

HBASE Committee and Volunteer Details

Joining an HBASE Committee is an excellent way to get involved in the association, meet new people and contribute your skills to your organization. The HBASE has a variety of committees that perform a wide range of tasks.

Committee or Sub-Committee meetings typically last about 1 hour. Most are held at the HBASE Office (77th & Minnesota), but some committees choose to hold their meetings at alternative locations throughout the city.

Committee	Meeting Schedule	Description	Other Responsibilities
Activities Committee	Meets once a month year round	Generates ideas for ways to increase member participation at various fundraising & networking events, and on committees	At times, volunteers from the committee will offer to help make calls to vendors or facilities to coordinate events. Committee members may also volunteer to make calls to other members to encourage association participation. Since the committee is planning the general monthly event, they are also encouraged (but not required) to also attend it. (usually one evening event per month)
Ambassador Committee	Meets once a month on the first Thursday of the month year round	Welcome new members, attend and help conduct membership orientation, follow up with new members, explain benefits to new members and encourage new members to become involved	At each committee meeting, the committee reviews a list of new members and assigns calls to Ambassadors. Ambassadors can choose how many calls they would like to make. Ambassadors are also encouraged (but not required) to attend the monthly membership meetings to help welcome new members to the event (usually one evening event per month)
Associates Committee	Meets 6 times a year. (May-October) Meeting dates and times vary	Coordinate and conduct the Annual Product show held in October, oversee Associate interests within the Association	This committee splits into sub-committees (which typically meets once or twice) to handle an aspect of the Product Show. Committee members are also asked to help secure sponsorships for the Show and invite builders to attend the Show. Since the committee is planning the Show, they are also asked to set up, attend and volunteer at the event. (The Product Show is 3 hour evening event) The committee consists of Associate members.
Builders Forum	Meets 4-5 times a year. Meeting dates and times vary	Plan Associates Appreciation month activities, coordinates Annual Bus Tour of various developments around the Sioux Empire	For the bus tour, committee members are asked to secure developer sponsors. A few people are needed to assist on the afternoon tour. For Associates Appreciation, the committee has historically planned a social event. Committee members may need to call vendors or facilities to coordinate details. They are also asked to attend and volunteer at the event (typically an evening event).

			The committee consists of Builder members.
Building & Grounds Committee	Meets on an as needed basis	Oversees repairs and updates to the HBASE Office building and grounds.	Committee members may contact other members for materials or services. They may also volunteer to help make necessary repairs to the building or equipment.
Education Committee	Meets once a month on the first Thursday of the month year round	Recommends scholarships and Tools for Schools recipients; coordinates Lunch & Learns, educational classes and consumer education programs; addresses labor development issues and promotes industry-related programs to schools	Committee members help secure speakers for career days at local schools, contact speakers for HBA seminars, and interact with school officials.
Golf Classic Committee	Meets 5-6 times prior to summer event Meeting dates and times vary	Plan, promote and conduct annual Golf Classic tournament	The committee may need to make phone calls to help secure sponsors, prizes and golfers. Committee members are encouraged to volunteer during the event and/or golf in the tournament.
Green Build Committee	Meets 7-8 times a year. Meeting dates and times vary	Through the Sioux Empire Green Build Program, offers certification to assure buyers that homes meet the benchmarks established by NAHB Green; offers educational opportunities for professional designation and other green-related technology and building science issues.	Committee members educate consumers and builders about the NAHB Green Building Standard by volunteering at HBA special events like the Product Show, Home Show, and Parade of Homes. For the Fall/Spring Parade, committee members volunteer at green homes featured on the Fall/Spring Parade of Homes and explain to consumers what makes the home “green.” Committee members also provide seminars to the public at the Home Show and solicit Green Build Partnership sponsorship opportunities to HBA members.
Home Show Committee	Meets 7 times (September to April)	Plan, organize, produce and promote the annual Sioux Empire Home Show.	This committee splits into sub-committees (that typically meet once or twice) to handle a different aspect of the Home Show. Committee members may need to make calls to various members or vendors to facilitate in the planning of the event. Since the committee is planning the Show, they are also asked to volunteer during the show and/or help with set up. The Home Show is held the first Friday, Saturday and Sunday of March.
Legislative Committee (State/National)	Meets weekly during the state legislation session	Review proposed state legislative bills and national legislation; Develop a maintain	Committee members attend Saturday legislative coffees and interact with legislators during the legislative session including contacting legislators for support/opposition of legislative bills of interest to

