



Habitat for Humanity Buffalo Annual Board of Directors Engagement Guidelines

Habitat for Humanity Buffalo expects all Members of the Board of Directors to demonstrate personal leadership in their service to Habitat Buffalo, and to actively participate in fundraising and supporter cultivation. This includes setting an example by contributing time, talent, and treasure to the best of their ability.

Give

Members of the Board of Directors are encouraged to give generously to Habitat Buffalo each fiscal year, making a personally meaningful gift that is appropriate to his/her financial means. It is our hope that Habitat Buffalo is one of the top priorities in each of the Board Members' charitable contribution budget. Board Members are also encouraged to promote corporate giving through their respective employers.

Volunteer

It is important for Board Members to stay connected to Habitat Buffalo's mission, and the families who are served through this important work. Board Members are encouraged to volunteer in each aspect of the organization: Family Services, Construction, ReStore, and Administrative.

Thank

Engaging volunteers and donors is essential to the long-term sustainability of Habitat Buffalo. All Board Members are asked to engage with supporters in-person, by phone, and/or by mail. Board Members should attend Habitat Buffalo fundraising and build events to thank attendees, and may also express appreciation by supporting the Development Department in making personal donor calls and writing letters.

Share

Board Members are Habitat Buffalo's most influential ambassadors. Board Members are asked to help build support and advocate on behalf of Habitat Buffalo. This may include identifying new donors, soliciting volunteer and/or fundraising support, or connecting Habitat Buffalo's staff to speaking opportunities in the community. When sharing Habitat Buffalo's mission, Board Members may seek notes/talking-points from the Development Manager.

Board Member Commitment

Every Board Member is asked to support Habitat Buffalo in each category for every year of service – Give, Volunteer, Thank, and Share. Please indicate your personal commitment to Habitat Buffalo for the 2021 calendar year, and return your signed form to Habitat Buffalo's Development & Communications Manager, Stephanie Lawson, by March 1, 2021.

Board Member Contact Information

Please update your contact information. Habitat Buffalo updates, volunteer opportunities, and all relevant Board of Directors materials will be communicated/sent using this information.

Name: _____

Company: _____

Spouse/Partner's Name: _____

Birthday (optional): _____

Home Address: _____

Work Address: _____

Phone: _____

Email: _____

Habitat for Humanity Buffalo

2021 Board of Directors Engagement Commitment

Give

X In order to achieve 100% giving of the Board, I will make an annual pledge of \$ _____

- For my personal annual gift, I would prefer to make one payment.
- For my personal annual gift, I would prefer to make quarterly payments.
- For my personal annual gift, I would prefer to join Carpenters Club.

___ (Optional) **My company and/or I will contribute in the following ways this year:**

- Sponsor *The House Beer Built* (sponsorships from \$500 to \$10,000) \$ _____
- Sponsor *Leaders Build* (sponsorships from \$500 to \$5,000) \$ _____
- Sponsor *Women Build Week* (sponsorships from \$500 to \$5,000) \$ _____
- Provide in-kind materials/services _____

Volunteer

I will seek to understand and support Habitat Buffalo's mission by volunteering in each area of the affiliate.

Working alongside the people who support the affiliate provides a valuable insight to our mission, the impact we have on our community, and the families we serve. Understanding staff roles and responsibilities will help you guide the affiliate on its path forward.

- Construction (Staff and Volunteers)
- ReStore Operations (Staff and Volunteers)
- Families (Applicants, Program members, Homeowners)
- Office Operations (Staff and Volunteers)
- Development (Staff, Supporters, and Volunteers)

A list of volunteer opportunities will be made available on a regular basis.

Thank

I will help with friend and donor engagement by:

- Making thank-you calls to donors monthly (from home, office, or Habitat Buffalo office), as directed by the Development Department
- Writing personal notes to donors, as directed by the Development Department
- Attending a Habitat Buffalo event to thank donors, attendees, and volunteers (such as *The ReStore Find & Flip*, *Hammers & Ales*, and *Home for the Holidays Volunteer Appreciation Dinner*)
- Attending special build events to thank donors and volunteers

Share

I will help spread the word about Habitat Buffalo by:

- Inviting Habitat Buffalo to speak to your company and/or at your place of worship
- Inviting colleagues, friends, and family to take a tour of a Habitat Buffalo project/neighborhood
- Bringing colleagues, friends, and family to fundraising events
- Bringing my company to volunteer at the ReStore or on a construction site
- Becoming a member of Habitat Buffalo's Speakers Bureau
- Being a social media ambassador and sharing posts from our Facebook, Instagram, and Twitter pages at least once per month (@HabitatBuffalo and @BuffaloReStore)
- Adding five or more names to our mailing list as potential donors or volunteers

As a Board Member, I understand that I have a fiduciary obligation to support the mission of Habitat Buffalo and to always act in its best interest. I will review and abide by its Bylaws, Conflict of Interest Policy, and any other policy adopted by the Board. I will attend at least two-thirds of its Board meetings, and will uphold the commitments described in this document.

signature

date

month/year term ends