

Board Member Position Description

Summary: Partner with other board members to lead and lend their talents to Habitat's mission and vision.

Duties and Responsibilities:

- Demonstrate a passion for the organization's mission and vision.
- Keep Habitat for Humanity Grand Traverse Region as one of the top 3 charitable giving priorities each year.
- Carry out at least **2** outreach activities annually.
- Expand knowledge of board responsibilities through orientation and education. Keep informed of the organization's current vital facts, challenges, and strategies.
- Participate in strategic planning activities to establish the organization's overall direction.
- Safeguard the prudent use of all organization's assets, including people, facilities, and goodwill.
- Ensure that proper financial, ethical, and compliance controls are in place and followed by board members and staff.
- Confirm that the organization follows its bylaws and adheres to the stated mission.
- Advocate and represent Habitat in the local region.
- Regularly attend board meetings and board retreats as needed.
- Serve on at least one committee
- Review board meeting materials before the meeting and be prepared to discuss them.
- Respond to staff emails and phone calls in a timely manner.

Outreach Activities:

1. Set up a local speaking engagement, either in person or virtually, for the CEO or other leader.
2. Host a table at the annual fundraising event.
3. Together with a staff member, attend in-person thank-you visits with loyal donors.
4. Invite and encourage friends, neighbors, or peers to various Habitat events and building site tours.
5. Invite friends/neighbors, or peers to volunteer or make in-kind gifts to the ReStore.
6. Work on the major gifts committee to identify and approach community members to make transformational gifts/grants to the organization.
7. Advocate on behalf of Habitat at local governmental meetings.
8. Write a forum piece for the newspaper highlighting Habitat's mission/vision and calling on the community to support the work.
9. Make thank-you calls to new or loyal Habitat supporters.

Time Frame

- Board Members can serve up to two consecutive terms of 3 years each for a total of 6 years.
- Estimated hours: 4-10 hours per month

Qualifications:

- Passion for Habitat's mission and willingness to share the good work with others.
- Solid interpersonal skills.
- Leadership experience in fields relevant to the Habitat affiliate's work.
- Time and desire to be a part of a greater cohesive team and collective efforts.

Benefits:

- Leadership role in policy planning and program implementation of an internationally recognized non-profit organization.
- Opportunity to foster meaningful and lasting partnerships with and among others.
- Chance to direct activities that positively impact individual families, donors, volunteers, and the local community.
- Opportunity to put faith in action and improve the world.