

Women Build 2012 Committee Descriptions



Steering Committee

Members: The Steering Committee is made up of the chair of each sub-committee: Public Relations, Special Events, Corporate Sponsorship, Volunteer Engagement and Building. A chair may send a sub-committee member in their place.

Term: At least one year for all members with the exception of Steering Committee Chair, who holds a two-year term.

Meeting Frequency: Once per month for steering committee; as required for sub-committees.

Rules of Order: Majority vote of those in attendance. Chair may cast the deciding vote in the event of a tie.

Responsibilities:

- Assist with writing goals and objectives for Women Build and re-evaluating on a regular basis.
- Provide an update to the committee and participate in decisions on the direction of Women Build.
- Act as spokespersons and champion Women Build in everyday interactions in order to promote the project.
- Ensure that the Women Build mandate (as directed by Habitat for Humanity Canada) is upheld on all levels.
- Recruit volunteers for their sub-committees with assistance from Habitat Office staff
- Assess the skill set of sub-committee members and assign tasks that utilize their strengths, skills and abilities.
- Ensure an equal distribution of work among volunteers.
- Manage, coordinate and support the subcommittee members so as to achieve the Women Build goals and objectives and ensure successful fundraising.
- Schedule and lead sub-committee meetings as required.
- Being present, whenever possible, at all special events and fundraising activities that have as their goal the promotion and support of Women Build.
- Seek celebrities, and well-known community members to take up ambassador role for Women Build.
- Prepare a one to two page point form report and the end of the year to make recommendations for future committee changes, if any.
- Communicate with the Chair, promptly, any questions and/or concerns.
- Having a whole lot of fun giving a family an opportunity to own their very own home!



Construction Committee

Members: This committee will be comprised of one Chair who sits on the Steering Committee and up to five subcommittee members. Ideally members will have direct experience in the area of construction and building codes/permits and will possess excellent skills in project management, organization, interpreting plans and drawings, or experience with home renovations and repairs.

Term: One year, with the option to return.

Meeting Frequency: Once per month or as required. The Chair will also be required to attend Steering Committee meeting.

Rules of Order: Majority vote of those in attendance. Chair may cast the deciding vote in the event of a tie.

Responsibilities of the Chair:

Fulfill the duties as outlined under **“Women Build Steering Committee responsibilities”** as well as:

- Attend meetings with the Habitat/Wellington County Construction Committee
- With guidance from the Habitat/Wellington County Construction Committee set goals for the construction of the women build home
- Provide timeline/goals and construction schedule in writing and present to Women Build Steering Committee for approval. Update each in writing as necessary.
- Review plans and drawings for the Women Build home with a view to ensure that they meet the needs of the recipient family and are in keeping Women Build fundraising goals (in close consultation with the Construction Manager)
- Seek out and secure female trades for plumbing, roofing, and drywall
- Assist Habitat Wellington Staff in the recruitment of a site supervisor, female preferred, if required.
- Coordinate any pre-build construction activities (i.e. pre-fab walls, etc)
- Work with the Volunteer Engagement Committee or Habitat Volunteer Coordinator to assist in the planning of a series of Skills Workshops (help recruit instructors, decide on topics covered, set schedule and be present at the event)
- Make recommendations/requests for potential donations of building supplies.

Responsibilities of the Sub-Committee Members:

- Ensure that the Women Build mandate (as directed by Habitat for Humanity Canada) is upheld on all levels
- Assist in the planning and teaching of a Skills Workshop Series
- Act as leaders on the build site to reiterate directions/instructions given by the site supervisor and guide volunteers in completing jobs on site
- Champion Women Build in everyday interactions in order to promote the project
- Be present whenever possible at all special events and fundraising activities that have as their goal the promotion and support of Women Build
- Participate in selling tickets for Women Build events



Volunteer Engagement Committee

Members: This committee will be comprised of one Chair who sits on the Steering Committee and up to five sub-committee members. Ideally, members will be high-energy, positive people who are able to recruit volunteers, lead, and motivate others. Experience in networking is an asset in order to generate interest in Women Build.

