

Central South Carolina



Habitat for Humanity[®]

Advisory Council Prospect Packet

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Mission and Vision

Mission



Vision



Agency Overview

Central South Carolina Habitat for Humanity was founded in 1985 as an affiliate of Habitat for Humanity International. Since 1985, Central SC Habitat for Humanity has provided more than 250 homes in partnership with individuals and organizations across Richland and Lexington Counties. But Habitat provides more than just housing.

Habitat homeowners receive financial education, and learn about building and maintaining their own homes, all while paying an affordable mortgage. Habitat believes that a decent place to live, and an affordable mortgage, creates a situation where homeowners can save more, invest in education, pursue opportunity and have more financial stability. With our help, homeowners achieve the strength, stability and independence they need to build a better future for themselves and for their families.

CENTRAL SC HABITAT PROGRAMS:

Homeownership

New Builds and Home Rehabilitations

Habitat is dedicated to eliminating substandard housing, and aims to make adequate, affordable shelter a matter of conscience and action. Not only does Habitat build homes from the ground up, but they also work to renovate existing homes. The families that Habitat partners with are able to realize the dream of homeownership through a zero-interest mortgage.

Neighborhood Revitalization

Community Clean Ups, A Brush with Kindness, Veteran Repair, Aging in Place

Habitat is transforming entire communities, house by house, block by block. In our target neighborhoods, we work with residents to help them create individual and community-based goals. Habitat partners with current homeowners to complete needed home repairs, ranging from community clean ups, exterior revitalizations, ramp building, and so much more. Habitat is working to change the face of communities in the Midlands one partnership at a time.

Habitat ReStore

Shop, Reuse, Build

The Habitat ReStore is a home goods store that sells used furniture, building supplies and housewares. The store is open to the public for donations and shopping, and all proceeds are reinvested into Habitat for Humanity and building more affordable housing in the Midlands.

Advisory Council Job Description

The primary role of the Advisory Council is to support, assist and advise Central SC Habitat for Humanity by volunteering on job sites, fundraising events, and non-Board committees. Advisory Council members may also offer recommendations for new programs, improvements to existing programs, and strategic planning participating as non-Board members of Board committees. By engaging in these ways, service on the Advisory Council may also provide foundation for informed and qualified service on the Board of Directors.

The Advisory Council shall:

- be comprised of people with diverse skills and experiences
- provide Board and management with objective opinions about the organization
- provide input, skills, and knowledge towards specific projects
- identify fundraising, technical assistance, and marketing resources
- assess the impact of programs, projects, and events
- serve as a non-political advocate for the organization
- sign a conflict-of-interest disclosure and waiver statements

The Advisory Council shall limit its activities to volunteering and advising on programs and fundraising efforts. The Council shall have no legal responsibilities and is formed to support, assist and advise the Board and management. It cannot compel the Board or staff to act on its recommendations or feedback.

The Committee shall have no power or authority unless given to them by the Board President

Council Membership

Appointments to the Advisory Council are made by the Board Engagement and Recruitment Committee. Active service on one or more Advisory Council projects, non-Board committees, or committees of the Board of Directors (if invited by the Committee Chairs or Board President), qualifies an individual to participate on the Advisory Council. There is no set composition or term. Advisory Council will be evaluated for Board service each year, but it is not a guarantee pipeline for Board service.

Council Meetings

The Advisory Council will participate in one or more active Committees of the Board of Directors and meet periodically as an entity. Documentation of all meetings shall be maintained and shall be submitted to the Board of Directors for review, as available.

Overview of Committees

Non-Board Committees

FUNDRAISING COMMITTEE: Committee of the Board of Directors responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the Board. The Committee establishes a fundraising plan; acts as ambassadors; monitors fundraising efforts of the Board; works with staff to identify, cultivate, and solicit funds from various sources of support; and develops guidelines to ensure stakeholders are acknowledged appropriately, fundraising efforts are cost-effective, and ethical practices are followed.

Direct Service Committees

LAND ACQUISITION COMMITTEE: Advises on real estate sales and purchases. Provides opportunities. Oftentimes represent Habitat CSC in sales and acquisitions negotiations and contracts.

HOMEOWNERS COMMITTEE: Financial and Home Visit Assessments. Works directly with Habitat's homeowners.

RESTORE COMMITTEE: Advises on retail business development. Recommends vendors, products, displays, customers, etc.

Committee Job Descriptions

FUNDRAISING COMMITTEE JOB DESCRIPTION

PURPOSE STATEMENT

The Fundraising Committee leads the board's participation in resource development and fund raising. The committee works with the staff to develop the organization's fund development plan. The committee proposes policies and develops plans, procedures, and schedules for board involvement in fund raising. It helps educate board members about the resources needed to realize the organization's plans and fulfill its mission. It familiarizes board members with fund raising skills and techniques so that they are comfortable raising money.

The committee is the board's central source of information about the fundraising climate in general, and about the status of the organization's fundraising activities. The committee plays a strong role in identifying, cultivating, and approaching major donors.

COMMITTEE MEMBERSHIP

The chair of the committee shall be a director of the board. The Committee shall include three directors of the board and at least two non-director members to be chosen by the Board President or committee chair. The terms of all committee members, including the chair, shall be for one year that begins on July 1st and ends on June 30th of the next year.

COMMITTEE MEETINGS

The Committee shall meet at least monthly and as often as the majority of its members deems appropriate. The Committee may meet in person, by telephone or by electronic means at times and places to be determined by the Committee chair. The Committee chair and its staff shall consider deliverables, budget and methods of alternative meetings in their decision-making process. The chair shall provide committee members with an agenda at least a week in advance of committee meetings and communicate the details of the meeting to Committee members in a timely fashion.

The Committee chair may request a joint session with other committees regarding matters that concern both committees.

COMMITTEE AUTHORITY & RESPONSIBILITIES

- Periodic training for Board members on fundraising best practices
- Host introductory socials and small group gatherings for new prospective donors
- Create and maintain a Gift Acceptance Policy and a Sponsorship Policy
- Create metrics to measure return on investment for various fundraising activities
- Develop long-term and annual fundraising plans that will generate the funds needed to meet the organization's fundraising goal
- Develop a plan for involving Board members in the non-grant fundraising activities of the organization
- Investigate new fundraising projects, activities, and ideas for possible use in the future.
- As needed, create sub-committees to successfully carry out the fundraising events and activities that are
 - part of the fundraising plan.
 - Supervise the functions of the sub-committees.
 - Annually submit objectives as part of the planning and budgeting process.
 - Submit regular reports to the Board on the progress of fund development activities.
 - Annually evaluate its work as a committee and the objectives it has committed itself to and report to the Board.
 - Report to the Board at regular meetings of the Board in a manner determined by the Board.

The Committee shall have no power or authority unless given to them by the board President.

COMMITTEE REPORTS

The Committee chair will provide a written report to the board at the close of each committee meeting that includes attendance, the agenda, and a report of discussions, recommendations and decisions.

COMMITTEE EVALUATION

The Committee will evaluate itself and make recommendations for changes to the board.