



We build strength, stability, self-reliance *and* shelter.

Announcing an Opportunity to Serve on Habitat for Humanity Lakeside's Board of Directors

Habitat for Humanity Lakeside is currently seeking applicants to join its volunteer Board of Directors for the new fiscal year which begins July 1, 2021. Below are the expectations for service on our Board of Directors. If this sounds like an opportunity that might suit your interests, please email Executive Director, Sarah Beckman at sbeckman@habitatlakeside.com and she will put you in touch with a member of the Governance Committee to set up a time to meet and discuss the opportunity more. We look forward to hearing from you!

Three Legal Duties of Board Members

- Duty of Care: Directors must perform their responsibilities in good faith and with the same care an ordinary person would use in managing his/her own affairs.
- Duty of Loyalty: Directors must act in good faith and in a manner that does not harm the organization to the benefit of the director. Avoid conflicts of interest or appearance of impropriety.
- Duty of Obedience: Directors must comply with the provisions of the articles of incorporation, bylaws, and state laws, and should safeguard Habitat's mission.

Habitat Lakeside Board Member Expectations

- A 3-year commitment (*can serve up to two consecutive, three-year terms*)
- Established residence and or employment in Sheboygan County, WI
- Willingness to learn, understand and accept the mission of Habitat for Humanity as an ecumenical housing ministry dedicated to building and repairing homes in partnership with God's people in need.
- Willingness to meet Board Member Fundraising Expectations (*see page two of this document*)
- Time commitment of 6-10 hours per month to include:
 - Preparation for and regular attendance at Board of Director meetings:
 - One regular meeting of the Board every other month on the third Thursday from 6:00pm-8:00pm (*July, September, November, January, March, May*)
 - One annual meeting of the Board in June on the third Thursday at 6:00pm
 - Regular service and attendance on at least one committee of the Board:
 - Build Committee (*meets monthly on the second Thursday of the month at 7:00am*)
 - Executive Committee (*meets on the third Thursday of the month opposite the full Board*)
 - Governance Committee (*no regular meeting schedule, meets as needed*)
 - Finance and Budget Committee (*meets on the second Thursday of the month at Noon*)
 - Personnel Committee (*meets the first Thursday of the month at 9:00am*)
 - Resource Development Committee (*meets the first Tuesday of the month at Noon*)
 - Reading and responding to emails between meetings
 - Attending Habitat events and promoting Habitat happenings within your networks
 - Advising and supporting the President in his/her supervision of the Executive Director
- Additional time commitment of 4-8 hours annually for:
 - Establishing or updating strategic and long-range planning functions in a retreat format
 - Typically, 1-2 half-day retreats are schedule annually through a poll of the Board

A couple other notes on our Board of Directors

- Board Members are not compensated
- Board Members must sign the following annual paperwork: Confidentiality Policy, Ethics Policy, Habitat Waiver, Board Member Commitment Sheet and Board Member Fundraising Expectations
- New Board Members will be provided with a 2-3-hour orientation with the Executive Director and Leadership Staff (*this is an additional one-time commitment on top of time commitments noted above*)
- The Board Member recruitment process includes a meeting with a Board Member from Governance Committee and a meeting with the Executive Director following by an invitation to shadow a Board Meeting and an invitation to fill out a Board Member Application.



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Board Member Fundraising Expectations

Required Annually:

1. Make an unrestricted cash gift of personal significance to support the mission
2. Contribute ten or more names to the end of year appeal mailing list and co-sign the letters with a hand-written note alongside the Executive Director
3. Attend our annual Gala or donate in lieu of attendance
4. Help secure a sponsorship or silent/live auction item for our annual Gala
5. Request a meeting with a community member, church leader, business leader or another person you know to help get them introduced to Habitat for Humanity Lakeside's work in Sheboygan County
6. Share information on events and builds through your social media networks and via email (ongoing throughout the year)

Other Ways to Help (not required but encouraged):

- Assist in procuring sponsorships for our Home Buyer, Home Repair and Rock the Block housing programs
- Be the contact person for disseminating information to your school, church, club or other organization
- Host a friend-raiser for our organization by inviting a small group of friends or others in your network to hear a short message from the Executive Director or Board President
- Serve as a tour guide, showing people the work of our organization and telling them about the reasons you are involved
- Accompany staff on ask calls or meetings
- Send out a fundraising letter with your own reasons for being involved in the mission
- Recommend individuals for service on a committee or the Board
- Bring a friend along to our next fundraiser or event
- Call someone or handwrite a thank you note to someone who has given a donation to say "thank you" on behalf of the organization

**Approved by the Habitat for Humanity Lakeside Board of Directors on 8-20-20*