

Homeowner 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. This committee will hold public meetings to inform applicants about the selection process and qualifications, evaluate applicants, and recommend families to the Board of Directors for approval as prospective homeowners. It provides support to new homeowners through the process of becoming a homeowner, budgeting, construction choices, media interviews, tracking sweat equity hours, and the fundamentals of homeownership. It also organizes special events such as dedication ceremonies and creates and maintains partnerships with local service providers to connect homeowners with community resources.

CHAIR:

Sherri Reding
sherbear657@gmail.com

BOARD LIAISON:

Sherri Reding
sherbear657@gmail.com

STAFF SUPPORT:

Erica Haugen
ehaugen@habitatdjic.org

Members:

Committee Chair, Board Liaison, at-large Committee Members. Whenever possible, the committee will seek representation from the neighborhoods and communities we serve.

Member Roles:

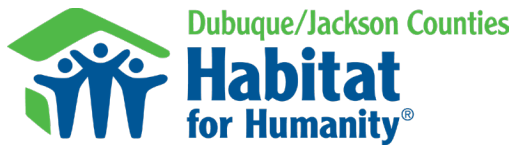
- The chair is responsible for appointing, welcoming, and orienting new members of the committee with consultation with the Board of Directors. New members of the committee may be appointed at any time.
- The committee chair or liaison will attend regular meetings of the Board of Directors for the purpose of reporting on the work, receiving direction and guidance from the board, and seeking approval of actions proposed by their committees and requiring board approval.
- The committee chair will organize committee meetings monthly or at a frequency to meet the need of the organization. The chair is responsible for setting the agenda for meetings.
- Committee chair and liaison will train successors.

Frequency:

2nd Wednesday of the month at 4:00 p.m. and as needed.

Responsibilities

Revised: June 2022



- Attend committee meetings and other regularly scheduled events.
- Follow the standards for family selection as set by Habitat for Humanity International (HFHI)
- Review applicant information as provided by Director to support underwriting in order to determine if applicants meet eligibility criteria as defined by Homeowner Selection and Mortgage Origination Policy.
- In teams of two, perform home visits as fundamental element of the application process. Discuss program requirements and interview applicants to assess program eligibility for the “need for housing” requirement.
- Assist with application outreach. This may include: creating marketing materials, solicitation of donations related to marketing efforts, development media/marketing plan, assist with homeowner education topics and planning related to homeowner support.
- Work on special topics and planning related to homeowner support.
- Assist with the planning and event functions related to Groundbreaking Blessings and Home Dedications for partner families.
- Assist in the recruitment of families for volunteer service, in-kind professional volunteer services, and other resources that can help to support homeowners.
- Build relationships and facilitate introductions and on-going communication with residents in the neighborhoods and communities we build.
- Evaluate application process and applicant pool to ensure underserved populations are equitably represented and served.
- Maintain ongoing communication with families after they have moved into their house.

Qualifications:

- Enthusiasm and passion for the mission and vision of Habitat
- Integrity, strong work ethic, self-aware, and connected to Habitat’s mission
- Ability to reserve judgement and be committed to equitable and consistent decision-making
- Detail oriented
- Cultural competency skills
- Ability to maintain confidentiality and trustworthy with sensitive information
- Learn and understand the Habitat for Humanity lending and closing process
- Preferred:
 - Experience with banking/underwriting, consumer lending laws, family law, or other knowledge and experience relevant to ensuring consistent application of selection policies.
 - Proficiency in language(s) other than English

Revised: June 2022