



Board of Directors Member

Job Description

Vision & Mission:

Envisioning a world where everyone has a decent place to live, Warren County Habitat for Humanity, Inc. brings people together to build homes, communities, and hope in Warren County, Virginia.

Volunteer & Committee Responsibilities:

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization;
- selecting and evaluating the performance of the executive director;
- strategic and organizational planning, ensuring strong fiduciary oversight and financial management;
- fundraising and resource development;
- approving and monitoring Warren County Habitat for Humanity's programs and services;
- enhancing Warren County Habitat for Humanity's public image; and
- assessing its own performance as the governing body of Warren County Habitat for Humanity.

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs;
- faithfully read and understand the organization's financial statements;
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for Warren County Habitat for Humanity to advance its mission;
- leverage connections, networks, and resources to develop collective action to fully achieve Warren County Habitat for Humanity's mission;
- give a meaningful personal financial donation;
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy;
- prepare for, attend, and conscientiously participate in board meetings; and
- participate fully in one or more committees.

Board members are also expected to:

- follow the organization's bylaws, policies, and board resolutions;
- sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and
- maintain confidentiality about all internal matters of Warren County Habitat for Humanity.

Qualifications:

This is an extraordinary opportunity for an individual who is passionate about Warren County Habitat for Humanity's work to expand affordable home ownership for low income residents of Front Royal and Warren County with a record of board and/or community leadership. Selected

board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing board members. Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector;
- A commitment to and understanding of Warren County Habitat for Humanity's beneficiaries, preferably based on experience;
- An affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals;
- Personal qualities of integrity, credibility, and a passion for improving the lives of WCHFH's beneficiaries.

Service on Warren County Habitat for Humanity's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Board terms:

WCHFH's Board Members will serve a two-year term, and may serve no more than 4 consecutive terms.

Time Commitment:

The WCHFH Board of Directors meets on the third Thursday of each month. Meetings are held at the Habitat office at 109 Water Street. Duration 1-2 hours, plus approximately 1 hour preparatory for Board meetings.

Actively participate on at least one committee. Standing committees are Family Support, Construction/Building, Site Selection, Home Repair, Family Selection, Fundraising & Development, Public Relations, Volunteer Management & Recognition, Faith Relations. (Time commitments and meeting times vary for each committee.)

Actively participate in at least one major fundraising or solicitation effort each year. (Time commitments might vary by activity, but might average 10 hours/year.)

Board Size:

7-18 members

How to Apply:

Request a board member application. Complete and submit application and background check authorization to Jessica Priest-Cahill, WCHFH Executive Director, at PO Box 323, Front Royal, VA 22630 or jessica@warrencountyhabitat.org. Applications for the board are reviewed by the Nominating Committee. Applicants are invited for an interview with the Nominating Committee if they meet current needs of the board/organization. Key volunteers, including board members, are required to complete a Sex Offender Registry and Criminal Background Check. If it is determined that the applicant could be a good fit for the board, then the Nominating Committee proposes the potential new member to the full Board of Directors for their approval.

Please contact Debra Siksay, WCHFH Nominating Committee Chair, at (540)247-3623 or realtorsiksay@gmail.com with any questions.