

# FAMILY SUPPORT COMMITTEE

## COMMITTEE CHARTER

### **Purpose**

The purpose of the Family Support Committee is to sponsor training programs for member families. The training programs will be mandatory for all new homeowners and will provide the families with a friend/mentoring system and an information source. The committee will assist families throughout the entire process of becoming homeowners by answering questions, helping with planning and budgeting, recording sweat-equity hours, identifying other community resources, follow-up explanations of training workshop materials, providing home maintenance tips, etc. The committee will maintain an environment of appropriate confidentiality.

### **Members should:**

Membership on this committee requires good social/people skills, and a familiarity with adult learning principles. Members should understand the difference between “doing for” and “doing with.” Knowledge of the HFH sweat equity philosophy, house design criteria and available options, the affiliate’s guidelines, the closing process, the family selection process and homeowner orientation procedures are very important. Members should also have some knowledge of the basics of house construction and maintenance.

### **Positions within the Committee:**

#### **Committee Chairperson**

##### **Description:**

The committee chairperson is committed to carry out the stated purpose of the committee and HFH. The chairperson will supervise the work of the committee, delegate responsibilities to accomplish its goals and report to the board.

##### **Requirements:**

- A minimum one-year commitment, and then either continue or train a replacement who is a board approved selection.
- Attend and preside over meetings when they are called.

##### **Responsibilities:**

- Call and preside over all meeting of the committee.
- Set the agenda for the meetings.
- Recruit potential members to serve on the committee.
- Prepare reports for the board on committee activities and actions.
- Welcome and orient new committee members on their tasks and the HFH ministry.
- Delegate responsibilities to other committee members and encourage their full participation.
- Assist in developing a training program for new committee members.
- Develop an annual plan and schedule of training.
- Submit an annual budget to the board.

#### **Family Mentor/Advocate/Friend**

##### **Description:**

The M/A/F, as a member of the Family Support Committee, is committed to carrying out the stated purpose of the committee and Habitat for Humanity. Primarily important is the support the M/A/F provides his or her partner family by empowering them through homeownership. The M/A/F recognizes

the family as part of God's creation and relates to them holistically, respecting the values and individuality of each family member.

**Training:**

1. Each volunteer M/A/F will attend a one-day training sessions.
2. Ongoing training sessions will be provided as needed.

**Expected Commitment:**

1. Responsibilities begin when you are matched with a family and continue until one year (ideally) after the family moves into their new home. Matching the family with the M/A/F will be accomplished through the training sessions.
2. Attendance at monthly committee meetings is expected.
3. The M/A/F may choose to discontinue involvement after his or her family term is complete or to renew by asking to be matched with a new family.

**Responsibilities:**

1. Build a rapport with the family you have been matched with.
2. Serve as a liaison between the family and Habitat to ensure that the family understands the requirements of becoming a Habitat homeowner:
  - a. Sweat equity.
  - b. Homeownership workshop attendance.
  - c. House plans and options.
  - d. Down payment requirements, payment procedures, legal documents of sale.
3. Search for opportunities to integrate the family into Habitat activities.
4. Involve the family in "building community" by meeting their prospective neighbors and other Habitat families.
5. Assist in media interviews. It is vitally important that the dignity and respect of the partner family be honored.
6. Mediate in times of conflict.
7. Encourage your family to tap into appropriate community resources.

Make two contacts per month. Provide the Family Support Committee with a report which shares the family's sweat equity status.