



Job Description:

Dallas County Habitat for Humanity Steering Committee

Responsibilities –

Members of the Dallas County Habitat for Humanity (Habitat) Steering Committee have an ethical responsibility to ensure that Habitat does the best work possible in pursuit of its goals. The Steering Committee Members (Members) believe in the purpose and the mission of Habitat for Humanity, and will act responsibly and prudently as its steward.

Members are responsible for advising and assisting designated Habitat staff in the following areas: Strategic Planning, Community Relations, Recruitment of Community Partners, Family Selection for Home Ownership Program, and Outreach.

Each Member must have a strong faith commitment. While each Member may differ on doctrine or theology, the entire Steering Committee must reflect a commitment to Habitat's mission and purposes and that commitment must reflect in the affairs and policies of Dallas County Habitat for Humanity.

Term –

Dallas County Habitat for Humanity asks for a two year commitment from each Steering Committee Member. Terms of service are two years, renewable for a maximum up to six years. At the formation of the Steering Committee, membership should be arranged in a manner that allows half of the committee members' terms to expire on alternating years.

Expectations –

Members are expected to perform their responsibilities in a business-like manner by becoming knowledgeable in all relevant aspects of the organization, being pro-active, identifying and cultivating strategic relationships, performing as a team in an open-minded manner, representing Dallas County Habitat for Humanity in their local community and near-by towns, bringing on the next generation of Steering Committee members, following through on commitments, avoiding conflicts of interest, and being a positive ambassador for Habitat.

Further, Members are also expected to be involved as follows:

- Attend Steering Committee Orientation
- Attend Monthly Steering Committee Meetings
- Attend Annual Training Workshop

- Be active and engaged – Come prepared to meetings and ready to ask questions and discuss issues
- Attend special events such as Fundraisers and House Dedications.
- Time Commitment expectation: 5 hours per month.

Opportunities to serve the Steering Committee:

- Serve as Chair, Vice-Chair, Secretary, Board Liaison
- Serve on Family Selection Committee
- Serve in Governance role (Steering Committee recruitment and education)

Officers will be elected in June of every year. Officers commit to serve in their role for 2 years. If an officer must vacate a leadership position before his/her term is complete the committee chair will appoint another Steering Committee member to finish the term, until the next officer election date.