



Building & Site Selection Committee (B&SS)

Purpose: Identify, assess, and acquire an inventory of properties and oversee the planning & design of future construction projects per the annual operating plan.

Committee Member Responsibilities:

Property Search & Acquisition Team:

- Identify prospective properties for new construction and rehabs.
- Attend the annual "free-and-clear" tax sale and sheriff's sales as necessary. Understand the pros and cons of the sales and the procedures for acquiring properties at sales.
- Utilize the assessment checklist to document condition.
- Photograph prospective properties.
- Research properties to identify the current owners, length of ownership, amount paid for the property, status of occupancy, stage in blight process (if applicable), details on existing liens, inclusion in historic district, and potential restrictions.
- Seek out land and property owners with whom York Habitat may want to negotiate a purchase.
- Maintain detailed & organized records of all prospects for historical purposes.
- Collaborate with city, county, and local housing organizations.
- Present and recommend viable properties to the B&SS committee.

Construction Team:

- Provide support to the Construction Manager in managing the build from implementation to completion.
- Refer qualified individuals who can assist with various components of the project.
- Recommend materials, green building opportunities, and potential cost savers.
- Seek in-kind donations of services.
- Lead construction volunteer orientations.

Board and Staff Responsibilities:

- Negotiate the purchase of the properties.
- Prepare for the project by obtaining property zoning and ordinance information; creating rough plot plans; itemizing the scope of work; calculating "ballpark" construction cost estimates; obtaining architectural plans and engineering specifications; and selecting products within budgetary guidelines.
- Manage the project from inception to completion, and coordinate all labor & materials.
- Solicitation of in-kind materials and professional services donations.
- Fund the project.

Committee Chair Responsibilities:

- Lead committee meetings keeping members on-task to make effective & efficient use of time. *Delegate* tasks to be performed *outside* of committee meetings to individuals and sub-committees.
- Schedule and send reminders for committee meetings.
- Nurture relationships within the committee creating a team environment and group cohesiveness.

- Assign well-defined and meaningful roles to members.
- Establish sub-teams as needed with clearly defined purposes.
- Reach out to members with waning attendance.
- Inspire, energize, and encourage committee members. Keep Habitat's mission and the committee's purpose in front of committee members consistently.
- Participate in organizational level strategic planning and the development of the annual operating plan. Participate in annual organizational leader retreat.
- With the Construction Manager, develop meeting agendas with strategic goals, objectives, and strategies in mind.
- Facilitate communications between committee members, staff, Board of Directors, and community members.