

## **Thank you for your interest in donating time to the Workforce Housing Coalition**

Our mission is to be a catalyst for the development of a range of housing options for the diverse workforce in the Greater Seacoast region of New Hampshire and Maine. The Workforce Housing Coalition (WHC) believes the availability of diverse housing choices is critical to the region's economic vitality.

WHC wishes to promote and support volunteerism at every level of the organization in order to maximize resources to the community, complement the work of staff and provide opportunities for people to contribute to their community through rewarding opportunities. We thank our partner United Way of the Greater Seacoast for assistance in helping to create and manage the WHC volunteer program.

We are committed to helping potential WHC volunteers find an opportunity to serve that is the best match for both the volunteer and our organization. To that end, we ask that you please complete our volunteer application. If possible, please do so on-line, by going to <http://volunteer.united-e-way.org/uwgs/survey/whc>. If you prefer hard copy, please complete the attached form and return it by email, fax, or mail to:

Diane Hartley, Program Director  
Workforce Housing Coalition  
1555 Islington Street  
Portsmouth, NH 03801

Phone: (603) 766-3231 Fax: (603) 431-3627

[diane@seacoastwhc.org](mailto:diane@seacoastwhc.org) <http://www.seacoastwhc.org>

We'll be in touch, and please do not hesitate to contact us if you have further questions or requirement additional assistance.

Sincerely,

*Diane Hartley*

Diane Hartley, Program Director  
Workforce Housing Coalition

***VOLUNTEER APPLICATION***

**Date:**

**Name:**

**Address for mail:**

**Email:**

**Cell Phone:**

**Home Phone:**

**Work Phone:**

**Contact in case of emergency:**

**Emergency phone:**

**How did you hear about volunteer opportunities at The Workforce Housing Coalition?**

**What prompted you to consider volunteering for WHC?**

**Volunteer Position(s) in which you are interested:**

NH Advocate

Event/Forum Committee

Board of Directors

ME Advocate

Public Relations Committee

Other:

Speaker's Bureau

Fundraising Committee

**Please comment on your reasons for making the choice(s) above. Include what you hope to gain from this volunteer experience:**

**YOUR EDUCATION**

**Highest level completed:**

**Major:**

**Degree:**

**Special training, areas of expertise, skills (Particularly relating to your area(s) of volunteer interest:**

**EMPLOYMENT (or attach resume)**

**Current or most recent Employer:**

**Address:**

**Your Position/Title:**

**Dates of Employment:**

**Brief Description of Work:**

**If interested in the Speaker's Bureau, please describe your experience and comfort level regarding public speaking**

**Please indicate what level of supervision/guidance you would prefer while volunteering with WHC. (1= not much and 4= a lot)**

\_\_\_1                      \_\_\_2                      \_\_\_3                      \_\_\_4

**AVAILABILITY**

**How many hours per month are you available for volunteering? \_\_\_\_\_**

\_\_I am flexible regarding scheduling hours

\_\_Prefer evenings

\_\_Prefer daytime

\_\_Other:

**Please feel free to include any other information or comments:**

**REFERENCES: Please list two non-family references who know you well and can attest to your character, skills and dependability. Include your current or last employer as #1.**

	<b>Name</b>	<b>Relationship to You</b>	<b>Phone</b>	<b>Email</b>	<b>Length of relationship</b>
<b>1.</b>					
<b>2.</b>					

**Please read the following carefully before signing this application:**

I understand that this is an application for and not a commitment or promise of a volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with WHC that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by WHC. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with WHC or my termination as a volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***VOLUNTEER OPPORTUNITIES***

### **SPEAKER'S BUREAU**

Did you know that 81% of Seacoast residents are housing cost burdened? That a Seacoast family earning 100% of area median household income doesn't come close to being able to afford the median priced house in our area? Would you like to learn more about the critical shortage of workforce housing in our region and educate local decision makers about this issue? Join the WHC Speakers Bureau!

Speakers use a prepared PowerPoint presentation to provide information about workforce housing issues to town boards, community groups, and others. The meetings are informative and a way to get more involved in the issue of workforce housing in towns you care about. Speakers receive training and mentoring before making presentations.

Training and mentoring are provided to speakers.

### **NH or ME ADVOCATE**

The Workforce Housing Coalition (WHC) is an education and advocacy program working to increase awareness of the growing need for housing that is affordable to the people who supply the essential services to our communities in the Greater Seacoast region of New Hampshire and Maine. Through partnerships with area businesses, community organizations, and concerned citizens, WHC is working to stimulate the approval and construction of a significant number of units that might not otherwise be built.

The Maine Advocacy Committee is seeking volunteers who will work closely with Maine Senator Peter Bowman to draft legislation for the 2009 session. Committee members will monitor proposed bills and share summaries with Coalition leadership. Members will also identify proposed legislation that the Coalition should notify its members about (i.e., through a Legislative Alert email asking members to take action.)

