



Volunteer Position Description: Advocacy Ad Hoc Committee Member

PURPOSE

Advocacy Ad Hoc Committee. This ad hoc committee shall provide guidance on strategy and actions to advocate for just and fair housing policy, to eliminate the constraints that contribute to poverty housing, and to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically, and religiously unacceptable. Advocating for sustainable and inclusive policies and systems that promote access to decent housing is critical to achieving Pikes Peak Habitat's vision of a world where everyone has a decent place to live.

CHAIR

TBD

Phone number

Email

STAFF

Kris Lewis

719.475.7800 x 104

kris@pikespeakhabitat.org

MEMBERS

The Committee shall be an ad hoc committee of the Board of Directors. The membership of the Committee shall consist of a minimum of one member of Pikes Peak Habitat's Board of Directors, who shall serve as the Committee Chair. Committee members and the Executive Director/CEO may appoint additional members from the community at large, provided they possess the skills necessary to effectively engage in the goals and responsibilities of this committee. Committee members should possess expertise in a diverse representation of areas that include, but are not limited to, program expertise, political leadership, public policy, advocacy, media, and communications. The Committee may invite any other relevant person to attend meetings and provide information, as necessary.

FREQUENCY

The Committee shall hold regular meetings at least four times each year and more frequently as circumstances require. The Committee shall provide a report of its activities to the Board of Directors at least annually.

RESPONSIBILITIES

- Track and report to the board on advocacy issues and strategies.
- Work with Executive Director/CEO to prepare annual advocacy agenda (including public policy priorities and action plans for both short- and long-term goals) for presentation to the board of Directors for approval. Steps include:
 - Collection of basic information on relevant issues, related legislation, and potential action steps
 - Discussion and analysis of the information
 - Development of recommendations for local legislative priorities and actions
 - Coordinate with Habitat for Humanity Colorado for development and support of state legislative priorities and actions, as well as with Habitat for Humanity International Government Relations and Advocacy for support of federal legislation
- Oversee implementation of adopted advocacy agenda, including action items.
- Provide guidance and education to the Board of Directors on vital issues regarding legislation, fiscal appropriation, and policy.
- Implement advocacy training for the Board of Directors, committee members, and Pikes Peak Habitat staff, as needed.
- Assist in building relationships and key alliances with community and government leaders to influence public awareness, policies, budgets, and systems that advance access to adequate, affordable housing.
- Assist in identifying trends in homeownership and community housing needs and potential policy-based solutions.
- Prepare advocacy-related fact sheets, opinion papers, op-eds, and articles, as needed.
- Assist as needed in communicating advocacy priorities and strategies to the press, community, elected officials, and other Habitat affiliates.



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- Participate actively in Pikes Peak Habitat advocacy events including the annual Legislative Day and Legislative Build Day.
- Recommend participation in coalitions and campaigns that relate to the Habitat for Humanity mission and programs.
- Stay up-to-date on federal and state nonprofit lobbying guidelines.
- Create metrics to measure and articulate Pikes Peak Habitat's impact on transforming lives and the ripple effect that impact has on the entire community.

RESOURCES

Upon approval of the Board of Directors, and within the scope of the fiscal year budget, the Committee shall have the authority to retain and compensate consultants or advisors to advise the Committee and assist it in fulfilling its duties and responsibilities. The Committee may create subcommittees and vest those subcommittees with the authority of the Committee with respect to specific matters delegated to such subcommittees.

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, advocacy events, and special projects.
- Be prompt and attend a minimum of 90% of the Advocacy Committee meetings. 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.
- Respond to calls-to-action in a timely manner.

QUALIFICATIONS

- Commitment to Habitat for Humanity's mission, vision, goals, and programs
- Enthusiasm for, and a passion to share, Pikes Peak Habitat and its story
- Understanding of legislative advocacy processes
- Knowledge of current poverty and affordable housing issues impacting El Paso County; knowledge across state and national levels is beneficial
- Ability to analyze information related to policy issues
- Willingness to participate actively in Pikes Peak Habitat's advocacy initiatives
- Ability and willingness to establish and maintain excellent working relationships with elected officials irrespective of party affiliation, as well as ability to sustain collegial and friendly working relationships with Pikes Peak Habitat staff and fellow Advocacy Committee members
- Strong communication skills

TRAINING

- BoardSource.org (contact staff for access) online training
- MyHabitat.org online training; extensive advocacy-specific training modules available
- Habitat for Humanity Colorado training on a wide variety of topics
- Annual advocacy-specific training through Habitat for Humanity Colorado and Habitat for Humanity International training preceding "Legislators Day" and "Habitat on the Hill", respectively
- Colorado Secretary of State Nonprofit Board Member Course.

Approved by the Board of Directors: