

Habitat for Humanity Committee List

Urgent Needs:

Volunteer Committee

- Establishes a community outreach to create a pool of volunteers to build habitat houses.
- Creates a volunteer schedule calendar that supports the building schedule.
- Maintains a list of phone contacts for volunteers.
- Recognizes volunteer contributions.

Communicates with:

- Building committee to match constructions needs with volunteers.
- Food committee to communicate weekly meal needs.
- Media Relations committee to advertise volunteer needs.

Resale Store Committee

Who might enjoy working on this committee?

Do you enjoy shopping? This is an opportunity to set up and help run our new retail store at 1909 Lejeune Blvd in Jacksonville. We will be selling donated items for the home such as furniture, appliances, tools and building materials. We need help with picking up donated items, bookkeeping, store management and volunteer labor to staff the store. Our Resale Store should produce enough revenue to fund building two additional houses each year.

Fund Raising Committee

Who might enjoy working on this committee?

If you are organized, like people and are enthusiastic about ending poverty housing, our Fund Raising Committee is a great place for you make a big impact. Each new home costs about \$50,000 to build. We must generate a strong donation and support base if we are going to increase the numbers of houses we build each year in Onslow County.

In general, if you can tell the Habitat story (we will teach you how) and truly believe that nobody should have to live in substandard housing almost everyone you speak with will respond favorably. This committee's activities are grant writing, researching donor sources, telephoning prospective donors, and letter writing. They also develop, recommend and implement creative fund-raising and publicity ideas.

Family Support Committee

- Serves as a friend, mentor and advocate for the homeowner.
- Helps the homeowner navigate the HFH ownership process.
- Manage the home owners sweat equity status.
- Provide homeowner training sessions.
- Assist homeowners in making selections for home items and colors.
- Help family establish a budget and save closing funds.
- Meet regularly with the partner families.
- Develop a repair punch list for items found after family moves in.
- Help family in the moving process.
- Attend the closing.
- Sets up a home education session for maintaining and operating home equipment.
- Continue regular meetings after closing.

Communicates with:

- Building Committee for sweat equity hours, home status and color/material selections
- Homeowners on an on going basis both before and well after closing.

Church Relations Committee

Who might enjoy working on this committee?

Churches are strong supporters of Habitat's work and most affiliates begin by spreading the word about Habitat to local churches and church associations. If faith drives your connection with Habitat, this is an excellent committee for you to join. Developing relations with churches is a long term initiative that involves contact, communication and feedback. Members of this committee send letters to churches and pastors telling them about our local Habitat plans. They may also visit their churches and tell congregations of our work. They will write thank you letters and recognize volunteer groups.

We may start by asking the church for prayer support and volunteers to help in our committees or construction teams. Youth and other groups can prepare food for job construction work days. As the relationship deepens, churches may elect to financially support our mission or actually sponsor a house. Often, churches make a special donation, such as a communion offering of the offering on a special "mission Sunday."

Other Habitat Committees:

Building Committee

- Plan all construction work.
- Obtain all permits and inspections for homes.
- Maintains a construction file for each house.
- Maintains up to date home construction drawings.
- Conducts on site safety meetings with volunteers
- Purchase materials to support the construction plan
- Leads teams of volunteers on site to build houses

Communicates:

- Sweat equity hours worked to Family Support.
- Status of all home projects to the HFH Board.
- Volunteers needs to the Volunteer committee.
- To the Family Nurture committee for selections of home items and colors.

Community Relations Committee

- Publish a quarterly newsletter.
- Arrange media coverage at all HFH events.
- Create a plan to use the media to support HFH outreach.

Communicates with:

- Volunteer committee on planned events.
- Development committee for fundraising events.
- Family Support committee for home dedications.

Family Selection Committee

- Receive and evaluate home owner applications.
- Maintain files for all applicants.
- Create an outreach plan to identify and solicit applications from those in need.

Communicates with:

- Media Relations committee to advertise for home owner applications.
- Educate local agencies, organizations and churches about the HFH program.