



1800 North Blanchard Street, Suite 104
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Brief Committee Descriptions

Family Selection (Meets Mondays, once a month at 6:30 pm)

Selects a Habitat Partner Family through the application and interview process, assuring that the Partner Family meets all the Habitat qualifications

- Need
- Ability to repay a mortgage
- Willingness to partner with Habitat
- Willingness to invest 400 sweat equity hours toward the construction of their home

Family Support (Meets Monday's every other month at 5:30 pm)

Once a Partner Family has been selected, the Family Support Committee

- Begins a relationship with the Partner Family and maintains support throughout the build
- Coordinates the equity hours needed
- Develops a household budget
- Provides instruction on "What it takes to be a Homeowner"
- Continues to work with the Partner Family during the first year of ownership, then on an "as needed" basis.

Building/Construction (Meets Tuesday's once a month at 6:00 pm)

Once the Partner Family has chosen a house from a select number of Habitat floor plans, it is the Building/Construction Committee's responsibility to:

- Establish the construction schedule
- Communicate to the Volunteer Coordinator the # of volunteers needed per work day
- Arrange for necessary supplies
- provide onsite supervision and management
- coordinate needed subcontractors
- Provides presentations and coordinates efforts on donating of materials based on construction schedule

Site Selection (Meets once a quarter at 4:00 pm to discuss land)

- Researches sites within Hancock County to determine best location for a potential Habitat home
- Recommends potential build sites to the Board of Trustees
- Arranges for the maintenance of owned sites
- Seeks to obtain best value or donated land

Volunteer Coordination (No set Meeting time)

- Recruits volunteers for administrative (Committee) and operational (Construction) service
- Coordinates administrative volunteers providing each committee chair with an updated list of individuals by stated interest level
- Coordinates construction volunteers based on stated talents per the construction schedule drafted by the Building/Construction Committee.

Public Relations (Meets the first Wednesday of every month at 8:00 am)

- Prepares and edits a newsletter to distribute to donors and volunteers
- Works with multi media resources to communicate to the community the progress and direction of Habitat , including the Habitat Web Site Management
- Conducts all special events around the build (Dedications, Inspiration Celebration and Ground Breakings)
- Assists other committees as needed with Communication and Public Relations issues

Finance (Meets the first Tuesday of every month at 7:30 am)

- Responsible for oversight of the affiliate's financial and administrative activities
- Responsible for the audit and budget functions
- Prepares monthly financial statements for the Board of Trustees, including cash flow
- Maintains banking relationship
- Complies with all internal controls for accountability

Fundraising (Meets the first Tuesday of every month at noon)

- Responsible for raising the funds necessary to fulfill the proposed budget and goals of the Affiliate
- Invites local companies and organizations to raise funds

Church Relations (Meets once a month at noon)

- Develop relationships with the churches in Findlay/Hancock County
- Coordinate and network to determine each church's interest in this ministry as a local outreach mission
- Represent the affiliate at church committee meetings, provide information and help coordinate their fundraising and volunteer efforts to promote church sponsored homes



(Meets the second Monday of each month at 4:30 PM)

- Prepare the ReStore for opening by helping prepare and renovate the building, Shelving Construction and moving and collecting inventory items for sale
- Once store is opened in early 2010, volunteer in the store as a cashier, stocker, or warehouse worker.