Term: One year, with the option to return.

Meeting Frequency: Once per month or as required. The Chair will also be required to attend Steering Committee meeting.

Rules of Order: Majority vote of those in attendance. Chair may cast the deciding vote in the event of a tie.

Responsibilities of the Chair:

Fulfill the duties as outlined under **"Women Build Steering Committee responsibilities"** as well as:

- Devise and execute a Steering Committee approved plan for recruiting both build and event volunteers for Women Build.
- Devise and execute plans for low-cost/no-cost volunteer recruitment and appreciation activities before, during, and after the build in conjunction with sub-committee.

Volunteer Engagement Sub-committee Members will:

- Ensure that the Women Build mandate (as directed by Habitat for Humanity Canada) is upheld on all levels
- Champion Women Build in everyday interactions in order to promote the project and recruit new volunteers
- Refer interested individuals to the Habitat Wellington Volunteer Coordinator and/or the Habitat Wellington website to sign up to participate in the build.
- Identify ice breaker activities that can be used during Women Build events and on the build site.
- Sell tickets and help to staff Women Build fundraising and special events
- Recruit volunteers, in conjunction with the Habitat Volunteer Coordinator, for Women Build and ancillary events (i.e.: fundraising events, groundbreaking etc)
- Execute and review a volunteer survey to evaluate the Women Build experience (must be pre-approved by the Steering Committee). Make recommendations for improvement in future builds
- Prepare a monthly Women Build newsletter, and once approved by the Steering Committee, send to the Habitat Volunteer Coordinator for distribution
- Be present, whenever possible, at all special events and fundraising activities that have as their goal the promotion and support of Women Build
- Network within the community to encourage volunteering with Women Build



Corporate Sponsorship Committee

Members: This committee will be comprised of one Chair who sits on the Steering Committee and up to five sub-committee members. Members should be highly motivated and be able to clearly and accurately articulate the vision and mission of Habitat for Humanity/Women Build. Personal experience with Women Build is ideal. Strong oral and written communication skills and the ability to motivate others would be very helpful. Experience in networking would be an asset in order to generate donations and interest in the project.

Term: One year, with the option to return.

Meeting Frequency: Once per month or as required. The Chair will also be required to attend Steering Committee meeting.

Rules of Order: Majority vote of those in attendance. Chair may cast the deciding vote in the event of a tie. Staff liaison does not vote, but may veto a vote if it is not in the best interest of the organization.

Responsibilities of the Chair:

The Chair will fulfill the duties as outlined under “**Women Build Steering Committee Responsibilities**” as well as:

- Work closely with the Fund Development Manager to develop a Corporate Sponsorship strategy for approval by the Women Build Steering Committee
- Network with business owners and corporations in Guelph
- In conjunction with the Public Relations Committee, create a corporate “ask” package (or review and update the package from previous years).
- Work with the Communications Coordinator to ensure sponsors are recognized.
- Keep track of all asks made for Women Build sponsorship
- Approach and follow up with sponsors as appropriate

Corporate Sponsorship Subcommittee Members will:

- Ensure that the Women Build mandate (as directed by Habitat for Humanity Canada) is upheld on all levels
- Commit to securing sponsorship for the successful attainment of the Women Build
- Provide a list of all “asks” to the Chair for co-ordination with other committees
- Champion Women Build in everyday interactions in order to promote the project
- Generate list of sponsors to approach and present for Steering Committee approval
- Collecting logos and sponsorship details for promotional/recognition purposes
- Contribute to the monthly newsletter created by Volunteer Engagement
- Create and coordinate fundraising activities or sponsor recognition event as required (Steering Committee approved) and with assistance from the Special Events Committee
- Send thank you cards to sponsors
- Be present, whenever possible, at special events and fundraising activities that have as their goal the promotion and support of Women Build
- Participate in selling tickets for Women Build events



Women Build Special Events Committee

Members: This committee will be comprised of one Chair who sits on the Steering Committee and several sub-committee members. As this committee will plan all events, both fundraising and promotional, for Women Build, there may be further sub-division of committees into event tasks. Committee members will be creative, innovative thinkers who are detail oriented, highly motivated and very organized. Experience in networking would be an asset in order to generate donations and interest in the project.

