

SECTION 7- SPECIFIC OFFICER POSITIONS/RESPONSIBILITIES

7.1 – BOARD OF DIRECTOR POSITIONS/RESPONSIBILITIES

PRESIDENT

- To be the chairperson of the board and direct all meetings of the board and of the Chapter
- To seek to be on the Board of Directors of HFHDC
- To maintain general supervision over the business, the officers, events, and the agents of the Chapter.
- To be knowledgeable about Habitat for Humanity as an organization as well as the Chapter's current and future endeavors.
- To understand what each board position entails and serve as a central resource for any questions regarding officer positions, goals and new ideas.
- To maintain good relations with all officers.
- To serve as a mediator for conflict or frustration.
- To serve as a liaison for Dane County Habitat for Humanity on all matters and meet with affiliate Executive Director as needed.
- To be co-authorized with the Director of the Treasury on chapter bank accounts.
- To maintain contact and good relations with meeting space contact, reserve meeting times, and secure future meeting and storage space.
- To maintain contact, chapter standing, and good relations with Youth Programs of Habitat.
- To maintain contact and good relations with the faculty advisor and ensure representation in formal meetings.
- To complete the campus Chapter annual report at the beginning of the term in April/May.
- To maintain contact and good relations with the other Habitat campus Chapters in the state.
- To maintain contact and good relations with the UW Credit Union and any other sponsors and partners.
- To network and to gather information with other campus organizations.
- To collect mail weekly.
- To lead design of an annual Strategic plan for the Chapter and aid officers in specific goal setting
- Ensure the Chapter is meeting the best practice standards and fully pursuing the four functions as outlined by Youth Programs.
- Be a central resource for formal approaches to donors
- Required to be in Madison over the summer and working on any/all Habitat related tasks
- To Chair Budget committee
- To appoint and lead necessary temporary officers
- To manage accountability of budget and fiscal matters
- To respond in the best interest of the Chapter to resolve any conflicts with outside bodies
- To guide organizational management and leadership chains of responsibility
- To ensure future stability of the Chapter

VICE PRESIDENT

- To take on the duties of the President in the absence of the President, or in the event of a vacancy in the office of President
- To register for and make arrangements for conferences including both regional and campus Chapter conferences.
- To organize and prepare Member Award Ceremonies at the end of each semester.
- To oversee or coordinate Habitat homeowner/family relations including, but not limited to house blessing gifts
- To perform whatever duties may be set in conjunction with the President.
- To be knowledgeable about Habitat for Humanity as an organization as well as the Chapter's current and future endeavors.
- To understand what each board position entails and serve as a central resource for any questions regarding officer positions, goals and new ideas.
- To maintain good relations with all officers.
- Oversee the completion, individually or through delegation, of the following:
 - o To engage, retain, and excite members about Habitat
 - o To ensure positive experience of general members, including gathering feedback every semester from members, and reporting back to the Board
 - o To ensure meeting logistics, including but not limited to technology, materials, and social activities
 - o To organize and lead annual Member Appreciation event.

DIRECTOR OF THE TREASURY

- To have general charge of the financial affairs of the Chapter.
- To promote transparency and fiscal responsibility and integrity within the Chapter.
- To educate board members on the financial workings of UW Habitat for Humanity.
- To act as a resource to other board members when financial questions arise.
- To work with board members on the financial aspects of Chapter fundraisers and events.
- To keep proper financial records of the Chapter.
- To provide timely reports of Chapter financial activities to board members.
- To make home sponsorship payments in a timely fashion to Chapter affiliate.
- To receive money due and payable to the Chapter.
- To deposit all money in the name of the Chapter into Chapter bank accounts.
- To write checks for reimbursement and payment of expenditures.
- To apply for and receive funds from ASM Operations Grants, Travel Grants or any other grants as appropriate in coordination with the President.
- To serve as a resource to board members seeking outside grant funding for activities.
- To be a contributing member of the Budget Committee.
- To work with the President to manage the approved budget.
- To ensure production and certification of an Annual Financial Report
- To immediately report any suspicious behavior regarding Chapter funds to the Board of Directors and President.
- To act as a financial liaison with the Finance Manager of Habitat for Humanity of Dane County.

SECRETARY/HISTORIAN

- To prepare, record and keep the official minutes of the proceedings of the board and of the members either in person or proxy.
- To distribute member meeting minutes to the member database in a timely manner.
- To keep the records of the Chapter, maintain a weekly meeting attendance log, and develop and maintain an official alumni database.
- To prepare and update the Chapter website (www.uwhabitat.org) with meeting minutes and current information in collaboration with the Chapter webmaster (when there is one).
- To maintain and update an organized historical record of the Chapter.
- To be responsible for the collection and maintenance of pictures, newspaper articles and publications of this Campus Chapter.
- To be responsible for the upkeep of the Chapter office.
- To be an expert of sorts on the history of this Campus Chapter.

