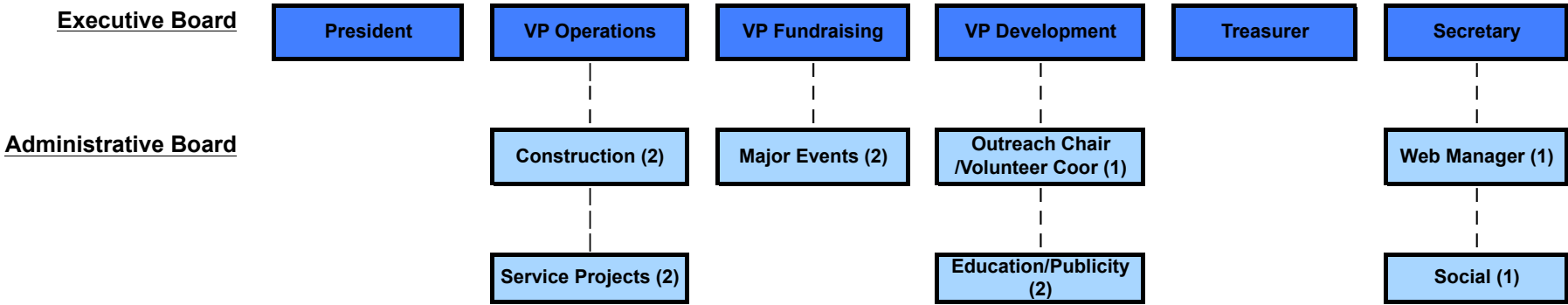


Purdue Habitat for Humanity Board Structure



For more detail, see Position Descriptions below.

Position Descriptions

Executive Board:

All:

- Attend monthly General Meetings, weekly Executive Board meetings, and bi-weekly Administrative Board meetings.
- Schedule and organize bi-weekly meeting with Administrative Board Team.
- Organize a social event for Administrative Board Team at the beginning of each semester.
- Mentor Administrative Board Team.
- Recruit and train new officers in consultation with Executive Board.
- Convey Executive Board information to Administrative Board team and Administrative Board information to Executive Board team.
- Participate in events, including fundraisers and building events.
- Communicate with Secretary about what would have been discussed in the meeting if unable to attend any meeting (i.e. send report).
- Keep detailed and organized a three ring binder as reference for future officers.

A. President

- a. Organize and lead Executive Meetings, Administrative Meetings, General Meetings, and callouts.
- b. Organize and lead an in-depth orientation/retreat for officers
- c. Set yearly club goals while maintaining and nurturing the vision of the Campus Chapter.
- d. Complete and submit annual report and end of year checklist
- e. Responsible over each executive's duties.
- f. Keep close contact with the Faculty Advisor.

B. Vice President of Fundraising

- a. Responsible to oversee major fundraising events with Major Event Coordinators.
 - i. See events under Major Events Coordinator.
- b. Fundraise for national and international affiliates (tithe).
- c. Responsible for looking into other fundraising activities.
- d. Acts as the chief assistant to and works in close collaboration with the club President.

C. Vice President of Development

- a. Responsible to oversee the Volunteer/Outreach Facilitator, Education and Publicity chair positions.
- b. Responsible for encouraging officers to work as a team in areas of publicity, communication, information gathering, strengthening internal and external links, and exploring new links and opportunities.
- c. With administrative team, responsible for seeking and applying for grants. Examples:
 - i. e.g. State Farm grant
 - ii. e.g. Purdue Engagement grant
 - iii. e.g. Bike and Build grant
- d. With administrative team, responsible for maintaining links with alumni:
 - i. Semester alumni newsletter
 - ii. Maintain alumni database
- e. Acts as the chief assistant to and works in close collaboration with the club President.

D. Vice President of Operations

- a. Responsible to oversee the Construction and Service Projects chair positions.
- b. Responsible to work with Lafayette Habitat Affiliate in completing and overseeing the Purdue Student Build.
- c. Acts as the chief assistant to and works in close collaboration with the club President.

E. Treasurer

- a. Responsible to create yearly budget.
- b. Manage and track funds, collect dues and keep records of student membership.
- c. Works in close relations with and operates in a manner approved by Business Office of Student Organizations.
- d. Responsible for end of year title.
- e. Responsible for beginning of the year Habitat for Humanity International dues.
- f. Manage club member reimbursement when applicable.
- g. Periodically reports clubs financial position to officers.

