



Board Member Roles and Responsibilities

There are two sets of requirements for board members – 1) standard responsibilities that all board members, regardless of role, must meet and 2) role specific responsibilities. All currently open roles have a required term length of 2 years.

Standard Board Member Responsibilities:

- Attend at least 8 Board meetings per year
- Attend at least 8 Third Thursday social events per year
- Participate in at least 4 Build Days or Restore volunteer opportunities (or a combination) per year
- Attend the 2018 Board member orientation/day retreat
- Maintain HYPC membership

Role-Specific Responsibilities:

Events:

- Lead effort on proposing new fundraising and social events (work with Fundraising)
- Plan logistics (date/time/needs) for monthly Third Thursday and other events and coordinate with partnering venue (work with Communications/Marketing)
- Organize event materials and day-of setup
- Track member/new member participation at all fundraising and social events (work with Member Relations)

Fundraising:

- Develop fundraising target with Board Chair and Habitat Charlotte
- Maintain relationships with past business donors (in-kind and monetary)
- Expand relationships with new business donors (in-kind and monetary)
- Oversee all aspects of fundraising activities
- Identify efficient fundraising opportunities in Charlotte

Member Relations:

- Generate ideas and execute plans to increase membership
- Assist and attend recruiting events to acquire new members at events
- Follow up with all new HYP members personally and make connection via email
- Design and deliver annual correspondence to members (thank you notes, requests for renewal, etc.)
- Make key connections with other young professional groups to foster awareness
- Work with HYP liaison to follow up quickly with newly signed Membership
- Monitor performance of new membership initiatives
- Monitor effect of events on membership growth
- Ensure successful onboarding of new members and handoff to membership relations chair