

## Family Selection and Support Committee Description

**Purpose:** This committee shall be responsible for drafting the selection criteria and application forms in accordance with HFHI policies, screening applications, interviewing applicants, and recommending applicants to the Board of Directors for approval as prospective homeowners and/or A Brush with Kindness recipients.

### 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:

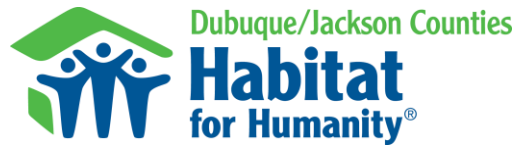
- Member should have good people/social skills.
- Should know the three selection criteria
- Should understand how to read credit reports
- Be comfortable conducting home visits
- Know the parameters for decisions families can and cannot make regarding house design and decoration options
- Be aware of one's own unconscious bias, particularly of minority populations, as to allow for a just family selection process
- Understand the differences between "enabling" and "empowering"
- Understand the differences between "doing for" and "doing with"
- Learn/know the HFH closing process
- 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 members accountable for doing the same.
- The chair is responsible for appointing, welcoming, and orienting 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 committee meetings either monthly or based on the present need of the organization. The chair is also responsible for setting the agenda for meetings.
- Meet with and train a successor.

### The Committee will:

- Follow the standards for family selection as set by Habitat for Humanity International (HFHI)



- Shall be responsible for providing Habitat homeowners and prospective homeowners with mutual support system, educational opportunities, and a forum for discussions pertaining to home ownership and maintenance, all for the purpose of helping families break the cycle of poverty and become independent.
- Support families as a friend and information resource
- Develop tools and materials for supporting families, which may include a homeowner manual and tracking sheet
- Work with partner families to establish expectations
- Assure the families understand and complete sweat equity hours
- Assist families throughout the entire process of becoming homeowners
- Maintain strict confidentiality
- Maintain ongoing communication with families after they have moved into their house