

## **Job Description and Qualifications**

**Title:** Board of Directors, Member

**Purpose:** To uphold the mission of Habitat for Humanity through action, word, and participation.

**Goal:** Board members will be faithful to the mission and strategic plan of Habitat for Humanity, and act in accordance with the organizations bylaws and policies.

### ***Legal Duties:***

**Duty of Care:** The board member shall make reasonable effort to exercise oversight and ensure that the organization is functioning in a proper manner. Essentially, this means attending meetings and reading relevant written materials like minutes, policies, and financial reports.

**Duty of Loyalty:** In all actions and decisions regarding the organization, the board member is to support the best interests of the organization. Each board member should avoid conflicts of interest or appearances of impropriety.

**Duty of Obedience:** The board member must comply with the provisions of the articles of incorporation, code of regulations, and state laws, and should safeguard Habitat's mission and Christian values.

**Legal Protection from Liability:** As long as a board member fulfills their legal duties, they are protected from liability when the organization suffers a loss or is victim of a lawsuit. They remain protected even in the case of an honest mistake.

### ***Roles of Board Members:***

In addition to the legal duties mentioned above, HFHEB board members also have four distinct roles. Overviews of these roles are:

- *Leadership:*
  - Serve in leadership positions as needed by holding board offices and committee chair positions
  - Attend all board meetings. Removal from the board will take place after two consecutive unexcused absences as per HFHEB bylaws.
  - Attend strategic planning sessions to assist in developing a vision and goals for the organization
  - Participate in fundraising efforts and HFHEB events such as groundbreaking ceremonies, wall-raising celebrations and dedications.
  
- *Governance:*
  - Ensure that bylaws and policies are reviewed and in place.
  - Establish committees for smooth efficiency of the organization.

- Support the Executive Director, giving feedback at board meetings of through the Board President.
- Uphold the mission, vision, and values of the organization.
- Stewardship:
  - Review spending and organization accounts monthly.
  - Devise a yearly budget based on the vision and needs of the organization.
  - Volunteer on one house build per year.
  - Make an annual contribution according to personal means.
- Management: Manage the Board
  - Review performance of board members annually
  - Actively participate and attend trainings for board development
  - Recruit and train board members who will be active, involved members and promote the mission of Habitat to the community.
  - The board manages the board, the Executive Director manages staff and programs.

\*It is expected that Board Members make a three year commitment to the organization. Service to the organization may extend beyond that timeframe up to six years as per HFHEB By-Laws.

I have read and understand the above duties and responsibilities of a Habitat for Humanity board member.

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**Name**

**Date**