



**The Ambassador Council (AC) of Habitat for Humanity Portland Region is a vibrant community of young professionals who share a passion for supporting affordable homeownership.** Together, they've committed to championing Habitat's mission through volunteering, fundraising, and advocacy. AC members 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.

### Ambassador Council Member Responsibilities

All AC members share the responsibilities listed below. Additionally, the AC as a group is committed to raising \$60,000\* and volunteering 600 hours with Habitat for Humanity Portland Region.

#### Meetings

Attend all AC meetings, about 4 per year.

#### Events

Register, attend, and promote our annual fundraising events:

##### *HopeBuilder*

April 22 from 12:00 pm – 1:00 pm  
at the Oregon Convention Center

##### *Trivia on the Lawn Fundraiser*

June 26 from 5:30 pm – 8:30 pm  
at the Historic Overlook House

#### Donate

Commit to donating or fundraising towards our group goal of \$60,000\*.

#### Volunteer

Commit to serving one year on the AC and a goal to volunteer towards our group goal of 600 hours.

#### AC Build Days

Attend the annual AC Build Days. Spring, Summer, and Fall dates are to be determined.

#### Spread awareness of Habitat and its mission

Introduce Habitat to people through fundraising, volunteering, and/or an event.



#### Join us!

If you are interested in joining the AC, or if you have any questions, please contact Tiffanie McNamee, Member Engagement Manager at [tiffanie.mcnamee@habitatportlandregion.org](mailto:tiffanie.mcnamee@habitatportlandregion.org) or at 971-480-6283.

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

# Leadership Opportunities

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## Staff Liaison

### **Tiffanie McNamee, Member Engagement Program Manager**

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

## The Executive Board

The Executive Board is comprised of the Chairperson, Immediate Past Chair, and Committee Chairs of Service, Events and Connections.

### **Chairperson**

Oversee and support all facets of the AC's operation, including planning and budgetary responsibilities.

### **Immediate Past Chair**

Supports the current Chairperson in leading the AC's operation, acts as a liaison to HFHPR's Board of Director's and plays a role in developing AC members' at-large for committee leadership positions.

Chair and Immediate Past Chair responsibilities include:

- 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 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.

#### **Connections Committee Chair**

Planning, promoting and overseeing with signature AC social happy hours, communicating and celebrating AC members, and liaising with staff, other affinity groups and alumni as needed or requested by HFHPR

#### **Events Committee Chair**

Planning, fundraising and overseeing AC's signature event Trivia on the Lawn. Additionally, assisting with HFHPR's signature events, including but not limited to HopeBuilder Lunch, Annual Homeownership Celebration and Frame a Future

#### **Service Committee Chair**

Planning and overseeing or assisting with signature volunteer opportunities and any ad hoc opportunities, including but not limited to build days, volunteering at Re-Store locations, and advocacy efforts.

## Partnership Agreement

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I, \_\_\_\_\_ am committed to serving on the Ambassador Council (AC) and commit to the responsibilities. The responsibilities are:

- Attend the Ambassador Council meetings
- Attend the annual AC Build Days
- Commit to donating or fundraising towards the group goal of \$60,000\*
- Commit to serving one year on the AC and a goal to volunteer towards our group goal of 600 hours
- Promote and attend our fundraising events
- Spread awareness of Habitat and its mission

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: \_\_\_\_\_

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