



# Habitat for Humanity<sup>®</sup>

of Summit and Wasatch Counties, Utah

Build strength, stability and self-reliance through shelter

## Board of Directors Prospect Kit

### Mission

Habitat brings people together to build homes, communities, and hope, and envisions a world where everyone has a decent place to live within our service area and around the world.

### Vision

A world where everyone has a decent place to live.

### Our Programs

- Homeownership
- Home Repair & Rehab
- Education
- ReStore
- Volunteer Services



### Welcome!

Thank you for your interest in serving on the Board of Directors for Habitat for Humanity of Summit & Wasatch Counties (SWC), Utah.

#### Habitat Quick Facts:

- Habitat for Humanity is a global non-profit housing organization established in 1976, working in local communities across all 50 states and in approximately 70 countries.
- Habitat operates in local communities through Affiliates that represent a geographic service area
- The first Habitat ReStore opened 25 years ago in Canada.

#### Habitat for Humanity SWC Quick Facts:

- Habitat for Humanity of Summit & Wasatch Counties was established in 1995.
- Board size: 8-24 Directors of which 4 are elected to the Executive Committee.
- Current Habitat homes with mortgages: 7.  
(In construction: 2; In development: 24)

#### Board of Director Meetings:

Last Monday of every other month, beginning in January at 4:00pm.

**Board Terms:** Four years from Annual meeting (January) following election to the Board.

## Board Member Criteria

**Habitat** seeks individuals:

with a **passion** for supporting affordable housing

ready to **pitch in** to help with fundraising and awareness events

with a **strong network** of stakeholders willing to invest resources towards our mission

ready to **advocate** in the community

**excited** about innovative classes and programs

who is forward-thinking and **ready to work as a team!**

## Board Member Fundraising Duties

All board members shall actively participate in fundraising.

Members shall identify and evaluate prospects, cultivate and solicit gifts, and actively support programs with their presence. Members shall also offer personal acknowledgments (thank you's) to donors and volunteers.

Board members must contribute financially, at a level considered personally generous, and agree to make Habitat one of your top three gifts, at least once per year.

## Board Member Responsibilities

Attend and participate in board meetings; review minutes and materials before meetings and come prepared.

Attend organization's events and support fundraising activities.

Understand the legal aspects of board membership, fiduciary responsibilities, ethics of a nonprofit organization, loyalty, conflict of interest, and confidentiality.

Act in the best interests of the organization and excuse myself from discussion and votes where I have a conflict of interest.

Describe the organization's work and values to the community, represent the organization and act a spokesperson.

Contribute financially and advocate in the community with donors for private contributions

Join committees and serve/donate time in addition to board meetings.

Participate in strategic and long-range planning.

Participate in ongoing Board of Director's training and retreats.

Communicate promptly with the ED and/or the Board Chair if there are problems, questions, etc.

### Events:

Groundbreaking & Dedications

Donor Stewardship

Overall Ball Gala (fall)

Live PC Give PC (November)



### Our Revenue Streams:

Mortgage payment revenue

Individual donations

Fundraising events

Grants

ReStore

Board member contributions

## Board of Directors Member Agreement

Members of the Board of Directors for Habitat for Humanity of Summit & Wasatch Counties have a legal and moral responsibility to ensure the organization does the best work possible in pursuit of its goals. Directors must believe in the purpose and the mission of the organization and act responsibly and prudently as its stewards. As such, each member of the Board of Directors will be asked to affirm the following upon election to the Board.

1. Describe the organization's work and values to the community, represent the organization and act as a spokesperson.
2. Join and serve on at least one Board or Operating Committee for the organization.
3. Attend at least 80% of regular board meetings and committee meetings.
4. Make a personal financial contribution at a level that is meaningful to them.
5. Actively participate in fundraising activities and special events.
6. Act in the best interests of the organization and excuse themselves from discussion and votes where they have a conflict of interest.
7. Take the initiative to stay informed about what is going on in the organization. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies, and other board matters.
8. Work in good faith with staff and other board members as partners toward achievement of our goals and be respectful of the staffing structure in place.
9. Support fellow board members, value their opinions, and stay open-minded and flexible.
10. Expect the Board Chair or ED to call and discuss the responsibilities if these commitments to the organization are not being fulfilled.
11. Understand that this position is for a course of four years from the annual meeting on or immediately following an election to the Board.
12. Understand that Directors may run for re-election for a second term and for a total of eight years on the board.



I am interested in serving on the Board of Directors. Name: \_\_\_\_\_

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

### Demographics, Skills and Interests

**Where I Call Home:**

- Park City
- Snyderville Basin
- Eastern Summit County
- Heber City
- Midway
- Wasatch County
- Other \_\_\_\_\_

**Working Status:**

- Employed full time
- Self-Employed
- Retired
- Employed part-time
- Unemployed
- Student

**The skills I can contribute include:**

- Construction
- Board development, education, succession
- Fundraising, donor engagement/ stewardship
- Legal/Attorney
- Marketing/Social Media
- Finance, accounting, auditing, fiscal policy
- Risk Management
- Strategic Planning
- HR experience
- Grant writing
- Nonprofit management
- Other: \_\_\_\_\_

**I am interested in the following Habitat areas:**

- Executive Committee
- Board Governance
- Resource Development/Fundraising
- Construction
- Homeownership
- Land Advisory
- Sustainability

**Why I am interested in serving on the Board of Habitat:**

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**Connections to Habitat:**

Staff Member:

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 Board of Directors Member:

Volunteer:

o ReStore

o Build Site

Other: \_\_\_\_\_

Please return this completed form, along with a resume or bio and a head shot, to any member of the Board Governance Committee or via email to: [Admin@habitat-utah.org](mailto:Admin@habitat-utah.org)