TRIPS DIRECTOR

- To register for, arrange transportation for and delegate trip leaders for spring and winter collegiate challenge trips.
 - o To work with the trip leaders in filling all registered trip spots
 - o To publicize trips within chapter and throughout the university
- To take care of all necessary paperwork and money as determined by the Collegiate Challenge Office of HFHI's Youth Programs Department.
- To ensure all money related to the trip is given to the Director of the Treasury.
- To interview and prepare trip leaders in order to best represent UW and The Chapter
- To supervise and assist trip leaders in preparing members for trips.
- To maintain contact with trip leaders during trips in an advisory role.
- To ensure that affiliate donations and thank you letters are delivered in a timely manner.
- To assist the President and trips leaders to address any conflicts or concerns in a timely manner.
- To maintain knowledge of, inform trip members of, and enforce The University, Student Organization Office, and Host Site, rules and regulations regarding trips, and vehicles and conduct.
- To maintain contact and good relations with the vehicles manager of the UW Dept. of Civil Engineering.
- To work with the Board in arranging university transportation

FUNDRAISING DIRECTOR

- To ensure execution of all fundraising opportunities
- To maintain supervision of fundraising efforts including, but not limited to, Chairbacks, Concessions, the Customer Service Booth, Club Shirts, Huffin' for Habitat, Rake-a-Thon, the Spring Fundraiser and fundraisers at awareness events.
- To develop new and/or improved fundraising efforts which may include, but are not limited to, an Alumni Fundraiser, a Corporate Sponsorship, and a Rent-a-Habitater in coordination with the President, committees, and appropriate appointed officers.
- To regularly meet with and assist any elected fundraising coordinators.
- To coordinate efforts of other student organizations that would like to help with fundraising.
- To be knowledgeable about fundraising regulations including campus and city requirements
- To work with and maintain contact with HFHDC for assistance in fundraising efforts.
- To adequately and properly thank all donors by written letter or formal card in a timely manner.
- Required to be in Madison over summer recess and available during planning of Huffin' for Habitat as well as any ongoing fundraising

SOUPER BOWL DIRECTOR

- To coordinate and manage the Souper Bowl fundraiser with the assistance of the Souper Bowl coordinators (Ceramics, Food, Public Relations, Raffle).
- To coordinate and delegate all Souper Bowl efforts including all coordinator responsibilities
- To maintain good relations with teachers, artists, founders, school staff, political figures, donors, etc. that may be involved in the event.
- To maintain consistent coordination with President about event planning and progress
- To maintain consistent communication with HFHDC throughout the planning process.

- To maintain all records of event including, but not limited to, meetings, correspondence, earnings, expenses, inventories, event attendance, event participation, and donors.
- To initiate, secure, and maintain sponsor relationships to include, but not limited to, UW Credit Union.
- To incorporate the Chapter's mission including, but not limited to, education and advocacy.
- Required to be in Madison over summer break and fulfill any/all Souper Bowl related tasks in accordance with event timeline.
- To hold regular meetings with Souper Bowl Coordinators, President, HFHDC, and other appropriate individuals.

WORK PROJECTS DIRECTORS (2)

- To develop, coordinate, and supervise all work project efforts including, but not limited to, weekly house builds
- To serve as a liaison – in coordination with the President – between this Chapter and HFHDC regarding the annual student-sponsored house. This includes, but is not limited to, start and end dates, house progress and supervision, and material coordination.
- To be knowledgeable about the building efforts including methods and tool use.
- To be knowledgeable about how the building efforts tie into all four pillars and the Chapter's larger missions
- To emphasize and ensure safety in all projects.
- To be a resource for other chapter events that involve construction.
- To coordinate scheduling in a way that ensures a Work Projects Director is present for every workday.
- To educate members at meetings about tool use and safety.
- To work with group leaders on-site to ensure effective and proper communication.
- To seek to be an active member of the Construction Committee of HFHDC in coordination with Committee Chair.
- To know, respect and maintain good relations with construction managers.
- To distribute Work Project duties between Directors and work effectively together.
 - o Volunteer Coordination
 - Sign-up volunteers at each meeting for Friday and/or Saturday work shifts
 - Coordinate and keep records of building days with other student organizations.
 - o Food Coordination (when needed)
 - Using lists from previous years, arrange lunches to be brought to the work site for weekly work shifts.
 - Adequately and properly thank ALL donors by written letter or formal card.

