



Potential Board Member Packet





Thank you for expressing an interest in South Puget Sound Habitat for Humanity. We are very excited about getting to know you better and talking with you about the South Puget Sound Habitat for Humanity Board of Directors strategic direction, projects and needs.

South Puget Sound Habitat for Humanity is a non-profit 501(c)3 charitable organization founded in 1989, as an affiliate of Habitat for Humanity International in Olympia, Washington. Our nonprofit organization has successfully built 75 homes over the past 31 years. Our main focus is building energy efficient homes for low-income families, and creating affordable homeownership opportunities in the community. Other programs that help educate and enhance an applicant's success with homeownership are financial education and family support. Our Critical Home Repair Program provides affordable, critical repairs to prevent low-income homeowners from being displaced from their residences and improve the quality and health of their homes. These programs are not handouts but a partnership where the homeowner works alongside of other volunteers to build their home and neighborhood.

South Puget Sound Habitat for Humanity has a strong commitment to providing decent shelter at an affordable price for individuals and families. Our mission is "seeking to put God's love into action, by bringing people together to build homes, community and hope." We have included more about our organization in this packet.

The South Puget Sound Habitat for Humanity Board focuses on governance issues including strategic planning, financial oversight, organizational assessment, and fund development.

We are currently seeking new board members who can expand our capabilities in those areas and strengthen our connections with local, regional and state leaders that are essential to pursuing our mission. South Puget Sound Habitat for Humanity Board members are active in everything from representing our organization at community events to reviewing financial reports and researching issues and policies in their committee work. The Board meets 6 times a year and most of our committees meet monthly for an hour, we communicate when needed through email, telephone, and computer-based meeting tools.

The attached materials will tell you much more about South Puget Sound Habitat for Humanity and our Board. Do not hesitate to contact me or any other member of the Board with questions or comments. Please consider attending our next regularly scheduled Board meeting as a guest to get to know us. Please feel free to contact me anytime at the number below should you have further questions. Again, thank you for your interest.

With best regards,

A handwritten signature in blue ink, appearing to read "Carly Colgan".

Carly Colgan
Chief Executive Officer



**Our vision is a world where everyone
has a decent place to live.**

**Seeking to put God's love into action,
Habitat for Humanity brings people
together to build homes, communities,
and hope.**

Habitat for Humanity International, driven by the vision that everyone needs a decent place to live, began in 1976 as a grassroots effort on a community farm in southern Georgia. The Christian housing organization has since grown to become a leading global nonprofit working in nearly 1,400 communities throughout the U.S. and in nearly 70 countries. Families and individuals in need of a hand up partner with Habitat for Humanity to build or improve a place they can call home. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower. To learn more, visit [habitat.org](https://www.habitat.org).

South Puget Sound Habitat for Humanity, founded in 1989, as an affiliate of Habitat for Humanity International, serves Thurston County. Our 501(c)3 nonprofit organization has successfully built 75 homes and completed 2 critical home repairs. To educate and encourage success with our future homeowners we offer financial education and have a family support program. Habitat provides a hand-up, not a hand-out. Each home is sold with an affordable mortgage to local families who otherwise might be forced to live in substandard housing. These families contribute at least 500 hours of "sweat equity" by helping in the construction of their own homes and the homes of other partner families alongside Habitat staff and volunteers. To learn more, visit [spshabitat.org](https://www.spshabitat.org).

Meet the team:



Carly Colgan
Chief Executive Officer



Greg Laura
Chief Operating Officer



Shawna Dutton
Director of Development



Ally Upton
Director of Housing



Len Halverson
Construction Superintendent



Alex Taft
Home Repair Manager



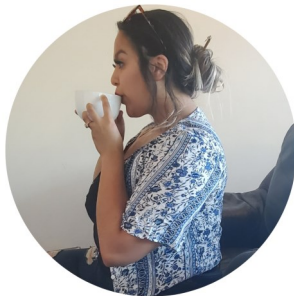
Randy Mickael
Olympia Manager



Linda Aikin
Yelm Manager



Eileen Dalton
Housing Coordinator



Meah Francisco
Volunteer Coordinator



Justin Talley
Olympia Assistant Manager
Business Development



Recent Accomplishments:

As an accomplished developer of affordable housing in Thurston County our organization has built 75 homes over the past 31 years. We are currently building Deyoe Vista, a 5 acre cottage development at 37th and College in Lacey, WA. Deyoe Vista, when finished, will include 33 - 2, 3, and 4 bedroom single family homes along with 2 playgrounds and a community garden. We are on schedule to finish building in 2021. We are also in the development phase on a 3 acre parcel in Tumwater, WA which will include 14 duplexes to house 28 families and a 3 acre parcel in Yelm, WA which will include a mixture of 22 single family homes and duplexes.

The homes that we build are energy efficient which helps to keep the homeowners utility bills down, building a solid, strong home, and helping to reduce maintenance upkeep. Deyoe Vista is an HOA community and our Housing Department works with homeowners to educate them what this means and how they can be involved in their community moving forward.

As an organization, we work diligently at keeping operating costs down, and build costs down, while maintaining our mission and vision in a thriving community. Our organization has two Habitat Stores, one in West Olympia and one in Yelm. We accept donations of new and gently used furniture and home building materials which we turn around and sell to the community at a fraction of the retail cost. Our Stores keep tons of materials out of the landfill on an annual basis and give the community an opportunity to purchase items for the upkeep of their homes at an affordable price. The Stores enables us to pay the overhead for the organization and to direct 100% of our cash donations to the mission of building homes.

Board Members 10 Basic Responsibilities:

1. **Determine the organization's mission and purpose.** It is the Board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means and primary constituents served, and review it every two years or as needed to reflect the growth and development of the organization.
 2. **Select the CEO.** The Board must reach a consensus on the CEO's responsibilities and undertake a careful search to find the most qualified individual for the position. There should be an established organizational transition plan in place to maintain the daily operations should the leadership change.
 3. **Provide proper financial oversight.** The Board must assist in developing the annual budget and ensure that proper financial controls are in place; reviewing and approving a budget on an annual basis.
 4. **Ensure adequate resources.** One of the board's foremost responsibilities is to provide sufficient resources for the organization to fulfill its mission. Board members are encouraged to demonstrate a personal stake in the organization through personal financial contributions and to assist with raising funds through external sources.
 5. **Ensure legal and ethical integrity and maintain accountability.** The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Decisions should always be made in the interest of the organization and not of self-interests.
 6. **Ensure effective organizational planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals. The Board should accept responsibility for using the plan as a guide for their on-going actions and priorities.
 7. **Boards have a responsibility to articulate prerequisites for board candidates, orient new members, and periodically and comprehensively evaluate their performance.** Boards should have an established process for selecting new board members.
 8. **Enhance the organization's public standing.** The Board should clearly articulate the organization's mission, accomplishments, and goals to the public to garner support from the community. This would involve approving audits, assuring that the organization adheres to professional standards and the Whistle Blower policy and documentation.
 9. **Determine, monitor, and strengthen the organization's programs and services.** The Board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness. Regular meetings and attendance are expected and required.
- Support the CEO and assess his or her performance.** The Board should ensure that the CEO has the moral and professional support he or she needs to further the goals of the organization. The CEO should be reviewed annually, and their performance should be assessed in light of organizational accomplishments, and the total compensation package should reflect his or her performance as well as industry standards.

Board Member Job Description:

Legal Duties:

Duty of care: Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.

Duty of loyalty: When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

Duty of obedience: Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

Purpose:

To act as a voting member of the board with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the CEO with the resources to meet the needs of those the organization serves.

Rationale:

Board members set broad policies and goals, and give the CEO free rein to implement them in the day to day management of the organization. Individual members of the board, however, have no authority to act independently of the full board. When they do, it can seriously damage the organization's ability to carry out its mission, board team spirit and the organization's image in the community.

