



AMBASSADOR COUNCIL 2023

The Ambassador Council (AC) of Habitat for Humanity Portland Region are young professionals representing a wide array of professions, sectors, and career paths and are passionate about the importance of affordable homeownership in the Portland Region. They support Habitat’s mission through advocacy, fundraising, and involvement in a variety of volunteer experiences. Ambassadors will have the opportunity to meet new people, build leadership skills, and gain knowledge of the issues affecting affordable housing and homeownership in our region.

Responsibilities of all Ambassador Council Members in 2023

- **Spread awareness of Habitat and its mission:** Introduce Habitat to people through fundraising, volunteering, or an event
- **Donate:** A goal of donating or fundraising \$1,000*
- **Volunteer:** Commit to one year and a goal to volunteer a total of 40 hours
- **Events:** Register for and promote our annual event
 - HopeBuilder Lunch: April 26, 2022
- **Meetings:** Attend at least 4 meetings

As a group, the AC’s goal is to raise \$100,000, volunteer 600 hours and connect 30 people to Habitat for Humanity Portland Region.

If you are interested in joining the AC, or if you have any questions, please contact Marci Bifone at marci.bifone@habitatportlandregion.org or at 971-358-3848.

*The “give or get” policy is a best practice in the fundraising space. This means that each Ambassador Council member is expected to donate and certain amount per year from their personal resources (give) or help fundraise (including in-kind resources) from others to the organization (get).

Staff Liaison, *Marci Bifone*

A Habitat for Humanity staff person will serve as the liaison to ensure council members receive regular and accurate updates regarding programs and strategic initiatives. This individual will provide the support to all council members to help them reach their goals and fulfill their responsibilities.

Responsibilities include:

- Seek out and invite individuals who could be an asset to the Ambassador Council
- Maintains and keeps a list of the membership together with addresses, phone numbers, email addresses and dates of service
- Secures meeting locations
- Works with co-chairs to create meeting agendas
- Records meeting minutes and distributes to members
- Complete end of year reporting on raised funds

LEADERSHIP OPPORTUNITIES: DESCRIPTIONS AND RESPONSIBILITIES

Co-Chairpersons, *Reed Adamson and AJ Simpson*

The Co-Chairs provide leadership for the Ambassador Council. Including, providing guidance, articulating goals and progress updates, and managing the expenses. Co-chairs are model members of the Ambassador Council and set the example of performance and participation. These members have a history or willingness to drive significant resources for the organization, whether individual connections or donations. The chairs seek to create an environment where the volunteer experience is meaningful, fulfilling and fun.

Responsibilities:

- Serve a 2-year term: each term a new chair will be appointed, and the more senior chair will roll off
- The key liaison between the council and Habitat for Humanity Portland Region
- Recruit Ambassador Council members
- Oversee the goals of the subgroups, and help guide the overall goals of the AC for the year
- Ensure overall success of the council, and hold group accountable for individual and group goals
- Create budget that supports Ambassador Council's strategy
- Finalize the calendar of events
- Create meeting agendas, lead meetings, and send any follow up communications
- Communicates events, build days, and activities with council

Committee Chairs

The Committee Chair positions offer Ambassador Council Members an opportunity to serve in a leadership role and apply their skills and passions to help the council move Habitat's mission forward. You will work with the co-chairs and Habitat staff to develop the goals, strategy, and budget for the focus area. You are responsible for keeping up to date records of your progress (saving files to a shared folder) and providing the co-chairs with a summary of progress once a month. In addition, committee chairs will be asked to lead a topical discussion at one Ambassador Council meeting per year.



LEADERSHIP OPPORTUNITIES: DESCRIPTIONS AND RESPONSIBILITIES

Committee Chair Opportunities

Advocacy Chair, Reed Adamson

- Educate and engage the council in opportunities to advocate for affordable housing and report on Habitat's priorities
- Coordinate advocacy day(s)
- Attend *Habitat at the Capitol*

Communications/Social Media Chair, Christopher Brown

- Create and manage a plan to communicate information to the public (including events, service opportunities and fundraisers)
- Works with Habitat staff to develop email/social/video content
- Help lead communication feedback with the Ambassador Council
- Create process for photos of council events and builds to be collected and uploaded to shared drive

Homeowner Engagement Chair, Isa Ascensio, Sophia Dehen

- Coordinate and manage Welcome Home Basket fulfillment for new homeowners
- Work with Habitat staff to create a meaningful engagement opportunity with council and future/current homeowners (at least 1 per year)
- Once date is established for AC site volunteer day, notify/recruit future homeowners and introduce to council on site

Events Chair, AJ Simpson, Channa Kim, Rachel New

- Help recruit new members and create opportunities for current members to engage
- Coordinate and manage social/professional and/or fundraising event(s) (at least 1 per year)
- Identify and establish relationships with venues and vendors
- Coordinate post-event thank you communications and survey

Volunteer Chair, Andy Roberts, Jerika Ferguson

- In conjunction with Habitat staff, plan build days (at least 2 per year) and other volunteer activities
- Encourages and invites council members to take part in volunteer opportunities
- Maintain a record of member's volunteer hours and communicates them to co-chairs and staff liaison

Habitat Auction Committee Member, Elaina Kim

- Serve as the Ambassador Council's representative and help plan the Hard Hat & Black Tie event
- Attend monthly meetings, participate in getting auction items, invite people/their community to auction, and attend event

2023 AMBASSADOR COUNCIL MEMBERS

- Reed Adamson, *Co-Chair, Advocacy*
- Isa Ascensio, *Homeowner Engagement*
- Christopher Brown, *Communications/Social Media*
- James Burnham
- Charley Burns
- Dominic Cain
- Sophia Dehen, *Homeowner Engagement*
- Jerika Ferguson, *Volunteer*
- Channa Kim, *Events*
- Elaina Kim, *Habitat Auction Committee*
- Meghan Gabriel
- Claire Leipzig
- Lauren Matosziuk
- Rachel New, *Events*
- Andy Roberts, *Volunteer*
- AJ Simpson, *Co-Chair, Events*

PARTNERSHIP AGREEMENT

I, _____ am committed to serving on the Ambassador Council and commit to the responsibilities. I volunteer to serve in a leadership role as a committee chair: _____ (optional).

I prefer to be contacted at the following phone number: _____

I prefer to be contacted at the following email: _____

My preferred mailing address is: _____

Signature: _____

Date: _____

For questions, please contact Marci Bifone at marci.bifone@habitatportlandregion.org or at 971-358-3848.