



Volunteer Coordination Committee Description

Purpose: This committee shall be responsible for the recruitment and coordination of all volunteer efforts for the Corporation. This committee shall work closely with the Building and Fundraising Committees to ensure there are enough volunteers for projects and events.

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:

- May have worked as a volunteer previously.
- Have good people/social skills and be able to work with all kinds of people.
- Be familiar with Dubuque and Jackson County resources and potential sources of volunteers.
- Be comfortable sharing the HFH mission and ministry with large groups of potential volunteers.
- Understand the HFH philosophy and have the desire to promote it.
- Know the different reasons people volunteer and the reason HFH chooses to build houses with volunteers.
- Know the different ways that volunteers can be involved with Habitat, including involvement on committees.
- 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.
- Chair should maintain the digital volunteer database and ensure persons age 16 or 17 have proper parental consent forms filled out before volunteering for a build.
- 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:

- Establish a breakdown of the pool of volunteers available to the affiliate by the group (i.e. corporations, individuals, churches, homeowners, etc.)
- Develop plans for targeting new volunteers from untapped sources
- Maintain a record of hours volunteered for each individual.
- The committee should aid the chair in maintaining the volunteer database and ensuring no persons under the age of 16 are on the construction site and ensure there is proper paperwork for persons of the ages 16 and 17.