



Leadership Support Application

Thank you for interest in the **Habitat for Humanity of Montgomery County Tennessee (HFHMCTN)** mission and ministry of providing simple, decent, and affordable housing. Since 1992, we have partnered with Clarksville families to provide decent, affordable housing. We look forward to continuing to build dreams and communities for many years to come. Your participation with Habitat will positively impact our capacity to serve more families while highlighting the need for low-cost housing in our community.

Please complete the following application and return it by email to info@habitatmctn.org or mail to: Habitat for Humanity of Montgomery County PO Box 331, Clarksville TN 37041-0331. Thank you again!

Applicant Personal Information			
Full Name			
Home Address			
Cell Phone		Work Phone	
B/C (circle)	Board or Committee Member Application?		
Y/N (circle)	Have you or your spouse ever served in the military?		
Business Address			
Email			
Birthday		Spouse Birthday	
Spouse Full Name			
Spouse Employer			
Business Address			
Spouse Cell Phone		Spouse Work Phone	
Names/Ages of Children			

Hobbies/ Interests		
Civic or Social Organizations Membership	Positions Held	Dates
Education, Training or Professional Licenses	Dates	Degree/Major
Employer	Title/Responsibilities	Dates of Employment

Religious Affiliation (if applicable)	Member Church	Dates of Membership	Leadership Roles

Which Committee(s) are you interested in serving on?

____ The **Family Selection Committee** is responsible for selecting qualified families for the affiliate to partner with for its homeownership program. Members conduct outreach and orientation for potential applicants, screen applications, maintain records, and recommend families to the board of directors for selection, while adhering to applicable equal housing opportunity laws.

____ The **Family Support Committee** assists selected partner families on the path to homeownership, and often continues the support relationship during the first year following occupancy. Committee members ensure that families understand and meet their partnership responsibilities. Members track sweat equity hours, advocate on behalf of our families, and provide mentorship and educational programming. Committee members play a vital role in helping our partner families succeed as homeowners.

____ The **Homeowner Relations Committee** is a sub-committee under the Family Support Committee and works with homeowners who need assistance and guidance in meeting their mortgage payment requirements. This committee develops action plans, offers community referrals and implements legal resources to recover mortgage payments in a timely, efficient manner.

____ The **Resource Development Committee** helps to ensure that the affiliate has the resources it needs to support its work and attain its goals. Members work with the Executive Director to draft a diversified development plan, reach out to donors, nurture donor relationships, and engage the full Board of Directors in the development process.

____ The **Public Relations Committee** is responsible for publicizing and informing the public of the mission and plans of Habitat and this affiliate. Members work with the Executive Director and staff to develop marketing and promotional materials and to secure media coverage for dedications and events.

____ The **ReStore Committee** is responsible for developing donor sponsorship, enhancing operations through volunteer recruitment and coordination, and organizing outreach and advocacy events highlighting community partnership and environmental conservation themes. The committee members work with the ReStore Manager and staff to ensure successful operations to grow profits which support home construction while fulfilling its mission of reusing and recycling materials.

____ The **Building Committee** assists in managing the affiliate's construction program. Members work with the Affiliate Construction Manager to select appropriate house plans, budget for projects, order materials, coordinate the construction schedule, and make sure codes are followed. Members track expenses, supervise construction volunteers and ensure site safety. Members, in coordination with the Family Support Committee, also help educate partner families about construction and home maintenance.

____ The **Faith Relations Committee** engages faith communities in Habitat's ministry. It reaches out to churches, shares Habitat's mission, invites them to partner, explores partnership opportunities, educates the community about the need for simple, decent, healthy housing, and nurtures ongoing relationships. It promotes the Apostles Build.

____ **A Brush with Kindness** is a pilot beautification program for owner occupied homes. Low income homeowners can apply for assistance with minor exterior painting, landscaping and yard clean-up. The work is done by volunteers typically made up of APSU students and soldiers.

____The **Nominating & Board Development Committee** is responsible for recruiting and selecting a board that is effective and representative of the entire community. It identifies and recruits prospective directors of the affiliate and presents a slate of nominees at the annual meeting. The nominating committee often presents a slate of officers as well. The committee must take care that the community is well-represented and the board has a useful balance of talents and community contacts. While the functions of the nominating committee can be done by the executive committee it is recommended to be done by this separate committee. This committee also often takes the lead in educating and orienting new board members and provides them with necessary board materials.

____The **Strategic & Long-Range Planning Committee** is responsible for the long-term growth of the affiliate. The questions this committee faces are broad and complex. Where is the affiliate going with its programs? How should it get there? Does the affiliate need to pursue a different course or change its focus? The committee translates these and other questions into a plan that can be used by other committees in developing their policies, priorities and programs. Setting future direction and establishing plans are two key board roles. Staff and other key stakeholders should also be involved in the planning process, but the board has the responsibility to lead the effort.

____The **Finance and Budget Committee** is responsible for overseeing the affiliate's financial and administrative activities, including the annual audit and budget functions. It is also responsible for implementing and reviewing policies that foster good will, stewardship, and money management. The committee ensures that there are adequate resources available, and that there is no deficit spending for the programs of the affiliate. It develops, oversees and reviews the affiliate's budget; coordinates the various elements of the budget; and makes recommendations to the board of directors for approval of the budget.

____The **HR & Talent Development Committee** is responsible for personnel policies and programs of the affiliate. It develops and oversees the policies that affect employees and volunteers and ensures that there is a proper review and approval of new staff and volunteer positions.

____The **Site Selection & Acquisition Committee** is responsible for developing the process to assess and acquire property, research available building sites, develop leadership for site acquisition, consult with the board on focus areas, plan site maintenance, and coordinate site development. It develops a training plan for future site acquisition with leaders and volunteers.

____The **Veterans Build Committee** is responsible for identifying and selecting veteran applicants and volunteers, providing resources for veterans, partnering with other local veteran service organizations, and conducting projects aimed at improving the lives and hopes of veterans in the community.