F. Secretary

- a. Keep records of club activities, events, and media involvement.
- b. Responsible for minutes at executive, administrative, and general meetings.
- c. Responsible for writing newsletters for campus members.
- d. Compile weekly e-mails to members and officers.
- e. Write "Thank You" cards/notes when applicable.
- f. Responsible to oversee Webmaster and Social chair positions

Administrative Board:

All:

- Attend monthly General Meetings and bi-weekly Administrative Board meetings.
- Convey information to Executive Board members.
- Communicate with Secretary about what would have been discussed in the meeting if unable to attend any meeting (i.e. send report).
- Participate in events, including fundraisers and building events.
- Keep detailed and organized a three ring binder as reference for future officers.

A. Major Events Coordinator (2 co-chairs)

- a. Plan and organize fundraising events:
 - i. e.g. Bucket 100 (fall semester)
 - ii. e.g. Gus Macker (fall semester)
 - iii. e.g. Purdue HFH's involvement in Cover Indiana (spring semester)
 - iv. e.g. Trick-or-Treat for Change (fall semester)
- b. Generate volunteers and participants for these events
- c. Responsible for the logistics of the events
 - i. Transportation, Food, Publicity, etc.

B. Volunteer/Outreach Facilitator (2-co-chairs)

- a. With other officers in Development area, work as a team in areas of publicity, communication, information gathering, strengthening internal and external links, and exploring new links and opportunities.
- b. Establish volunteer system to provide volunteers for work trips, community service projects, and other club activities.
- c. Keep organized and detailed records in a three ring binder of all relative information to be used for historical data and a resource for developing next volunteer coordinator.
- d. Acts as liaison with Lafayette Affiliate.
 - i. Meet with Lafayette Habitat for Humanity Executive Director at beginning of semester
 - ii. Attend monthly board meetings
 - iii. Report back to officers relevant topics
- e. Act as liaison and benchmark with other campus chapters.
- f. Build connections with service-learning and study abroad programs.
- g. Develop relationships and coordinate with other campus organization's leaders.

C. Education/Publicity (2 co-chairs)

- a. With other officers in Development area, work as a team in areas of publicity, communication, information gathering, strengthening internal and external links, and exploring new links and opportunities.
- b. Organize education and awareness events for campus and community concerning poverty throughout the semester.
 - i. Shack-a-thon (fall semester)
 - ii. Act, Speak, Build week (spring semester)
- c. Invite at least one outside speakers per semester to monthly general meetings.
- d. Publicize for call outs and general meetings to campus community
- e. Develop and organize display cases
- f. Organizes and runs events to recruit new members
 - i. e.g. Activity Bonanza Table
 - ii. e.g. BGR Table

D. Construction (2 co-chairs)

- a. Lead student members on a weekly work trip associated with surrounding affiliates or chapters.
- b. With Volunteer/Outreach Facilitator, communicate with surrounding affiliates and chapters concerning our availability to volunteer to work at their respective house projects.
- c. With Volunteer/Outreach Facilitator, communicate with other collegiate chapters in regards to partnering in work trips or other projects.
- d. Meet with Lafayette Habitat for Humanity Executive Director at beginning of semester
- e. Responsible for keeping track and caring for Purdue University Habitat for Humanity's tools.
- f. Maintain records of work trips concerning student volunteers, work done, and affiliates involved.

E. Service Projects (2 co-chairs)

- a. Responsible for Purdue Chapter's involvement in Collegiate Challenge.
 - i. Sign up for affiliate destinations
 - ii. Recruit student members to be involved
 - iii. Organize paperwork and logistics for all destinations
- b. Responsible for looking into opportunities for Global Village.
 - i. Work with HFHI to choose location
 - ii. Recruit student members to be involved
 - iii. Organize logistics of trip and fundraising
- c. Organize community service opportunities (other than work trips) for student members to volunteer for.

F. Social

- a. Coordinate food for at least two meetings per semester.
- b. Responsible for planning activities for members at all other meetings.
- c. Responsible for planning one outside activity for general members.
- d. Responsible for planning an officer retreat/activity at beginning of each semester.
- e. Maintain the Facebook Purdue HFH group.
- f. Develop, order, and distribute t-shirts for members.
 - i. Understand logo compliance in respect to Purdue University and communicates regulations with officers.

G. Web Master

- a. Develop and maintain Purdue Habitat for Humanity website.
- b. Update website as new opportunities and information are available to members.
- c. Maintain contact with other officers on possible modifications to website.
- d. Coordinate with Lafayette Affiliate to provide information pertaining to them that is relevant to student members.