**Board Member / Project Team Facilitator - Job Description**

Habitat for Humanity of Snohomish County

**Position:** Board Member / Twin Creeks Village (TCV) Project Team Facilitator

**Accountable to:** Board of Directors

**Mission**

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

**Description**

The TCV Project Facilitator will oversee the affiliate’s board-approved objectives for the Twin Creeks Village (TCV) project. The TCV Project Team Facilitator’s goals are to coordinate communication and activities across the organization, guide the project team in identifying activities and resources necessary to move the project to completion, and tracking progress of the project.

**Responsibilities:**

Board Member Responsibilities:

1. Know Habitat for Humanity's mission, purposes, goals, policies, programs, services, strengths, and needs.
2. Prepare for, attend, and conscientiously participate in board meetings
3. Participate in long and short-range strategic planning for the organization and establish policies for the effective management of the organization.
4. Review and approve annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
5. Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
6. Attend special events such as fundraisers and ground breaking ceremonies
7. Hiring and evaluating the performance of the executive director.
8. Assisting the executive director and board chair in identifying and recruiting other Board Members
9. Ensuring HFHSC’s commitment to a diverse board and staff that reflects the communities it serves
10. Keep current on affordable housing issues and developments in program areas
11. Strictly adhere to conflict of interest policies
12. Strictly adhere to confidentiality policies
13. Make an annual contribution to the organization commensurate with ability

Project Team Facilitator Responsibilities:

1. Coordinate communication between the project team, committees, board, and staff.
2. Facilitate discussions to identify the activities and resources required to move the project forward.
3. Coordinate across committees and departments to develop and monitor a feasible project budget and timeline.
4. Call and convene regular project team meetings.
5. Set the agenda for project team meetings.
6. Appoint a member of the project team to act as secretary.
7. Assign responsibilities to team members to ensure the completion of project objectives.
8. Prepare reports to the board on project progress, recommendations, requirements, questions and goals.

**Qualifications:**

1. The Project Team Facilitator must serve as a member of the Board of Directors of Habitat for Humanity of Snohomish County.
2. Have a demonstrated interest and understanding of Habitat for Humanity’s mission and the desire to promote it.
3. Specific experience and/or knowledge in one or more areas of: planning, construction, architecture, multi-family housing development, affordable housing development, construction management, project management
4. Ability to facilitate the process of decision-making and maintain an objective focus within a cross-functional team
5. Possess an understanding of construction budgets and financing
6. Ability to plan, organize, and direct activities required from conception to completion of the project.
7. Ability to ensure the confidentiality of all matters discussed within the committee.

**Time Commitment:**

The Board Member/Project Team Facilitator will commit to preparing and attending regularly scheduled monthly board meetings (1 per month) and monthly Project Team meetings (1 per month) in addition to participating in board and project team activities outside of those meetings as required.

**Term:**

Board Members may serve up to three terms as follows: First term of one (1) year, second term of two (2) years and a third term of three (3) years. The Project Team Facilitator, appointed by the board president, is eligible to remain in this position as long as she/he remains a member of the Board of Directors or until another Project Team Facilitator is appointed.