



Housing Colorado

Housing Colorado Volunteer Handbook

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Welcome!

Welcome to the Housing Colorado volunteer team. Volunteering with Housing Colorado is a wonderful way to contribute to an organization that serves Colorado's affordable housing community and expand your professional knowledge and network.

Each year, over 100 volunteers contribute 2,000 hours in service to the organization – a contribution of about 20 hours per person. Housing Colorado could not maintain its ability to advocate for housing policy, a robust calendar of events and education, and compelling communication without the work and dedication of volunteers.

Volunteers report that working on Housing Colorado events and programs provides a better understanding of diversity of the affordable housing community and builds deeper knowledge of specific aspects of the industry. Volunteers can also develop additional industry relationships and connections, explore common interests, and share wisdom and experience with fellow volunteers.

Housing Colorado relies on volunteers to develop and implement extensive programs and services. Volunteers are an extension of the organization and are necessary to fulfilling the organization's mission and strategic goals.

Thank you for providing your energy, knowledge, and service to Housing Colorado this year!

History

Housing Colorado formed in 2005 when leaders in the community identified the tremendous potential of merging and aligning three organizations: the Colorado Affordable Housing Partnership, Colorado Rural Housing NOW!, and the Colorado Low-Income Housing Campaign. By merging the first two organizations and restructuring the latter, the affordable housing community enjoyed robust advocacy, an industry-standard conference, and the ability to participate in political issues.

With the unified approach to advocacy and professional development, Housing Colorado has evolved into a comprehensive organization dedicated to serving professionals who design, develop and increase support for affordable housing in Colorado. Member organizations are the leaders, educators, activists and innovators who ensure that all Coloradoans have affordable, stable, and safe housing.

Currently the membership represents almost 300 organizations representing 12 separate industries and more than 3,500 housing professionals working in construction, design, real estate development, engineering, finance, governmental service, housing authorities, law, property management, and social and support services.

Mission and Vision

Vision: A decent, safe and affordable home in a healthy and sustainable community for every Coloradan.

Mission: Housing Colorado seeks to be the unified voice supporting the preservation and production of quality affordable housing for low- and moderate-income Coloradans through education and advocacy statewide in order to build a strong economy and healthy communities.

Committee charters, staffing and board liaisons

Each Housing Colorado committee is authorized through a governing charter. Charters are periodically reviewed by committees and can be obtained by contacting Housing Colorado staff. Each committee is assigned staff and board liaison to ensure communication, continuity, and integration throughout the organization. Current contact information for Housing Colorado board and staff members can be found on the Housing Colorado website: www.housingcolorado.org.

Committee descriptions

Housing Colorado committees guide and advise every aspect of the organization’s annual work plan, strategic goals and mission orientation. The below chart outlines the eight volunteer committees, their purpose, meeting frequency and volunteer role:

Committee	Purpose	Meeting Frequency	Volunteer Role
1. Conference Planning Committee	Plans and implement the annual Housing Colorado Conference	Quarterly	Each member joins a subcommittee (see below). All volunteers are asked to facilitate workshops or staff the registration booth at the conference.
Workshop Committee	Selects content and speakers for conference workshops	Weekly February – April	Members prepare and distribute Request for Proposals (RFP) for conference workshops, review proposals and selects final workshop content and speakers.
Publications Committee	Develops conference material including mailer, attendee directory, and conference program.	Monthly February through June	Members review design ideas and proof-read final draft materials.
Scholarship and Resident Leader Selection Committee	Solicits applications from attendees wishing to receive a scholarship or resident leader grant.	One meeting in summer	Members review applications and makes final selections.

	Special Events Committee	Plans plenary sessions: opening and closing session, and two general sessions.	Four meetings March - April	Members review keynote speaker videos and select speakers and panelists for plenary sessions.
2.	Diversity, Equity, and Inclusion Committee	Evaluate the organization's programming, events and communication to ensure the organization is inclusive and applies an equity lens in prioritizing and evaluating its advocacy and programming.	Monthly	Members review policy and programming to ensure Housing Colorado is furthering racial equity and diversity in the housing community.
3.	Eagle Awards Committee	Provides input, guidance and planning for Eagle Awards.	Four meetings March – April. Planning meeting in December	Members solicit award nominations and provide detailed write-ups of nominees. Board-appointed subcommittee provides recipient recommendations to board for approval.
4.	Editorial Committee	Sets and guides implementation of communication strategy for organization	Meets intermittently based on project schedules	Members discuss strategy and identify and solicit partners to contribute material.
5.	Education Committee	Set annual event calendar and assist with program content.	Meets quarterly	Members set event strategy, review proposals, finalize program content, solicit speakers and assist in event marketing.
6.	Legislative Committee	Develops annual policy priorities for board approval, review activities of the Colorado General Assembly and recommends Housing Colorado's legislative positions.	Weekly during session; bi-monthly during off-season.	Board of Directors appoints members to this committee. Members review policy priorities; evaluate bills reports; recommend positions on priority bills; and assist Housing Colorado legislative team with bill strategy, testimony, legislator contact, etc.
7.	Membership and Sponsorship Committee	Provides input, guidance and action to retain and increase membership and sponsorship	As needed	Develop membership strategy. Recruit new members. Forward potential members to staff. Develop annual sponsor opportunities. Relay interested contacts to staff and thank sponsors at conference and events.
8.	Young Professionals Committee	Sets and helps implement strategy to engage young housing professionals in organization.	Every 2 months	Members guide staff in fun and engaging events, provide support for events, and recruit young professionals to attend.

