

**Richmond and Westmoreland Counties
Habitat for Humanity**

**Description of Committees of the Board
February 15, 2010**

The committees of the Habitat Board play a very crucial role in the functioning of the organization. The Bylaws specify that every member of the Board shall be a member of at least one committee. The following summaries are extracted from the Bylaws:

Fundraising Committee.

This committee shall be responsible for coordinating the raising of funds needed to conduct the business of the corporation. The tasks to be coordinated by this committee shall include fundraising campaigns, grant proposal writing, special fundraising events and cultivation of major donors. This committee shall emphasize and promote the importance of Christian stewardship in the servicing of donors and supporters.

Public Relations Committee.

This committee shall be responsible for educating and informing the public regarding the mission and purposes of the corporation, the need for better and more affordable housing in certain areas and the steps being taken to meet this need. The tasks to be coordinated by this committee shall include public speaking, communicating with the news media and publishing of a periodic newsletter.

Church Relations.

This committee shall carry on activities of the Public Relations Committee among the Christian Churches in the area and encourage them to support us in prayer, funding, and volunteer efforts.

Family Selection Committee.

This committee shall be responsible for drafting the selection criteria and application forms, screening applications, interviewing applicants and recommending applicants to the board of directors for approval as prospective homeowners.

Family Nurture Committee.

This committee shall be responsible for providing Habitat homeowners and prospective homeowners with a mutual support system, educational opportunities and a forum for discussions pertaining to home ownership and maintenance, all for the purpose of helping families to break the poverty cycle and become independent.

Site Selection Committee.

This committee shall be responsible for targeting the area or areas of the community in which the projects of the corporation shall be developed, investigating and researching the availability of property and recommending property to the board of directors for acquisition. The committee shall work in conjunction with the Building Committee to evaluate the suitability of potential sites prior to acquisition.

Building Committee.

This committee shall be responsible for planning and implementing the construction projects of the corporation. The tasks to be directed by this committee shall include obtaining house plans, soliciting professional help and donations of building materials, coordinating volunteers and supervising construction.

Nominations Committee.

We have never filled this on a continuing basis in recent years. It is specified in the bylaws.