Board members are also "trustees" of the organization who approve an annual budget that ensures it can meet its financial needs. In addition, board members monitor the overall financial health of the organization by reviewing annual reports of an auditor recommended by the CEO. This, however, does not mean that they should interfere with the CEO's responsibility to make day to day operational expenditures.

Individual board members should attend all board meetings and actively participate in them, and serve on committees or as board officers. Finally, board members have the responsibility to know and fulfill their proper role as board members and to act in the best interests of those their organization serves.

The Full Board's Responsibilities:

- Establish policy.
- Hire and evaluate the CEO.
- Secure adequate funding for the organization through group fundraising efforts.
- Monitor finances.
- Create and update a long range plan for the organization.
- Select and support the organization's board officers and periodically review their performances.
- Frame key operating policies and procedures

Individual Board Member's Duties:

- Attend all board meetings and activities, including special events and board retreats.
- Become knowledgeable about the organization's mission, policies, programs, and services and act as an ambassador in our community.
- Positively represent our organization to individuals, the public, and other organizations.
- Come to board meetings well prepared and well informed about issues on the agenda.
- Contribute to meetings by expressing your point of view.
- Consider other points of view, make constructive suggestions, and help the board make decisions that benefit those the organization serves.
- Serve on at least one committee.
- Support the organization through a personal financial contribution.
- Assume board leadership roles when asked.
- Keep the CEO informed about any concerns the community has.

Expectations:

- Follow the organization's bylaws, policies, and board resolutions.
- Sign an annual conflict-of-interest/confidentiality disclosure and update it during the year if necessary. Things change, it is very important to disclose both actual and potential conflicts before meetings.
- Maintain confidentiality about all internal matters of the organization.

Board Application

Date:

Name:

Home Address:

Phone:

E-mail:

Employer Information:

Name:

Your title:

Address:

Phone:

E-mail:

Type of business or organization:

Primary service(s) and area/population served:

Preferred method of contact: Work Personal Email

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, or social).

Organization

Role/Title

Dates of Service

Education/Training/Certificates

Optional – Have you received any awards or honors that you’d like to mention?

How do you feel South Puget Sound Habitat for Humanity would benefit from your involvement on the Board?

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of South Puget Sound Habitat for Humanity.

Please tell us anything else you would like to share.

Skills, experience and interests (Please check all that apply)

Finance/Accounting

Policy Development

Personnel/Human Resources

Program Evaluation

Administration/Management

Public Relations/Communications

Nonprofit Experience

Special Events/Fundraising

Community Service

Outreach/Advocacy

Other:

Other:

Thank you for your consideration!

Please return completed applications to: carly@sps Habitat.org

CONFIDENTIALITY AGREEMENT

This Agreement is entered into as of the _____ day of _____, _____, between _____ and South Puget Sound Habitat for Humanity (SPSHFH). This agreement shall continue to be in effect following the conclusion of service of the employee or volunteer. This agreement acknowledges that the person signing this document has read the Conflict of Interest materials and this Confidentiality Agreement form, and they agree to perform and adhere to the rules of both documents.

CONFIDENTIAL INFORMATION

SPSHFH may disclose confidential information to _____ directly or indirectly, with or without notice of its confidential nature. Accordingly, you agree to hold all information disclosed to you by SPSHFH in confidence and neither disclose the same to others nor use the same for any purpose other than in your role as an employee or volunteer of Habitat for Humanity or the Store without the written permission of SPSHFH.

Confidential information may include, but not be limited to, any information, suggestion, product, product development, or process with respect to which you are exposed in your role as an employee or volunteer.

The duty of confidentiality and nonuse shall not apply to any information disclosed to you through no act or failure to act on the part of SPSHFH: (i) is or becomes public information, (ii) and you have in your possession at the time of disclosure, (iii) is furnished to you by a third party without restriction on disclosure.

OTHER PROVISIONS

This Agreement is personal to _____. This Agreement will be governed by the laws of Washington, and, to the extent applicable, the laws of the United States of America, without regard to the place this Agreement is to be performed or where this Agreement was made. Any dispute arising under this Agreement that the parties cannot resolve by good faith discussion and negotiation shall be decided by binding arbitration, conducted according to the rules and guidelines of the American Arbitration Association.

