

Habitat Young Professionals of Charlotte Roles and Responsibilities

There are two sets of requirements for board members. First are the standard board member responsibilities that all board members, regardless of role, must meet. Second are the role-specific responsibilities. Both have been outlined here.

Standard Board Member Responsibilities:

- Attend at least 8 of 12 Board meetings (typically the last Wednesday of the month)
- Attend Mud Volleyball (typically May/June – date for 2018 forthcoming)
 - Attend several mud-volleyball specific meetings in the weeks leading up to the event.
- Attend 8 of 12 Third Thursday social events each year
- Attend 4 of 12 Build Days or Restore volunteer opportunities (or a combination)
- Attend New Board Orientation (generally in September)
- Maintain HYPC membership during full year

Role-Specific Responsibilities:

Board Vice Chair

It is sought that the Chair has prior experience with HYPC, preferably serving in the capacity of another Officer position during the previous term.

Term length: 3 years – 1 as Vice Chair, 1 as Chair, 1 as Past Chair

Busy times: September and October during board member on-boarding, spring – during the two months leading up to mud volleyball

- Assist Chair to ensure annual HYPC goals are being met
 - Meet with board members to ensure they understand how their role plays into annual goals and are on track to meet their roles and responsibilities
- Select strong candidates as possible future committee members
- Assist Chair to ensure success of Mud Volleyball
 - Monitor mud volleyball timelines and progress of subcommittees to ensure event planning remains on track
 - Work with Chair and Habitat staff to design the mud volleyball layout and mark the site for vendors (tent locations, port a john locations, field markers, etc.).
 - Week prior to mud volleyball work with Chair to: oversee the work of vendors; direct volunteers in setting up the site.
 - Day-of mud volleyball: media interviews, assist any table in need, pulse the event to ensure it runs smoothly.
 - After mud volleyball: ensure all receipts are submitted in a timely manner, all returns are completed, and the site is cleaned.

Secretary

Term length: 2 years

- Serve as point of communication between the members of the board, and maintain the active board member contact information.
- Provide scheduling, notice, and materials for all board activities.
- Maintain the monthly board activity tracker and ensure that all board members have updated the necessary information in the tracker prior to the monthly board meeting.
- Attend all board meetings and record minutes for the meeting.
- Provide ad-hoc assistance to the Chair, Vice Chair, and Past Chair as needed.

Communications/Marketing Chair

Term length: 2 years

Busy times: Spring (the three months leading up to mud volleyball)

- Assess current social media outlets and maintain current events and pictures on the sites (Website, Constant Contact, Facebook, Twitter, Meetup)

- Promote Mud Volleyball and other big fundraisers with local media (newspapers, magazines, radio, TV)
- Create a quarterly member newsletter. Work collaboratively with other Board members to obtain content for the newsletter.
- Assist Member Relations on how to target young professional demographic in specific marketing efforts
- Create marketing materials for events in hand with Events Chair
- Ensure relevancy of HYPC logo and encourage proper promotional materials are on hand (members t-shirts, etc)
- Serve on the Mud Volleyball Advisory Committee

Events (Chair)

Term length: 2 years

- Lead effort on proposing new fundraising and social events (partner with Volunteer Coordinator)
- Plan logistics (date/time/needs) for monthly Third Thursday events and coordinate with the partnering venue (and other events as needed)
- Organize event materials and day-of setup (shared with Communications/Marketing)
- Track member/new member participation at big fundraisers (shared with Member Relations)
- Serve on the Mud Volleyball Advisory Committee

Sponsorship (Chair)

Term length: 2 years

Busy times: 3-4 months before mud volleyball

- Develop fundraising target goals and strategy with Board Chair and Habitat Charlotte
- Work closely with Habitat Charlotte on sponsorship package for mud volleyball
- Maintain relationships with past business donors (in-kind and monetary)
- Expand relationships with new business donors (in-kind and monetary)
- Create tiered levels of sponsorship for identified big fundraisers
- Collaborate with Events to create fundraising events or opportunities in Charlotte
- Oversee all aspects of fundraising activities