on the Executive Committee.
- *Director of Finance:* Act as liaison between the Committee and PPHFH, 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 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



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and affordable housing.

- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.