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## Board of Directors

### APPLICATION FOR BOARD MEMBERSHIP

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**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone Contact(s) Work/Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Preferred form(s) of contact:** work/home phone \_\_\_\_\_ cell \_\_\_\_\_ text \_\_\_\_\_ email \_\_\_\_\_

**Preferred Mailing Address:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Employer/Corporation:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Ethnicity/Race (optional):** \_\_\_\_\_

**Please tell us about your professional background:**

**Please list other association affiliations or board memberships:**

**What skills could you bring to this Habitat Affiliate?**

- |                            |                       |                    |
|----------------------------|-----------------------|--------------------|
| • Nonprofit Management     | • Manager             | • Management       |
| • Finance/Accounting       | • Professor/Teacher   | • Consulting       |
| • Fund Raising             | • Government/Military | • Mortgage Finance |
| • Human Resources          | • Banking             | • Real Estate      |
| • Public Relations         | • Construction        | • Other: _____     |
| • Legal                    | • Science/Medical     | • Other: _____     |
| • Pastor, Priest, Minister | • Architecture        | • Other: _____     |
| • Social Services          | • Gov. Relations      |                    |

**Please let us know why you want to serve as a Board Member of Cheboygan County HFH?**

**What is your prime area of interest in working with Habitat?**

**Are there any potential conflicts of interest that might impact your service on the board?**

**Mandatory Committee Selection:**

As a Board Member, you are **required to serve on at least one standing committee** of the Board of Directors. Your obligation to a specific committee is one year with the opportunity for extension. Please review the descriptions below and rank the committees in order of most (1) to least (4) interest. Please note that you must be a current board officer or interested in becoming an officer to serve on the Executive committee.

\_\_\_\_\_Executive    \_\_\_\_\_Finance    \_\_\_\_\_Fund Development  
\_\_\_\_\_Board Development (Nominating)

<b>BOARD COMMITTEE DESCRIPTIONS</b>
<b>Executive (4):</b> President, Vice President, Treasurer, and Secretary
The Executive Committee shall make decisions required during interim periods between Board of Directors meetings; review and ratify significant decisions to be made by the Board of Directors at their next meeting; be responsible for establishing policies and guidelines for corporate projects; for the choice of such projects with the designation of their relationship to the Corporation; for periodic evaluation of all projects. The Executive Committee shall manage the Executive Director and be responsible for Executive Director performance reviews. The Executive Committee shall meet monthly or as directed by the Board. The Executive Committee also serves as the Personnel Committee. The Personnel Committee shall consist of at least three (3) board members. The Personnel Committee shall be responsible for the oversight and of all personnel and Human Resources related actions of the Corporation. These responsibilities include but are not limited to the approval of employee handbooks, corporate adherence to labor laws and regulations, the selection of key personnel including the Executive Director. This committee should meet at least quarterly.
<b>Finance (3):</b> Treasurer and 2 additional members.
Responsible for the proper fiscal management of the organization including the approval of and adherence to the budget, periodic review of financial policies and operations, selection of an independent auditor and the fulfillment of annual and periodic financial reporting requirements.
<b>Fund Development (5):</b> At least 3 of the 5 must be board members. Non-board members may be appointed.
The committee shall consist of at least five (5) members, three (3) of whom must currently serve on the Board of Directors. Additional members may be appointed and may represent the community at large. The committee shall make recommendations to the Board on fundraising goals, long and short-term strategies, and the writing of financial grants. This committee focuses on goal setting rather than actual doing of fundraising.
<b>Board Development (3):</b> A minimum of three members.
The Nominating Committee (Board Development Committee) shall consist of at least two (2) directors. The Nominating Committee is responsible for making recommendations to the board regarding the nomination of new board members. The committee will oversee the recruitment, screening, and orientation of new and prospective board members.

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# Board of Directors

## *COMMITMENT TO THE MISSION OF HABITAT*

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### **BOARD MEMBERS BELIEVE & PARTICIPATE IN MISSION, VISION & PRINCIPLES**

**Mission:** Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

**Vision:** A world where everyone has a decent place to live, and where housing poverty and homelessness are eliminated.

