

## FAMILY SELECTION COMMITTEE “MEMBER” and “CHAIR”

**Hybrid meeting held on the first Monday of each month 6:30 pm-8:30pm**  
Additional self-scheduled appointments between meetings

*Volunteers must be at least 18 years old and sign a waiver online annually*

The Family Selection Committee plays a critical role in helping Atlanta Habitat select its future homebuyers! FS Committee members holistically review potential Atlanta Habitat homebuyer profiles and identify homebuyers most likely to thrive through the homeownership program.

### MEMBER ROLE

FS Committee members may make home visits, interview potential homebuyers and their families, make recommendations for Atlanta Habitat’s homebuying program, and meet consistently with other FS Committee members and Atlanta Habitat Staff.

### MEMBER QUALIFICATIONS

- Passion and enthusiasm for Atlanta Habitat’s mission
- Excellent interpersonal and communication skills
- Comfort working closely with applicants in their home
- Successfully completing Atlanta Habitat’s Family Selection Committee training
- Ability to join a virtual meeting once per month
- Pass the sex offender registry screening
- (Optional) Fluency in Spanish
- (Optional) Experience in banking, finance, or credit

### MEMBER RESPONSIBILITIES

- Review homebuyer profile to familiarize yourself with the applicant.
- Verify applicant’s employment
- Schedule and conduct a home visit
  - Interview the applicant and their family
  - Complete an Interview Summary Sheet prior to the next FS Committee meeting
- Communicate with FS Committee Chair about interview results, questions, or concerns
- Attend monthly Family Selection Committee meeting:
  - Present results of the applicant’s interview
  - Collaborate to evaluate applicants and make Homeownership Program approval recommendations rooted in Atlanta Habitat’s guidelines and policies

### MEMBER SCHEDULE

- The home visit and/or Zoom interview must be conducted by 2 FS members and interview according to all parties’ schedules.
- At least 1 of the 2 FS Committee members who completed the interview must be present at the next monthly meeting to present the applicant to the FS Committee for discussion and recommendation.
- Completion of the interview, and the Interview Summary Sheet are due **prior to** the next monthly meeting.
- Committee members commit to attending at least one FS Committee Meeting every other month and serve for at least 1 year.

- Members are expected to take the lead on a minimum of 2 applicant interviews annually and act as a second interviewer on at least 3 occasions annually.

### **MEMBER TRAINING AND SUPPORT**

- Complete online training session—Atlanta Habitat’s homeowner selection requirements
- Attend a once-per-year ongoing training session as requirements change
- Shadow a seasoned FS Committee member until approved to lead the interview process. Approval is granted by the Outreach and Program Services Manager following the recommendation of the FS Committee chair
- An Atlanta Habitat Family Services Department staff member is present at all FS Committee meetings, and is available to answer questions and provide support to the FS Committee members as needed

### **CHAIR ROLE**

- Serves as liaison between Atlanta Habitat Staff and FS Committee Members

### **CHAIR QUALIFICATIONS**

- Successfully completes and upholds all duties of a “Member” in addition to Chair duties.

### **CHAIR RESPONSIBILITIES**

- Requests policy statements from Atlanta Habitat Staff and makes policy recommendations
- Is available as a second committee member for applicant interviews
- Knows the guidelines and policies of Atlanta Habitat and ensures FS Committee compliance
- Arranges for additional FS Committee meetings as needed
- Recommends new FS Committee Members to Atlanta Habitat Staff

### **GET STARTED**

- 1) Attend Atlanta Habitat’s [Volunteer Orientation](#)
- 2) Contact the Volunteer Coordinator ([volunteer@atlantahabitat.org](mailto:volunteer@atlantahabitat.org)) to express interest in this role and receive instructions to complete your annual waiver.
- 3) Following the successful completion of your waivers, email the Family Services Department contact for this role—contact information provided upon completion of waiver.
- 4) Work with the Family Services contact to begin coordinating your training.

**NOTE:** All volunteers interested in these roles will be screened through the sex offender registry prior to participation.