EDUCATION DIRECTOR

- To educate Chapter members, campus, and community about home ownership, the Chapter, and Habitat.
- To educate members, campus, and community about the local and international work of Habitat.
- To create and maintain a media kit for public relations purposes and oversees consistency of public relations implementation.
- To sign up for and coordinate fall and spring organization and volunteer fairs.
- To advertise for fall and spring semester kickoff meetings.
- To coordinate education events with campus organizations as well as with other campuses.
- Updating existing Habitat publications, including fact sheets, brochures, and flyers
- To work with the Advocacy Director in order to organize bi-weekly education/advocacy activities for the general member meetings. Activities may include, but are not limited to videos, games, speakers, or presentations.
- To work closely with Advocacy Director on all outreach events.

ADVOCACY DIRECTOR

- To advocate for the elimination of substandard housing and the provision of affordable housing by increasing awareness of the substandard housing crisis.
- To call members and community to action to ask for and initiate change, including, but not limited to, letter writing campaigns, petitions, sit-ins, demonstrations, addressing influential community leaders and public officials.
- To advocate for appropriate policies and legislation as they agree with issues relating to Habitat for Humanity and substandard housing.
- Organize and promote Act!Speak!Build! Week events with the Education Director.
- To coordinate awareness activities at meetings and on campus.
- To partner with other student organizations to plan and execute advocacy events such as National Hunger and Homelessness Awareness Week
- To work closely with the Education Director on all outreach events
- To coordinate WiCAR and maintain good relations with all participating schools.
- To seek to be (or to aid Education Director in being) an active member of the Family Support Committee of HFHDC in coordination with Committee Chair.

7.2 – COORDINATOR POSITIONS/RESPONSIBILITIES

GLOBAL VILLAGE COORDINATOR

- To seek out and identify a Global Village trip leader and facilitate international trip planning and communication with HFHI.
- To work with the trip leader to find trip participants.
- To work with the trip leader and potential trip members to select a location and timeframe for the GV trip. Cost and safety should be taken into account when making the selection.
- To make sure all trip members are properly vaccinated prior to the trip.
- To seek out transportation to and from Madison to the local affiliate of the GV trip.
- To maintain records of all funds received for the trip, including deposits, donations, and individual contributions. The GV coordinator must keep track of funds for each individual to determine how much each owes prior to going on the trip.
- To work with the Director of the Treasury to refund excess trips funds to participants in a timely manner.
- To seek out and pursue external sources of funding to reduce the cost of all trips.
- To work with the President and trip leader to address any conflicts or concerns in a timely manner.
- To ensure that affiliate donations and thank you letters are delivered in a timely manner.

WEB COORDINATOR

- To prepare and update The Chapter website (www.uwhabitat.org) in collaboration with The Chapter Secretary/Historian
- To update The Chapter website design under the guidelines of HFHI
- To work with The Chapter Directors and Coordinators to implement desired additions to the website to enhance the four functions of UW Habitat for Humanity
- To develop and execute website improvements for functionality and image representation.
To comply with Section 2 of Article IV

RAKE-A-THON COORDINATOR

- To coordinate, complete, and/or delegate all efforts for the Rake-a-thon project.
- To organize and motivate a committee of general members to become involved in and excited about planning and implementing Rake-a-thon.
- To set a date for the project.
- To secure yards in the community to rake.
- To find media outlets to create awareness of event.
- To obtain all supplies, including rakes, tarps and refreshments as needed, as well as to remove and replace broken rakes and tarps from our supply.
- To find volunteers and organizations to participate in the raking.
- To delegate yards to team leaders and schedule enough vehicles, volunteers, and equipment for each team.
- To distribute all receipts, forms, and driving directions to the team leaders.
- To adequately and properly thank ALL donors by written letter or formal card.
- To have advocacy and education represented at the event or through the event materials to promote the campus Chapter.
- To regularly meet with the Fundraising Director to discuss the progress of the event and to work together.

HUFFIN' FOR HABITAT COORDINATOR

- To coordinate and delegate all efforts for the Huffin' for Habitat project.
- To determine the date of the race to minimize conflicts. .
- To determine the route of the race.
- To obtain all permits needed by both the city and the university.
- To recruit runners and organizations to participate in the race.
- To find volunteers to plan and implement the race.
- To secure all supplies needed for the race.
- To find sponsorships to help fund event
- To find media outlets to publicize the race.
- To adequately and properly thank ALL donors by written letter or formal card.
- To incorporate the Chapter's mission including, but not limited to, education and advocacy.
- To regularly coordinate with the Fundraising Director to discuss the progress of the event.
- To ensure, in coordination with the President, that Huffin' planning is initiated for the following year.
- Required to be in Madison over summer break and fulfill any/all Huffin' related tasks

C4 COORDINATOR (CHAIRBACKS/CONCESSIONS/CUSTOMER SERVICE BOOTH/CLUB SHIRTS CHAIR)