Agreement to the foregoing is indicated by the signatures below:

SPSHFH Board Member

Date

SPSHFH CEO

Date

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- a. Your spouse, domestic partner, child, mother, father, brother or sister;
- b. Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Name of Employee or Board Member:

2. Capacity:

- Board of Directors
- Executive Committee
- Officer
- Committee Member
- Staff (Position):

3. Have you or any of your affiliated persons provided services or property to SPS Habitat for Humanity in the past year? YES or NO

If yes, please describe the nature of your services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from SPS Habitat for Humanity in the past year? YES or NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which SPS Habitat for Humanity was or is a party? YES or
NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to SPS Habitat for Humanity at any time in the past year (other than travel advances or the like)? YES or NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from SPS Habitat for Humanity or as a result of your relationship with SPS Habitat for Humanity, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to SPS Habitat for Humanity? YES or NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving SPS Habitat for Humanity? YES or NO

If yes, please describe the proceeding(s) and if an affiliated persons is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Habitat for Humanity's [board or a duly constituted committee thereof] in accordance with the terms and intent of SPS Habitat for Humanity's conflict of interest policy? YES or NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand SPS Habitat for Humanity's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the CEO immediately.

Signature

Date

BOARD MEMBER COMMITMENT SHEET

As a Director of South Puget Sound Habitat for Humanity, I acknowledge and accept the responsibility inherent in running a multifaceted corporation. I recognize that volunteer support is critical to the success of South Puget Sound Habitat and Directors are expected to be among the organizations most energetic volunteers. Different than other non-profit boards, South Puget Sound Habitat's Board of Directors are actively involved in helping the organization achieve its goals.

As a Board Member, I will make every effort to:

- Understand and accept the mission of Habitat for Humanity, dedicated to building homes in partnership with people in need.
- Faithfully attend and participate at all Board Meetings and other functions that require Board leadership, direction or example. (You are encouraged to ask any questions or express any concerns at any Habitat activity that you may have.)
- Serve actively on at least one standing committee.
- Ensure that Habitat has adequate finances and that monies are responsibly spent
- Participate in the development of long-term goals for Habitat.
- Support and give direction to the Habitat CEO.
- Participate in special events such as dedications, fundraisers and construction site volunteer supervision or lunch sponsor, as needed.
- Make a financial contribution to the organization on an annual basis.

(I have read this commitment sheet and the Job Description for Board Members)

Signed and accepted this _____ day of _____, _____

Printed

Signature

Community Housing Development Organization

South Puget Sound Habitat for Humanity strives to be a Community Housing Development Organization (CHDO). A CHDO is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for a CHDO designation the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

The Board of Directors for a CHDO organization must be composed as follows:

- At least one-third must be representatives of the low income community.
- No more than one-third may be public officials or employees of the participating jurisdiction (Thurston County).
- The balance is unrestricted, and may include people such as human and social service providers, lenders, individuals with access to philanthropic resources, or others willing to contribute their professional expertise.

Low-income community representation: As noted above, a minimum of one-third of the board must consist of representatives of the low-income community. There are three ways to meet this requirement:

1. Residents of low-income neighborhoods in the community. SPSHFH will use the home address listed on your application to determine if you live in a qualifying census tract.
2. Low-income residents of the community. Low-income residents of low-income neighborhoods in the community do not need to submit proof of their income. No verification of income is required for the CHDO certification and SPSHFH will not share this information.

I qualify as a low-income resident for the purpose of CHDO certification.

3. Elected representatives of low-income neighborhood organizations. A low-income neighborhood organization is an organization composed primarily of residents of a low-income neighborhood. The primary purpose of the organization must be to serve the interests of the neighborhood residents. Block groups, town watch organizations, civic associations, neighborhood church groups and NeighborWorks® organizations can be examples of low-income neighborhood organizations. Please list any elected positions/organizations that you represent that could qualify, SPSHFH will determine if they are in a qualifying census tract.