



Site Selection and Construction Committee

Description

The primary responsibility of the Site Selection and Construction Committee is to identify suitable properties on which to build homes and to oversee and execute the construction of homes. 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.

The work of the committee revolves around three major areas.

1. Site Selection

- Target the area or areas of the community in which our affiliate may consider building a home.
- Investigate and research the availability of property and ensure properties under consideration meet the requirements of Habitat for Humanity International and the building codes of the city or county.
- Recommend property to the Board of Directors for acquisition.

2. Construction

- Plan and implement the construction projects, including obtaining house plans, soliciting professional bids and donations of building materials and/or labor, developing a budget for each project for approval by the Board of Directors, developing a project timeline, supervising construction volunteers, and obtaining building materials for each work day.
- Ensure compliance with all regulatory codes and inspections required by the city or county.
- Cultivate and maintain relationships with area building trades professionals and building materials suppliers and vendors.
- Supervise volunteers at the work site and ensure their safety and well-being, paying particular attention to the importance of welcoming and thanking all volunteers.
- Track all expenditures and submit all supporting documentation in a timely fashion to the office.
- Monitor project spending against the approved budget.
- Work closely with the Volunteer Relations Committee to communicate needs for volunteers at the work site and the type of work volunteers will be engaged in.
- Work closely with the Partner Family and the Partner Family Advocate to ensure that home construction expectations are clear and needs are understood and communicated.

3. Procurement and Inventory Management

- Maintain a list of all construction supplies (tools and materials) on hand.
- Coordinate the receipt, cataloging and storage of donated materials.
- Maintain all construction equipment owned by the affiliate (e.g., saws, ladders, drills, vehicles, etc.)

Logistics

- Submit a monthly report of activities to the Board of Directors prior to each monthly meeting of the Board. This report is to include a summary of the status of all construction projects (e.g., budget-to-actual reports), a description of efforts to secure property for future building projects, and any concerns deemed necessary to bring to the attention of the Board of Directors.
- Submit budget (for site acquisition and for home construction) to the Board of Directors at its April meeting each year.
- Contribute information on the committee's accomplishments to the Annual Report produced by the Board and send to supporters of the affiliate.
- Attend (committee chair) quarterly Committee Chairs' Roundtable meetings.
- Intersect (primarily, but not necessarily exclusively) with the following committee(s) and officer(s):
 - Volunteer Relations Committee (to coordinate work day efforts)
 - Family Selection and Support (interacting with the Family Advocate regarding home-construction-related decisions)
 - Resource Development Committee (to coordinate solicitations of in-kind contributions)