

Chapter President Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Chapter President

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Executive Committee

Responsible to: Lewis & Clark Affiliate Habitat for Humanity Board of Directors; Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events

Length of Commitment: Elected into office for a one year term

Responsibilities:

1. Preside at all meetings of the Board of Directors and Executive Committee
2. Coordinate the work of the officers and committees
3. Represent the Edwardsville/Glen Carbon Chapter at community gatherings as well as Habitat meetings
4. Perform duties as prescribed by bylaws, policies, regulations and/or Board of Directors
5. Manage the activities of the various committees toward a shared strategic goal

Qualifications:

Understand the Habitat for Humanity philosophy and have the desire to promote it
Having and using good people skills

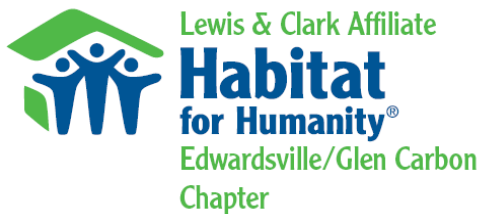
Skills needed:

Vision
Leadership
Discernment
Organization
Management
Communication

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

HABITAT FOR HUMANITY
Edwardsville/Glen Carbon Chapter
PO Box 355
Edwardsville, IL 62025
www.edglenhabitat.org



Chapter Vice President Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Chapter Vice President

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Executive Committee

Responsible to: Lewis & Clark Affiliate Habitat for Humanity; Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Elected into office for a one year term

Responsibilities:

1. Performs the duties of the President in his/her absence or in the event the President is unable or unwilling to perform the duties of the office
2. Prepare the annual Chapter report
3. Other duties as assigned by the Executive Committee and Board of Directors

Qualifications:

Understand the Habitat for Humanity philosophy and have the desire to promote it
Having and using good people skills

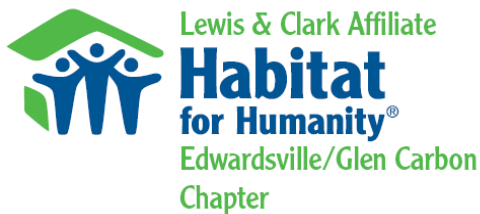
Skills needed:

Discernment
Organization
Management
Communication

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

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Chapter Secretary Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Chapter Secretary

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Executive Committee

Responsible to: Lewis & Clark Affiliate Habitat for Humanity; Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Elected into office for a one year term

Responsibilities:

1. Maintain written records of all meeting and, when feasible, other activity of the Board of Directors
2. Provide each director with a signed copy of the minutes of each regular and special meeting
3. Provide records of Board of Directors activity to the Affiliate Habitat Office upon request
4. Maintain a file of recorded minutes and other pertinent information as directed by the Board of Directors

Qualifications:

Understand the Habitat for Humanity philosophy and have the desire to promote it
Ability to create, organize and maintain organizational records in an orderly manner

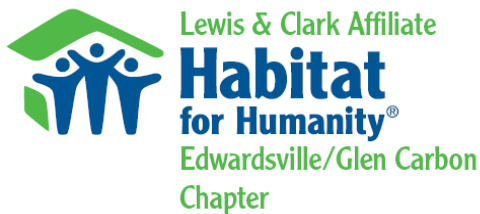
Skills needed:

Protocol
Computer
Organization
Communication

Training provided: Self-directed through Habitat and other leadership and management training materials

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Chapter Treasurer Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Chapter Treasurer

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Executive Committee

Responsible to: Lewis & Clark Affiliate Habitat for Humanity; Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Elected into office for a one year term

Responsibilities:

1. Have custody of all funds belonging to the Chapter
2. Receive, deposit and/or disburse funds under the direction of the Board of Directors
3. Maintain full and accurate accounts of the finances of the Chapter in book/data bases provided for that purpose
4. Cause such returns, reports and/or schedules as may be required by the Lewis & Clark Affiliate or taxing authorities, to be prepared in a timely manner
5. Prepare and present monthly reports concerning the financial condition of the Chapter
6. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board of Directors

Qualifications

Understand the Habitat for Humanity philosophy and have the desire to promote it
Ability to create, organize and maintain financial records in an orderly manner

