



Site Selection Committee Description

Purpose: This committee shall be responsible for targeting the area or areas of the community in which the projects of the Corporation shall be developed, investigating and researching the availability of property, and recommending property to the Board of Directors for acquisition.

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:

- Should have real estate and/or construction experience.
- Should have prior involvement in low-income housing.
- Be familiar with the community of need.
- 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 chair will oversee the search for possible rehabable homes and vacant lots.
- 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 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:

- Evaluate both the Dubuque and Jackson County geographic areas to determine appropriate and viable target neighborhoods/outlying communities in which the affiliate could build/rehabilitate.
- Research the appropriateness and viability of each site that is identified or offered to the affiliate
- Communicate with the Building Committee to determine build-ability of an individual site.
- Work in conjunction with the Building Committee and Board to evaluate the suitability of potential sites prior to acquisition.
- Be looking for additional sites, always two to three years down the road when options are limited.
- Be responsible for maintaining and preparing acquired sites until construction begins.