

POSITION DESCRIPTION: BOARD MEMBER

York Habitat for Humanity (YHFH)

Position Description:	Board Member
Responsible To:	President of the YHFH Board of Directors
Term & Term Limits:	3-Year-Term. Directors may be re-elected for one additional 3-Year-Term. After two terms, a Director must wait at least one full year before becoming eligible for election to the Board.
Meeting Dates/Time:	4 th Wednesday of the month, 5:30-7:00 p.m. @ the YHFH Office

THE ORGANIZATION: York Habitat for Humanity, Inc. (YHFH) is the York, Pennsylvania affiliate of Habitat for Humanity, International, an ecumenical, Christian housing ministry. Since 1985 YHFH has helped over 90 families and individuals in the York community own their own homes, build equity for the future, and help others do the same.

JOB FUNCTION: YHFH Board Members govern the overall organization, are in relentless pursuit of the mission, serve as ambassadors and fundraisers for YHFH, and ensure the long-term integrity and stability of the nonprofit.

RESPONSIBILITIES:

- Aspire always to be well-versed in the organization's mission statement, programs, services, policies, and coming events.
- Attend monthly Board meetings with rare, if any, exceptions.
- Assume an active role on one standing committee and offer to take on special assignments and/or leadership role of an ad-hoc committee.
- Assume an active, leadership role in the fundraising activities of the organization through introductions of prospective donors to the Executive Director; providing names and addresses for the annual appeal and gala; writing to friends, family, coworkers, and acquaintances for the annual appeal; and personally donating to the organization as generously as possible.
- Attend home dedications, fundraisers, banquet, celebrations, and other special events, as able, throughout the year.
- Review agenda and supporting materials prior to board and committee meetings.
- Fulfill the board's fiduciary responsibility of reviewing and seeking to understand the financial reports, ensuring sufficient funding for both program activities and general & administrative expenses.
- Actively participate in the visioning, planning, and policy making processes of the Board. Assist with the creation and maintenance of the long-range strategic plan.
- Share personal experiences with Habitat, and the organization's mission, with friends, coworkers, and family encouraging their involvement and financial support.
- Refer individuals who can make significant contributions to the work of the board and the organization to the Nominating Committee.
- Ask discerning questions, constructively participate in deliberations, and vote according to what is best for the organization as a whole.
- Comply with confidentiality, conflict of interest, and whistleblower policies as well as the code of ethics.
- Recruit, assess, hire, and support a competent charismatic leader who has the ability to execute the vision of YHFH and fulfill the fiduciary responsibilities of the organization.

Qualifications and Personal Characteristics:

Time to fulfill the responsibilities described above to the best of one's ability.

Honesty; community building skills; personal integrity; sincere concern for the health & well-being of the YHFH organization, its staff, program participants, and volunteers; and commitment to maintaining camaraderie within the group despite individual differences and differences of opinion.

Willingness to share ideas, perspective, and expertise for the good of the group & the

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organization, and willingness to listen as others share the same.

Willingness to cultivate relationships and solicit funds on behalf of the organization.

Ability and willingness to set aside one's personal agenda considering what's best for the organization.