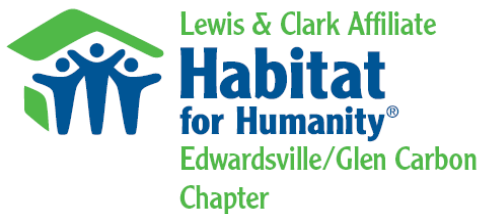
Skills needed:

Computer
Accounting
Organization
Communication

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

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Edwardsville/Glen Carbon Chapter
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Chapter Board Member Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Chapter Board Member

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Edwardsville/Glen Carbon Chapter Board of Directors

Responsible to: Lewis & Clark Affiliate Habitat for Humanity; Edwardsville/Glen Carbon Board of Directors

Time required:

- Approximate Hours: Time requirement various and is dictated by Chapter activities and events
- Length of Commitment: Elected for a three year term, may only serve for two terms in succession
- Number of Board Members: At no time shall the board consist of less than nine members nor more than 24 members

Three Legal Duties:

1. Duty of Care: Directors and officers must perform their responsibilities in good faith and with the same care an ordinary person would use in managing his/her own affairs
2. Duty of Loyalty: Directors and officers must act in good faith and in a manner, which does not harm the organization to the benefit of the director or officer. Avoid any conflicts of interest or appearances of impropriety.
3. Duty of Obedience: Directors and officers must comply with the provisions of the articles of incorporation, bylaws, and state laws, and should safeguard Habitat's mission and Christian witness.

General Expectations:

- Know Habitat for Humanity's mission, purposes, goals, policies, programs, services, strengths and needs.
- Suggest possible nominees to the board who are clearly women and men of achievement and who can make significant contributions to the work of the board and Habitat's progress.
- Serve in leadership positions on the basis of information received from individuals and urge those with grievances to follow established policies to bring such matters to the attention of the board. Follow trends and issues affecting Habitat for Humanity
- Prepare for and participate in board and committee meetings, asking timely and substantive questions, maintaining confidentiality and speaking for the board when authorized to do so.
- Counsel the director as appropriate to offer support in his or her own difficult relationships with groups or individuals
- Exercise prudence with the board in the control and transfer of funds
- Assist the fund raising committee and staff by implementing fund-raising strategies to ensure that adequate funds are raised to support the Chapter's policies and programs.

Minimum Job Requirements:

- A demonstrated interest in the Chapter's mission and goals
- Specific experience and/or knowledge in at least one area: human resources, planning, fund raising, building, finance, community relations, and/or organizational operation
- A willingness to expand knowledge of board responsibilities through orientation and ongoing education
- A willingness to represent Habitat to the community
- Six to ten hours per month distributed among:
 - Board meeting – preparation and attendance
 - Committee meeting – preparation and attendance
 - Special requests
- Serve as a liaison to one of the standing committees
- Give an annual gift according to personal means

Skills needed:

Vision

Integrity

Delegation

Leadership

Discernment

Organization

Management

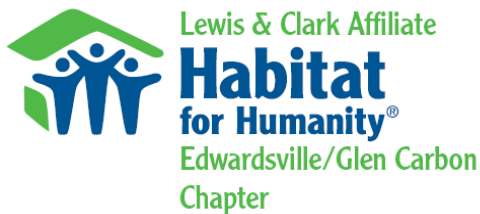
Communication

Decision-making

Training provided: Self-directed through Habitat and other leadership and management training materials

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Chapter Church Relations Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Church Relations Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Church Relations Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Contact and establish partnership with all of the churches in the service area
2. Present Habitat and its goals to members of each congregation and pastoral staff
3. Establish a point of contact for each church that can assist in communicating and coordinating events through the churches

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

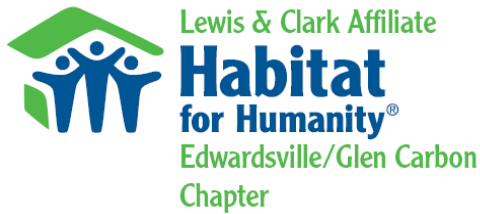
Skills needed:

Detail oriented
Organization
Communication
Ability to multi-task

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

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Edwardsville/Glen Carbon Chapter
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Chapter Fundraising Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Fundraising Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Fundraising Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Plan, coordinate and execute all fundraising events for the Edwardsville/Glen Carbon Chapter
2. Plan and execute chapter grant writing (to be approved by the Affiliate Board of Directors prior to submission)
3. Coordinate sub-chairs for single fundraising events and oversee events
4. Seek, coordinate and schedule volunteers to work fundraising events
5. Follow "Fundraising Events Procedures" standard operating procedures dated April 2008
 - a. Fundraising Event Sheet
 - b. Request for Payment or Reimbursement
 - c. Cash and Check Donations Accountability Form
 - d. Post Event Report Form
6. Provide fundraising updates at monthly Chapter Meetings
7. Coordinate events with Public Relations Chair to get fundraising events publicized

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

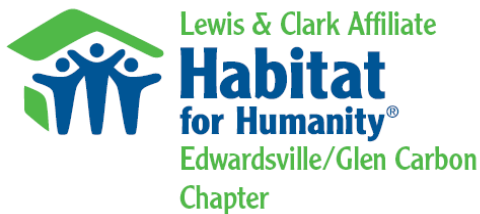
Skills needed:

Detail oriented
Organization
Communication
Ability to multi-task
Management

Training provided: Self-directed through Habitat and other leadership and management training materials

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Chapter Construction/Building Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Construction/Building Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Building Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Coordinate and schedule the building of the home
2. Present Habitat board with progress report at Chapter meetings
3. Work with Volunteer Coordinator to ensure appropriate levels of volunteer help is on hand
4. Works to get skilled contractors to donate time and/or materials to help reduce the cost of the home

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

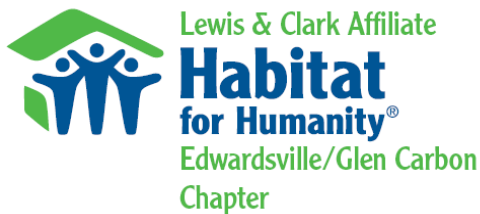
Skills needed:

Construction knowledge
Detail oriented
Organization
Communication
Ability to multi-task
Management

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

HABITAT FOR HUMANITY
Edwardsville/Glen Carbon Chapter
PO Box 355
Edwardsville, IL 62025
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Chapter Public Relations Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Public Relations Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Public Relations Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events

Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Along with the Board of Directors, develop a marketing strategy for the Chapter, continually revisiting and revising strategy to ensure maximum positive exposure for the organization
2. Send press releases concerning all aspects of the Chapter (fundraising, construction, etc.) to appropriate media outlets
3. Develop positive relationships with local media contacts to help raise local awareness
4. Give speeches as needed, to local community organizations about the mission of Habitat in our service area
5. Attend community events in an effort to generate awareness and support for the Chapter
6. Coordinate and arrange for events to be photographed
7. Coordinate and oversee Chapter website development
8. Coordinate and oversee newsletter development and publishing

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

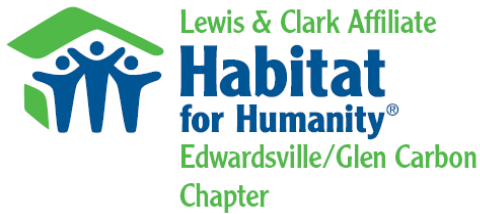
Skills needed:

Detail oriented
Organization
Effective communication
Ability to multi-task
Management

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

HABITAT FOR HUMANITY
Edwardsville/Glen Carbon Chapter
PO Box 355
Edwardsville, IL 62025
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Chapter Family Nurture Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Family Nurture Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Family Nurture Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Meet with the selected partner family prior to the home build
2. Once rapport is established, assess partner family's readiness to be homeowners
3. Listen and understand partner family situation and issues
4. Be an advocate for the family while maintaining allegiance to Habitat
5. Assist partner family in finding services that promote family development
6. As needed, provide guidance in setting up a household budget, basic home maintenance, neighborliness, accountability, etc.
7. Encourage partner family to take advantage of home maintenance training, budget classes, etc.
8. Track and maintain account of required "sweat equity" hours
9. Maintain monthly contact with the partner family offering assistance and emotional support

