



Building Committee Description

Purpose: This committee shall be responsible for planning and implementing the construction projects of the corporation. The tasks to be directed by this committee shall include obtaining house plans, soliciting professional help and donations of building materials, and supervising construction.

Qualifications

- Enthusiasm and passion for the mission and vision of Habitat
- A reputation for integrity, the ability to keep commitments, and willingness to learn
- Able to dedicate time to committee meetings and assisting on build projects
- Good communication skills, flexibility, and a sense of humor

Members:

- The committee shall be comprised of people with background in the following areas whenever possible: Carpentry Practice, General Contracting, Architectural Engineering, Electrical Trades, Plumbing Trades.
- In addition, there will be other members who have the interest of quality, adequate, affordable housing as defined by the Board of Directors.
- There shall be one representative from the Board of Directors that serves as a Liaison.
- There shall be at least one qualified chairperson.
- Committee members will be expected to attend meetings monthly or as determined by the committee chair based on present needs of the organization.

Committee Chair and/or Liaison

- The committee chair will be expected to comply with the expectations of committee members outlined above and hold individual committee members accountable for doing the same.
- The chair is responsible for appointing new members of the committee with consultation with the Board of Directors. New members of the operating committees may be appointed at any time.
- The committee chair and/or liaison will be expected to attend regular meetings of the Board of Directors for the purpose of reporting on the work of their committees, receiving direction and guidance from the board, and seeking approval of actions proposed by their committees and requiring board approval.
- The committee chair will be expected to organize either monthly committee meetings or meetings based on the present need of the organization.
- Chair is responsible for meeting with and training a successor.

The Committee will:

- Work with the Site Selection committee to ascertain appropriate properties and develop pre-acquisition budget estimates



- Present appropriate house plans to the Board of Directors for approval
- Assist staff or volunteer site supervisor in developing comprehensive work lists and schedules
- Be responsible for training and monitoring volunteers on the job site
- Be aware of and ensure volunteers follow safety requirements while on the job site
- Solicit bids for sub-contracted labor (a minimum of 2)
- Work in coordination with the coordination with the Fundraising Committee to acquire donated building materials.
- Conduct monitoring of sites to ensure quality, safety and stewardship
- Advise the Board of Directors on policy changes that relate to house design, project specifications and disbursement of resources
- This committee shall work closely with the Volunteer Coordination Committee to ensure the proper amount of help is available during construction projects.
- Ensure proper maintenance and service of equipment owned by the organization