



Volunteer Position Description: Home Repair Committee Member

PURPOSE

The Home Repair Committee of Pikes Peak Habitat (PPHFH) provides a source of expertise in home repairs, remodel, accessibility accommodations, and general residential construction. The Home Repair Committee will ensure that activities effectively accomplish the mission of providing Home Repairs that focus on Health, Safety and Accessibility for the homeowners.

CHAIR

TBD

STAFF

Leah Cowles

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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, (h) ReStore Committee, and (i) Home Repair 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 (F) Home Repair 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 shall be planned for 1 hour weekly at the determination of the committee members. This weekly meeting will be via Zoom. At least 2 meetings will take place in person annually. 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 e-mail to each member of the committee.

MEMBERS

Committee Chair (selected by the Home Repair Program Manager or committee members), Secretary, Promotion Specialist, 2 general members of the committee, the Home Repair Project Supervisor and Home Repair Program Manager. When possible, representation shall include the disciplines as outlined in the Community Role Descriptions document. Others may 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 Home Repair Program manager as well as the Home Repair Project Supervisor. The board president is an ex-officio member.



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FREQUENCY

Meets weekly or Bi-weekly via Zoom, as needed. Day and time to be determined by the committee.

RESPONSIBILITIES

- Work in concert with other Committee members to provide expertise and ideas for best practices for repair projects.
- Ensure that building projects are designed to meet needs of recipient families.
- Ensure that building projects are designed to meet building codes.
- Assist in selecting home repair projects, and prioritizing work based upon needs and funding sources.
- 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:* Implement meeting agendas (with Home Repair Program Manager), 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.
- *Home Repair Program Manager:* Act as liaison between the Committee and PPHFH, create agenda (with Chair).
- *Secretary:* coordinate meeting and event logistics, maintain contact list, share meeting minutes, provide support and resources to Committee.
- *Promotion Specialist:* research and coordinate outreach for partnerships funding sources and collaboration within El Paso County.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term.
- 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 Home Repair 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 five 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 aging in place, service to the Veteran community, service to the lower income community and affordable housing issues in El Paso County and the drive for change.

TRAINING

- Orientation, Prospective Member Visit.

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