



## **Family Selection and Support Committee**

### **Description**

The primary responsibility of the Family Selection and Support Committee is to find and support Partner Families. The committee is the primary liaison between the Board and the partner families. The composition of the committee is described in the bylaws of Habitat for Humanity of Franklin County. The committee shall elect a chair, meet at least once per month, and keep a record of all activities and decisions. Further, the committee members shall maintain strict confidentiality in all matters personal and financial of our Partner Families.

The work of the committee revolves around three major areas.

### **1. Partner Family Selection**

From time to time, at the request of the Board of Directors,

- Publicize and conduct public meetings to explain the Habitat Family partnering process
- Screen applications from potential Partner Families
- Recommend Partner Families to the Board of Directors for approval based on ability to pay, need for adequate shelter, and willingness to partner.

### **2. Partner Family Support**

- Recruit and support a volunteer Family Advocate for each partner family. The Family Advocate may or may not be a member of the Family Selection and Support Committee.
- Provide Partner Families with a support system, educational opportunities regarding homeownership (e.g., budgeting and maintenance), and a forum for discussions pertaining to home ownership.
- Plan and execute celebration events such as ground breaking, dedication, and mortgage burning ceremonies in coordination with Partner Families.

### **3. Compliance Monitoring**

- Track sweat equity hours and \$500 down payment payments of Partner Families.
- Monitor compliance with regular payment of mortgages on the part of Partner Families and make regular contact with those families who are struggling to meet their payments, with the intent to provide moral support, budgeting guidance, and/or mentorship regarding how to meet their financial obligations to our affiliate.
- Recommend to the Board of Directors certain actions such as re-financing of mortgage debt, foreclosure, payment forgiveness, etc. when such actions would be in the best interest of a given Partner Family while also allowing the Board of Directors to fulfill its fiduciary responsibility to all of its constituents.

### **Logistics**

- Submit a monthly report of activities to the Board of Directors one-week prior to each monthly meeting of the Board. This report is to include a summary of the committee's efforts to find and support Partner Families, the status of all mortgages outstanding and any and all steps taken to

work with families who are delinquent in their payments, as well as any concerns deemed important to bring to the attention of the Board of Directors.

- Develop and maintain an annual calendar of events and activities that provide direction and clarity to the committee's efforts.
- Submit an annual operating budget to the Board of Directors at its April meeting each year.
- Attend (committee chair) quarterly Committee Chairs' Roundtable meetings.
- Intersect (primarily, but not necessarily exclusively) with the following committee(s) and officer(s):
  - Site Selection and Construction Committee (interacting with the Family Advocate regarding home-related decisions)
  - Treasurer (regarding the status of Partner Family mortgages)