Two additional board committees -- Finance and Governance -- are comprised of board members and guide the financial well-being and governance of the organization.

Volunteer expectations and policies

Volunteers are expected to adhere to the following expectations:

- Act in the best interests of Housing Colorado.
- Refrain from allowing personal agendas to influence committee decisions.
- Conduct themselves in a professional manner and serve as leaders and representatives of Housing Colorado.
- Attend committee meetings regularly, using conference calling options when necessary.
- Participate in committee meetings and contribute to discussions.
- Volunteer for special tasks as time and expertise allow.
- Communicate concerns when they arise to the committee chair, board liaison, or committee staff.
- Review the volunteer handbook and volunteer policies.
- Adhere to Housing Colorado's anti-discrimination, anti-harassment, confidentiality and conflict of interest policies.

Eligibility

Volunteer service on all Housing Colorado committees is limited to employees of dues-paying organizations in good standing. Non-members may not serve on committees; however, in limited circumstances nonmembers may be consulted by a committee for special expertise and guidance at the discretion of the committee chair.

Anti-discrimination

Housing Colorado is committed to creating a friendly environment where individuals are welcomed and respected. No person will be excluded from volunteer participation based on race, creed, color, sex, national origin, age, disability or veteran status, sexual orientation, gender expression or marital status or for any other discriminatory reason.

Confidentiality

Housing Colorado requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization, as well as the members and those they serve. Volunteers agree not to disclose any information obtained in the course of their volunteer placement to any third parties without prior written consent from the organization. This includes, but is not limited to, information pertaining to

financial status and operations such as budget information, donations of money or gifts in kind, salary information, information pertaining to members, staff, or other volunteers.

Conflict of Interest

Volunteers shall not derive any personal economic profit or gain, directly or indirectly, by reason of their participation in a Housing Colorado Committee. In the event a potential conflict of interest exists, volunteers must disclose to the appropriate committee chair any personal interest which he or she may have in any matter pending before the Housing Colorado Committee and shall refrain from participation in any decision on such matter.

Anti-harassment

Housing Colorado will not tolerate harassment because of age, race, sex, color, religion, national origin, disability, genetic information, or any other protected status. Harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Compensation

Volunteers understand that the scope of their involvement with Housing Colorado is limited to a volunteer position and do not expect compensation in return for their services. Housing Colorado will not provide any benefits traditionally associated with employment to the volunteer. Volunteers are responsible for their own insurance coverage in the event of personal injury or illness as a result of their volunteer service with Housing Colorado. Volunteers release Housing Colorado from any and all claims of liability that arise from their volunteer service with Housing Colorado.

Volunteer liability and insurance

Housing Colorado carries a blanket Director and Officer (D&O) Liability Policy. This policy explicitly covers those serving in volunteer roles and protects individuals from any personal liability arising from their involvement as a volunteer with Housing Colorado. Volunteers acting in good faith and within the scope of their duties need not be concerned about personal liability; however, Housing Colorado's D&O insurance provides additional protection should any circumstances arise where liability is present. You may request a copy of Housing Colorado's D&O policy by contacting the Executive Director.

Sponsorship and Fundraising

Housing Colorado volunteers will not fundraise or solicit sponsorship for committee activities. All sponsorship solicitation is to be coordinated through the Housing Colorado Membership & Sponsorship Committee. If committees other than the Membership &

Sponsorship Committee wish to reach out to potential sponsors, the committee must notify the Membership & Sponsorship Committee of the request and the prospective sponsor they wish to reach out to in advance of soliciting support.

Housing Colorado expectations

In return, Housing Colorado commits to the following:

- Hosting meetings at agreed-upon times in locations that are easily accessible for most members.
- Providing call-in options if possible given meeting content.
- Respecting time and commitment abilities.
- Providing meeting agendas, documentation and processes so that volunteers can be effective and efficient.
- Maintain liability insurance to cover volunteers' activities.

Thank you

Thank you again for serving as a volunteer for Housing Colorado! We trust you will find the experience interesting, provide opportunities for professional growth, and increase your knowledge of and relationships within the affordable housing community.