Limits on lobbying will be strictly adhered to so as not to jeopardize the Coalition's non-profit status.

Volunteers should have an interest in and understanding of the legislative process.

### **EVENT/FORUM COMMITTEE**

The Workforce Housing Coalition (WHC) is an education and advocacy program working to increase awareness of the growing need for housing that is affordable to the people who supply the essential services to our communities in the Greater Seacoast region of New Hampshire and Maine. Through partnerships with area businesses, community organizations, and concerned citizens, WHC is working to stimulate the approval and construction of a significant number of units that might not otherwise be built.

The Coalition offers two forums a year aimed at educating community leaders about workforce housing. Past forums have included: "Workforce Housing and Land Conservation: Working Together" and Workforce Housing: Why it Matters to Your Business." In addition, a 30-40 minute presentation on topics of interest is offered at the Coalition's monthly member meeting.

Forum committee members will identify potential forum topics and after receiving Board approval are responsible for all tasks involved in organizing the event. Tasks include: creating the forum agenda, identifying and selecting presenters, locating a venue and caterer, marketing the event (e.g., creating invitations/flyers, gathering mailing list, and notifying the press) and determining the attendees fee (and whether it is appropriate to charge for the event given the target audience.) Committee members will create a pre- and post-forum survey and analyze results.

Committee members will identify topics of interest to the Coalition's members. Members will approach appropriate individuals to make 10-40 minute presentations on selected topics at the monthly members meeting.

Volunteers should have the ability to work as a team and have a strong attention to detail

### **PUBLIC RELATIONS COMMITTEE**

The Workforce Housing Coalition (WHC) is an education and advocacy program working to increase awareness of the growing need for housing that is affordable to the people who supply the essential services to our communities in the Greater Seacoast region of New Hampshire and Maine. Through partnerships with area businesses, community organizations, and concerned citizens, WHC is working to stimulate the approval and construction of a significant number of units that might not otherwise be built. At the end of 2007, the Coalition went through a major organizational shift, transitioning from a program of The Housing Partnership to an independent non-profit corporation. The Coalition maintains a relationship with THP which serves as the Coalition's fiscal sponsor.

Volunteers are needed to participate in its Marketing Committee.

The Marketing Committee will develop a strategy to clearly distinguish between the Coalition and THP, an area of confusion among many community members and businesses. Members will develop a campaign to announce the new organization which will include rolling out the Coalition's revised website. Outdated materials (i.e., "Myth Busting" document, etc.) will be revised to reflect current information.

Volunteers should have Public Relations experience

### **FUNDRAISING COMMITTEE**

The Workforce Housing Coalition (WHC) is an education and advocacy program working to increase awareness of the growing need for housing that is affordable to the people who supply the essential services to our communities in the Greater Seacoast region of New Hampshire and Maine. Through partnerships with area businesses, community organizations, and concerned citizens, WHC is working to stimulate the approval and construction of a significant number of units that might not otherwise be built.

In 2008, the Coalition will seek to broaden its donor base through a variety of fundraising approaches including: grant writing, corporate asks, events and direct mail appeals. It is seeking volunteers to join its Fundraising committee.

Committee members will be involved in all aspects of fundraising from prospective donor identification and solicitations, event planning and direct mail program management.

Committee members should be comfortable asking for money.

## **BOARD OF DIRECTORS**

**Description:** Authority  
To act in a position of trust for the community and is responsible for the effective governance of the Workforce Housing Coalition.

### Qualifications/Skills

Knowledge and skills in one or more areas, coalition building, education and outreach, housing development, municipal or state government, marketing, finance, fund development. Lives or works in Rockingham, York or Strafford counties.

### Term

Renewable two year terms not to exceed three consecutive terms, or until the successor for such director is duly elected and qualified.

### Responsibilities

#### Planning

- Contributing to governance of WHC guided the broad policies developed by the Board.
- Participate in establishment overall long and short term goals, objectives, priorities and budget for WHC in meeting the needs of the community
- Participate in policy recommendations adopted by the Board

#### Organization

- Promote WHC membership through community networking, etc.
- Be accountable and actively seek nominations for election to the Board of Directors when appropriate
- Orient new Directors and assess Board performance
- Prepare for and participate in the discussion and the deliberations of the Board of Directors
- Foster a positive working relationship with other Directors, WHC members and WHC staff.

#### Operations

- Determine, monitor, evaluate and strengthen the programs and services of WHC through regular review.
- Participate in at least one committee of the WHC.
- Provide advice, and constructive feedback.
- Ensure that the financial and human resources are adequate for the current and long term needs of the WHC.

#### Audit

- Be assured that the Board and the coalition members are adequately and currently informed of the condition and operations of the WHC
- Be accountable to the funders for the services provided and funds expended.

**Day, time,  
place of  
board  
meetings:**

The WHC Board meets the 3rd Thursday of each month from 8 - 9 am at THP's office at 1555 Islington St. in Portsmouth