

Habitat for Humanity Executive Board Application

School Year 2015-2016

Name: _____ Current Grade/HR: _____

Email: _____ Cell: _____

GPA: _____ Number of years as a member: 1 2 3 (circle one)

What other HHS clubs are you in & what is your role (gen. member, VP, secretary, etc.) in each?

In which Habitat activities have you participated this year and in past years? Be specific.

List any sports or other extracurricular activities (including club sports, work, church) throughout the school year:

For which officer position are you applying? Circle one below: (see job descriptions on attached page)

Fundraising Chair
Education Chair
Social/Media Chair

Vice President (Juniors Only + Requires Teacher Recommendation)
Community Outreach Chair
Membership Chair

***Use separate sheet as needed to expand on your answers to the following questions:

- Why do you think you would be successful in this position?
- What leadership roles have you had in the past? What did you like about them? What would you change?
- Why is the H4H mission important to you personally? (Don't say so you can help build homes.)
- List any ideas you can bring forward to the club.



Officer Responsibilities

President-Senior(s)

Oversee board members, head fundraisers and conduct general meetings. Delegate duties to other board members and make sure they are done.

Troubleshoot whenever needed.

Brainstorm, organize, and implement fundraisers.

Maintain club direction over the course of the year.

Complete H4H paperwork with help of sponsor.

Frequently meet with and report directly to sponsors.

Attend all officer and general board meetings.

Vice President-Junior

Shadow president(s).

In charge of the club when the presidents are unable.

Keeping presidents, and other chair members accountable.

Be ready to fill the presidential shoes next year!

Community Outreach Chair

Contact local business to ask for support.

Assist members with writing letters to others...asking for support/\$\$.

Write thank-you letters to those who donate.

Attend all officer and general board meetings.

Social/Media Chair

Keep all members informed of what is happening in the club.

Manage FB, EMAIL, Twitter, Instagram, website, etc....

Plan a social event for members once a month.
Attend all officer and general board meetings.

Fundraising Chair

Advertise, plan, organize, oversee and brainstorm fundraisers.
Attend all officer and general board meetings.

Membership Chair/Secretary

Keep up with all meeting agendas and take notes during meetings.

Membership emails, manages list.

Makes sign in sheets for each event.

Maintains spread sheet of Habitat points.

Keeps list of events: calendar...almost like a Historian

Attend all officer and general board meetings.

Education Chair

Educate yourself and others on Habitat.

Research Habitat topics and share some knowledge at each general meeting.

Share interesting facts with the Hillgrove community through, Hawk Talk, newspaper, Facebook, announcements.

Attend all officer and general board meetings.