

Construction Committee

The Construction committee develops the affiliate's standardized house plans and manages all phases of construction.

This committee should include design and construction professionals, people with knowledge of building materials, practices and codes, and people skilled in the organization of labor and managing volunteers. The Construction committee works closely with the Site Selection, Family Selection and Family Support committees, and volunteer coordinator, and reports to the board of directors.

In addition to these duties, the Construction committee, in cooperation with the Family Selection and Family Support committees, determines and implements sweat equity opportunities and special events. Construction committee members also develop the affiliate's own construction manual for its house plans; help identify long-term "crew leader" volunteers; and plan training for crew and house leaders.

Organization of the Construction Committee

Leadership positions for construction include:

- Construction committee chairperson.
- Construction coordinator.
- Site supervisor.
- Crew leader.
- Green Team representative.
- Materials coordinator.
- Warehouse manager.
- Volunteer coordinator.

Construction Committee Chairperson

Habitat is more than a nonprofit construction company. Therefore, the chairperson of the Construction committee should thoroughly understand and support the overall goals of the organization. A builder who is knowledgeable about construction, but has no desire to meet partner families or work with volunteers is not an appropriate chairperson.

A good chairperson solicits people who are adequately familiar with the policies of Habitat for Humanity and have the skills to build a balanced team, delegate responsibilities (building, volunteer coordination, design, cost estimation, procurement, training, etc.), and provide the board clear information on the committee's progress.

Materials Coordinator.

The materials coordinator works with the Fundraising or Development committee's in-kind solicitation efforts by maintaining contact with national and regional HFHI suppliers, coordinating solicitation for current needs and selecting, and handling and storing donated materials. Part of the job of the materials coordinator is to review materials and products in order to determine appropriate energy-efficiency, health and durability features.

When soliciting in-kind donations, the materials coordinator should not make promises or representations regarding the tax deductibility of any item. The donor should always confirm these issues with his or her own tax adviser.

A materials coordinator must:

- Work closely with the construction manager and site supervisor to ensure that the proper materials are on site and on time.
- Be adept at residential construction practices.
- Understand how to solicit materials from the appropriate businesses or professionals.
- Have contacts in the construction industry.
- Have a thorough understanding of Habitat's commitment to partnership and the ability to communicate this commitment to construction professionals.
- Work with the affiliate's warehouse manager to see that suitable building materials are available.
- Under the direction of the construction manager, order bulk items that can be used on current and future projects.
- Under the direction of the construction manager, obtain bids for materials and services.
- Work as a liaison between the Construction committee and the Fundraising or Development committee.
- Understand and support the mission and vision of Habitat.