- To coordinate and delegate all efforts for the chair-backs installation and removal project including the recruitment of volunteers and the organization of a schedule.
- To act as a liaison between the current director of chair-backs at Camp Randall and The Chapter.
- To obtain supplies needed for installing and removing the chairbacks.
- To act as a liaison between the current Director of Concessions at Playtime Productions and The Chapter.
- To secure dates and volunteers for concession opportunities.
- To act as a liaison between the current director of the Customer Service Booths, and the members of The Chapter to sell chair-backs at home football games at Camp Randall.
- To create interest in members and to make sure there are two volunteers to staff the booths for each game.
- To coordinate design and ordering of shirts or other clothing items if there is interest.
- To coordinate with the Fundraising Director to discuss the progress of the events.
- Required to be working on any chair-back removal tasks over summer and to attend event

SPRING FUNDRAISER COORDINATOR

- To coordinate and delegate all efforts for Hammer for Habitat: Framing Change
- To coordinate with other Directors to schedule an appropriate date
- To secure location by city permit
- To secure a Habitat home to be framed
- To secure campus participation including, but not limited to, student organizations and departments
- To secure Health Inspection permit and all requirements to operate
- To secure additional activities for day of event
- To positively promote the event and Habitat's name to the campus and surrounding businesses
- To secure adequate food donations for volunteers and event
- To obtain tools, site supervisors and transport to and from event
- To keep record of participation
- To research grants and minimize expenses
- To adequately and properly thank all donors by written letter or formal card
- To document and allow for growth for future event
- To regularly coordinate with the Fundraising Director

SOUPER BOWL CERAMICS COORDINATOR

- To coordinate all efforts for procurement of the bowls needed for the Souper Bowl, to include but not limited to, material donations, throw-ins, pro bowls, transportation of materials, and day of coordination
- To maintain contact and good relations with the Madison Area Schools' Art Departments, professional ceramics artists, art studios, and suppliers.
- To develop and find new donations and throw-in opportunities.
- To work with the Souper Bowl Director and take care of any tasks delegated by that director.

SOUPER BOWL FOOD COORDINATOR

- To coordinate all efforts for the food, food supplies, donations, and purchases needed for the Souper Bowl.
- -To coordinate food for Throw-ins, Glazing Days, etc.
- To maintain contact and good relations with donors and kitchen staff.
- To track donations received and used to help plan for the next year.
- To work with Souper Bowl Director and take care of any tasks delegated by them.
- To oversee all food related activities the day of the event.
- To send thank you's to ALL donors in the form of written or formal card.
- To attend Board Meetings and General member meetings.
- Help other board members with other events (i.e. Huffin', Rake-a-Thon) when needed.

SOUPER BOWL PUBLIC RELATIONS COORDINATOR

- To coordinate all efforts for public relations needed for the Souper Bowl event, including but not limited to, contacting local celebrities and student athletes, media publicity (print, radio, TV, etc), day-of entertainment selection, brochure publication and maintaining expense records.
- To maintain contact and good relations with HFHDC's PR Director.
- To obtain and maintain relationships with all local celebrities, student athletes, media outlets, entertainment groups and printing companies.
- To oversee all PR related activities during the event.
- To send appreciations to all donors in the form of written letter or formal card.
- To work with the Souper Bowl Director and take care of any tasks delegated.
- To ensure, in coordination with the Souper Bowl Director, that appropriate planning is initiated for the following year.
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SOUPER BOWL RAFFLE COORDINATOR

- To coordinate all efforts for the raffle, door prize drawings, reverse raffle sales, Souper Bowl survey, and coat check for the Souper Bowl event, to include but not limited to: donor contacts, prize solicitation, raffle ticket publication, raffle license compliance, and maintaining expense/sales records.
- To find and secure locations outside of the Souper Bowl to sell raffle tickets.
- To obtain and maintain contact and good relations with donors and sales location establishments.
- To obtain donated prizes for the raffle and door prize.
- To oversee all Raffle and door prize related activities the day of the event.

- To send thank you's to all donors in the form of a written letter or formal card.
- To work with the Souper Bowl Director and take care of any tasks delegated by that director.

GREEN BUILDING COORDINATOR

- Oversee the planning and building aspects of LEED Certification on the campus chapter house in coordination with Work Projects Directors
- Work with HFHDC to best facilitate the certification process, this includes:
 - Regular meetings with Dane County
 - Answer/research questions about the process
 - Work with members of HFHDC to educate their other staff and community with the construction process
- Work with the LEED Certified Professionals, this includes:
 - Recruiting a staff large enough to meet needs in advising the planning process/construction and completing the necessary certification check during the process
- Work in collaboration with the College of Engineering (CoE) and other student organizations (Emerging Green Builders, Engineers Without Borders, etc)
- Be a liaison between CoE and Polygon and this chapter to ensure proper affiliation and access to resources.
- Research and write grants to help displace the additional cost of LEED Certification
- Promote awareness about the benefits of Green Building and energy efficiency within the Chapter
- Develop other construction advancements in coordination with University, the Chapter, HFHI, and HFHDC