Term: One year, with the option to return.

Meeting Frequency: As required. The Chair will also be required to attend Steering Committee meeting.

Rules of Order: Majority vote of those in attendance. Chair may cast the deciding vote in the event of a tie.

Responsibilities of the Chair:

The Chair will fulfill the duties as outlined under “**Women Build Steering Committee Responsibilities**” as well as:

- Creating an event plan with input from sub-committee members and submit to the Steering Committee for approval. Events include; fundraisers, ground breaking ceremony, and house dedication, etc...
- Ensure there is approval by the Steering Committee for each event charter proposed (format and budget)
- Ensure events stay within budget as determined by the Steering Committee

Special Events Sub-committee Members will:

- Ensure that the Women Build mandate (as directed by Habitat for Humanity Canada) is upheld on all levels
- Plan, co-ordinate, and execute all fundraising activities to aid in the successful attainment of the budget, as set by the Steering Committee.
- Plan, co-ordinate and execute all non-fundraising events approved by the Steering Committee
- Create a comprehensive plan for promoting ticket sales including regularly recruiting volunteers to sell tickets for events. Coordinate promotions the PR Committee
- Organize and track the solicitation of donations for auction items/prizes for events
- Create a list of Volunteer needs for each event for the VE Committee
- Provide the content and details of events for marketing materials to the PR Committee for editing and formatting by the required deadline in order to adequately promote the event.
- Be available to staff special events and fundraising activities
- Participate in selling tickets for Women Build events



Public Relations Committee

Members: This committee will be comprised of one Chair who sits on the Steering Committee and up to five subcommittee members. Ideally members will have a broad array of skills, including writing, editing, creating PowerPoint presentations, designing posters, web design experience, graphic design, knowledge of various media avenues (newspaper, TV, radio etc.) and well versed in social media.

Term: One year, with the option to return.

Meeting Frequency: Monthly or as required. The Chair will also be required to attend Steering Committee meeting.

Rules of Order: Majority vote of those in attendance. Chair may cast the deciding vote in the event of a tie.

Responsibilities of the Chair:

The Chair will fulfill the duties as outlined under “**Women Build Steering Committee Responsibilities**” as well as:

- Develop an over-arching marketing strategy that covers promotion of the build, recruiting volunteers, fundraisers, by leveraging the Women Build brand and present this to Steering Committee for approval
- Receive information regarding Steering Committee approved Women Build events and coordinate sub-committee members in preparing marketing materials as required (letters, pamphlets, fliers, articles)
- Liaise with other committee members to provide regular website and/or social media updates to office staff for posting
- Design media kit to be used for Women Build and submit to office for publication
- Liaise with volunteer engagement committee, special events committee, and office staff as events develop and leverage contacts for promotion of events.

Public Relations Sub-committee Members will:

- Ensure that the Women Build mandate (as directed by Habitat for Humanity Canada) is upheld on all levels
- Receive event details from other committee members, edit materials, and submit to office staff for media releases re: important events/milestones for Women Build
- Prepare posters, press releases, and advertising for events and fundraisers
- Prepare postcards and pamphlets for volunteer recruitment and assist in creating a promotional PowerPoint presentation for volunteers, adopt-a-day, donations etc.
- Organize information pickets
- Contribute to Chick Chat and Hammer Time (newsletters). Actively Blog, Facebook and Twitter. Where possible, photograph or video tape Women Build events
- Research and execute special advertising rates and promotional opportunities
- Be present, whenever possible, at all special events and fundraising activities that have as their goal the promotion and support of Women Build
- Participate in selling tickets for Women Build events.