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

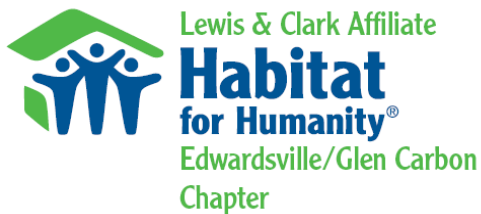
Skills needed:

Detail oriented
Organization
Communication
Ability to multi-task
Ability to listen

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

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Edwardsville/Glen Carbon Chapter
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Chapter Family Selection Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Family Selection Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Family Selection Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events

Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Oversee the family selection process: getting committee selected, setting up the public dates, advertising, etc.
2. Coordinate with Public Relations Chair to advertise the chapter's intentions to select a partner family
3. Collect and, along with the rest of the family selection committee, review application packages
4. Manage and oversee schedule of home visits
5. Facilitate discussion of findings during home visits, oversee rating and ranking process for homeowner selection
6. Present committee's partner family recommendation to the board of directors for approval
7. Inform selected partner family, explaining future Habitat requirements and expectations
8. Send letters to applicants who were not selected

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

Skills needed:

Discernment

Organization

Communication

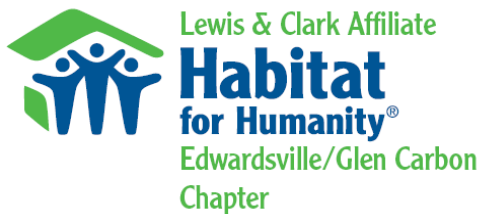
Ability to multi-task

Ability to listen

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

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Chapter Volunteer Coordinator Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Volunteer Coordinator Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Volunteer Coordinator Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events
Length of Commitment: Appointed by the Board of Directors into office for a one year term

Responsibilities:

1. Coordinate with Building Committee Chair to organize labor volunteers to work on house
2. Organize and schedule paid "Build Day" group volunteers
3. Be on site to provide explanation for the liability waiver and ensure volunteers understand and sign the form
4. Communicate regularly with Building Committee Chairs and Site Supervisor to ensure appropriate skill mix and number of volunteers are scheduled for work that is to be performed
5. Assist in coordinating with volunteers to ensure refreshments, water and lunch are provided for volunteer work teams
6. Collect site volunteer information to ensure appropriate recognition is given to them by the Chapter

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

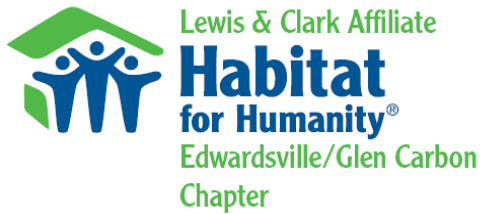
Skills needed:

Organization
Communication
Ability to multi-task
Scheduling

Training provided: Self-directed through Habitat and other leadership and management training materials

Chapter Contact Information:

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Chapter Recognition Chair Job Description

Habitat for Humanity of Edwardsville/Glen Carbon

Job Title: Recognition Committee Chair

Goal of the job: Witness to the Gospel of Jesus Christ by helping to create a better habitat in which to live and work through living acts; to enable an expanding number of persons from all walks of life to participate in this ministry; to work in cooperation with other agencies and groups that have a kindred purpose; to properly manage the assets of the corporation.

Department: Recognition Committee

Responsible to: Edwardsville/Glen Carbon Board of Directors

Time required:

Approximate Hours: Time requirement various and is dictated by Chapter activities and events

Length of Commitment: Appointed by the Chapter Chair and/or the Board of Directors for a one year term

Responsibilities:

1. Prepare thank you notes or letters in acknowledgement of contributions to the Chapter
2. Track contributions by amount and level of donation
3. Provide donation report at monthly Chapter meetings
4. Provide donation report to the website manager for posting on the Chapter's website

Qualifications: Understand the Habitat for Humanity philosophy and have the desire to promote it

Skills needed:

Organization

Communication

Ability to multi-task

Training provided: Self-directed through Habitat and other leadership and management training materials

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