



**Application to the Board of Directors**

Thank you for your interest in serving on the board of directors of Mon County Habitat for Humanity. Your answers to the questions below will help us understand what you could bring to the organization as we seek to create a board with a broad range of skills, attributes and community representation.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (home) \_\_\_\_\_ (work or cell please circle)

Email: \_\_\_\_\_

Church Affiliation (if any): \_\_\_\_\_

Briefly describe your professional/work background, special interests/talents, and why you would like to serve on the Mon County Habitat Board of Directors.

---

---

---

---

---

Do you have experience sitting on a governing board? What boards do you currently sit on?

---

---

---

---

What will be your greatest asset/contribution to the Board?

---

---

---

---

As indicated in the board member job description, serving on the board of directors requires at least 5 hours per month and faithful meeting attendance. Are you able to commit this amount of time to meetings and other work necessary in governing this organization?

---

---

---

---

Please return application to:

Nominating Committee  
c/o George E. Roeder, III  
PO Box 619  
Morgantown, WV 26507



209 Greenbag Road  
Morgantown, WV 26501  
Phone: (304) 292-0914  
Fax: (304) 554-2111

[info@moncountyhabitat.org](mailto:info@moncountyhabitat.org)  
[www.moncountyhfh.org](http://www.moncountyhfh.org)

## What is Habitat for Humanity?

Habitat for Humanity International, founded in 1976 as a nonprofit, ecumenical Christian housing ministry that seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action. Through volunteer labor, management expertise, and donations of money, materials and land, Habitat builds homes with the help of the homeowners. The homes are then **sold** to the partner families at a no-profit, interest free mortgage. Mon County Habitat for Humanity, the local affiliate that concentrates its efforts in Monongalia County, WV was founded in 1990.

## How big is Habitat for Humanity?

There are approximately 2100 Habitat affiliates operating in every state and in 100 countries. These affiliates have completed more than 500,000 homes worldwide and has served approximately 2.5 million people. Mon County Habitat has completed more than 40 homes and has served over 175 people.

## How does it work?

A volunteer board of directors meets monthly to determine policy and monitor operations; an executive director manages daily operations. Volunteer committees work in several areas; family selection, family advocacy, publicity, finance/legal, fund-raising, church relations and construction.

## Where does the money come from?

We try to raise most of the fund from right here in our community. Our funds come from individuals, church communities, businesses, civic organizations, and fund-raising events. Our ReStore raises money through sales of donated surplus and reusable building materials. We also look to grant-making sources outside the community. We make use of government funds as well, provided there are conditions attached that would violate Habitat's Christian principles.

## How are partner families selected?

Families in need of decent shelter apply to local Habitat affiliates. The affiliate's family selection committee chooses homeowners based on their level of need, their willingness to become partners in the program and their ability to repay the loan. Every affiliate follows a nondiscriminatory policy of family selection. Neither race nor religion is a factor in choosing the families who receive Habitat houses. We follow the guidelines set forth in the Fair Housing Act and the Equal Credit Opportunity Act.

## What is required of a partner family?

Habitat is not a giveaway program but a joint venture in which those who benefit from the housing ministry are involved in the work. Family members 18 and older are required to invest 250 hours of "sweat equity" in the construction of their home. Together, we build simple, decent affordable homes.

## What does a Habitat house cost for a partner family?

We sell the home for what it cost to build, including a valuation for donated materials. Donated professional services are not included in the cost figure. Our typical 3-bedroom house costs approximately \$75,000, and appraise for approximately \$130,000.

## How can I help?

Get involved!! You could:

- Join a committee
- Serve on the board
- Perform construction work
- Donate to or work at the ReStore
- Spread the word about Habitat
- Make a tax-deductible contribution of money, land or building materials
- Request a Habitat representative to speak to your group, church or business



### **Mission**

Mon County Habitat for Humanity is an affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing ministry. We aim to eradicate substandard housing in Monongalia County by partnering with families in need to build simple, decent, affordable homes.

## **Board Member Job Description**

### **Purpose/Objective**

To represent the best interests of the community by governing the organization toward its vision and mission.

### **Job Duties/Responsibilities**

- Set the affiliate's program goals and priorities and monitor their achievement
- Set the affiliate's fundraising goals and actively work to achieve them
- Approve the annual budget
- Ensure an annual audit of financials
- Employ the Executive Director and determine staff size
- Deal with legal matters
- Set policy
- Approve proposed partner families
- Perform public relations
- Perform the legal duties of care, loyalty, and obedience
- Prepare for, attend and actively participate in board meetings, missing no more than 3 meetings per year
- Serve on and actively participate in board committee (development, finance, nominating, personnel, planning)
- Contribute financially at least at the Carpenter's Club level (\$120/year)
- Participate in special events (home dedications, Building on Faith Week, etc.)
- Stay current on issues relating to the organization's mission
- Act as an ambassador to the community
- Stay alert for potential board candidates
- Avoid or disclose conflicts of interest
- Resign if you cannot perform these duties

### **Skills/Qualifications**

- Understanding of our community and its needs
- Concern of the needs of very low income families
- Belief in the core Habitat principle that everyone should have a simple, decent, affordable place to live
- Interest in leading, governing and fundraising, as opposed to performing the day-to-day work of the affiliate

- Ability to read, or willingness to learn to read, financial statements
- Willingness and ability to commit expertise, time and resources to the organization

### **Time Commitment**

Board members serve a term of three years and may serve no more than two consecutive terms.

- Monthly board meeting, the second Tuesday of every month at 6:00 pm – 2 hours
- 1-2 committee meeting a month – 2 hours each
- Outside committee work – varies
- Annual retreat – 8 hours
- Fundraisers, home dedications and other events – varies
- Outside reading and preparation – varies

### **Training**

Mandatory board orientations – varies

Board members are encouraged to take advantage of Habitat for Humanity International training events, conferences, conference call training and my.habitat website