### **Our Guiding Principles and Covenant with Habitat for Humanity International (HFHI):**

Cheboygan County Habitat for Humanity works in partnership with God and people everywhere, from all walks of life and regardless of the love faith, to demonstrate the love of Jesus Christ, to help economically disadvantaged people create a better human habitat in which to live and work, in which every person can experience God's love and can live and grow into all that God intends.

1. To focus on shelter by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.
2. To advocate for affordable housing as a basic human right and work along social, political, and cultural paths to ensure and promote policies that create fair and sustainable housing policy.
3. To promote dignity and hope. We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.
4. To support sustainable and transformational development. We view our work as successful when it transforms lives and promotes positive and lasting social, economic, and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

### **More specifically, the Board of Directors engages in the following topics throughout the year:**

- Setting a vision for the organization;
- Developing strategies to accomplish the mission;
- Engaging in Fund Development to support our mission;
- Budget development and review;
- Policy review and development; ensures our policies align with HFHI;
- Final approval of program applicant selection;
- Directing our tithe (money that goes directly to build homes worldwide),
- Becoming knowledgeable about the workings of the affiliate programs, operations and ReStore

## **STANDARD REQUIREMENTS OF BOARD MEMBERSHIP**

### **Qualifications:**

- Commit to a three-year term with unbridled enthusiasm and contagious passion for the Habitat mission;
- Sign the Affiliate Covenant, Conflict of Interest and Confidentiality policies;
- Maintain a reputation for integrity, the ability to keep commitments, and willingness to learn;
- Able to build team spirit and lead by example;
- Able to act as a representative of a diverse part of the community and able to influence that community;
- Able to dedicate time to work within a committee, and able to encourage others to do so;
- Able to contribute financial resources and be enthusiastic about encouraging others to give;
- Have a basic understanding of financial accountability;
- Able to participate in critical thinking, training, and annual strategic planning to establish clear goals for long term affiliate growth and growth of the Board of Directors;
- Able to attend at least one Habitat regional training event during a three-year term;
- Good communication skills, flexibility, and a sense of humor;

### **Expectations:**

- Complete board orientation;
- Review and understand core organizational documents;
- Attend at least one annual Affiliates in Motion (AIM) conference training held each Fall during a three-year term;
- New board members are encouraged to work a shift in the ReStore and on a build site as soon as possible to become familiar with the affiliate;
- Attendance is preferred at all meetings, virtually or in person at a minimum of 66%;
- Review Board Packet documents and supporting materials before board meeting;
- Come prepared to engage in the business of our affiliate;
- Serve on at least one standing board committee;
- Make a personally meaningful financial contribution to Cheboygan County Habitat for Humanity and participate in the fundraising efforts of our affiliate;
- Each Board member is required to share the Habitat story through personal ambassadorship and fund development;
- The presence of Board members at all of our events and in the community is extremely important. We ask that whenever possible you make it a priority to:
  - Participate in necessary events relating to Habitat;
  - Act as an ambassador for the affiliate in the community within other organizations, at social events, within Chambers of Commerce, etc.;

## **TIME REQUIREMENT OF BOARD MEMBERS**

### **MEETINGS:**

A typical Board meeting is 2 hours. There are typically 6 meetings per year, every other month. Committee meetings are held on at least a quarterly basis (1-2 hours/meeting). These meetings are quite informal and intended to be scheduled around the work schedules of the participating members.

### **PREPARATION:**

Participate in all board orientation, leadership, and strategic planning sessions of the local affiliate. Please read and come prepared to discuss agendas and handouts, emailed ahead of time, for board meetings or other events.

Become fully aware of the workings of Habitat... will take a little study up front. Orientation and training programs are offered annually. [www.my.habitat.org](http://www.my.habitat.org) is a knowledge base website where all US and international affiliates can find information about the Habitat mission.

**As a Director of Cheboygan County Habitat for Humanity, I acknowledge and accept the responsibilities inherent in running a multifaceted corporation. I recognize that volunteer support is critical to the success of Cheboygan County Habitat and Directors are expected to be among the organization's most energetic volunteers. Different that many non-profits' boards, Cheboygan Habitat's Board of Directors are expected to be actively involved in helping the organization achieve its goals.**

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**Printed and Signed Name**

**Date**