	and as needed during non-session times.	relationships with state and national officials.	HBASE. Members also attend local congressional office visits to discuss NAHB legislative items.
Local Government Affairs Committee	Meets once a month on the second Wednesday of the month year round	Works on local issues of importance to land developers and builders; represented on the City's Infrastructure Review Advisory Board; Organizes City Council/Mayoral Candidate Forums.	Committee members serve as hosts for City Government Night and/or city council/mayoral forums. Members also participate in study groups or task forces on specific issues and interact with elected leaders. During code years, the Building Codes Subcommittee review changes to the local building code with city officials.
Membership Committee	Meets once a month on the second Tuesday of the month year round	Plan and conduct programs for membership retention and recruitment; coordinate incentives and recognition programs for Spike Club Members.	A volunteer sub-committee is often created to work out the details for the membership drive. This sub-committee may meet 5-6 times. Members of the sub-committee may be asked to make calls to help generate participation in the drive. Because the committee is focused on recruitment, committee members may be asked to contact potential new members and ask them to join the association. They are also encouraged to participate in the annual drive. Occasionally, members may be asked to attend an event on behalf of the association. The committee also reviews various member service programs that the association offers.
Parade of Homes Committee	Meets 9-10 times prior to the Spring and Fall Parade of Homes Meeting dates and times may vary	Plan, organize, produce and promote the annual Spring and Fall Parade of Homes.	This committee splits into sub-committees (that typically meet once or twice) to handle different aspects of the Parade. Committee members may need to make calls to various members or vendors to facilitate in the planning of the event. They are also asked to help on the first day of the Parade with the judging and builder reception. The Spring Parade is held in May and the Fall Parade is held in September.
Public Relations Committee	Meets once a month on the first Wednesday of the month year round	Review the Association's publications and website; promote the Association and the housing industry as a whole	This committee focuses on maximizing the promotion of the Home Builders Association to the public and to its members. They monitor and review all association publications and the website. They also oversee the advertising, pricing and content of the newsletter and website. In addition, they coordinate any special advertising campaigns or promotions conducted by the HBASE. Periodically, they organize special community service projects.
Repair Affair Coordinating Committee	Meets 6-7 times prior to the June event	Review low income homeowner applications; view accessibility related projects prior to	This committee splits into sub-committees (that typically meet once or twice) to handle a different aspect of Repair Affair. Committee members may need to make calls to various members or vendors to

		approval; recruit volunteers for Repair Affair Day; work with sponsors	facilitate in the planning of the event. They may also work with applicants to coordinate details. In addition, they are also asked to help on the first day of the event with either a meal or a project. The Repair Affair is held each year in June.
Sponsorship Committee	Meets on an as needed basis	Solicitation of major sponsors for four major HBASE events	This committee secures the major sponsors for the Home Show, Spring Parade of Homes, Fall Parade of Homes and Showcase of Remodeled Homes by making calls and meeting with other HBASE members.
Dream Homes Tour Committee	Meets 9-10 prior to event in August	Plan, organize, produce and promote Dream Homes Tour event.	This committee splits into sub-committees (that typically meet once or twice) to handle different aspects of the Dream Home Tour. Committee members may need to make calls to various members or vendors to facilitate in the planning of the event. They are also asked to help during the event. The Dream Home Tour is held in August.

Special Projects Volunteer

Every event held by the HBASE requires help from member volunteers. There are a variety of positions available requiring a wide range of duties.

Event	Volunteer Position	Responsibilities	Time Commitment
Membership meetings	Registration Table	Welcome members at the door and check them in	1 hour
Membership meetings	Host/Hostess	Welcome all members to the event. Help introduce new members to other members	1 hour
Parade of Homes	Judging – Lunch set up	Help serve lunch to judges and drives for Parade judging	1 hour
Parade of Homes	Judging – Driver	Drive Judges to parade homes and assist in judging process	4 hours
Parade of Homes	Builders Reception – Bartender	Help set up or serve beverages during the reception	1 hour
Parade of Homes	Builders Reception – registration table	Welcome attendees to reception and help with door prize sign up	1 hour
Parade of Homes	Builders Reception – Food assistant	Help serve food during reception	1 hour
Parade of Homes	Builders Reception – Clean up	Help clean up HBASE Office after reception	½ hour
Home Show	Physical Set Up	Help tape off the floor for booth set up	1-4 hours
Home Show	Exhibitor Set Up	Help exhibitors find their booth, coordinate exhibitor flow of traffic, answer exhibitors set up questions	1 ½ or 2 hour shifts
Home Show	Carpet Layout and Taping	Help layout the carpet in uncarpeted aisles prior to the opening of the show	2 hour shifts
Home Show	Volunteer Coordinator	Check in volunteers, direct them to their positions and make sure all shifts are covered.	4 hour shifts
Home Show	Exhibitors Entrance	Monitor traffic at Exhibitor’s Entrance.	2 hour shifts
Home Show	Door Guard	Monitor traffic at secondary entrances	2 hour shifts
Home Show	Ticket Taker	Monitor traffic at main entrance and take tickets	2 hour shifts
Home Show	Tear Down	Coordinate exhibitor tear down, monitor exhibitor traffic	2 hour shifts
Product Show	Set up	Help place and label tables	1 hour
Product Show	Registration Table	Welcome attendees and check them into the event	1 hour
Product Show	50/50 Jackpot	Sell tickets for the raffle	1 hour
Product Show	Silent Auction	Help pull clip boards, record winner and collect funds	1 hour

Product Show	Tear Down	Help pack up materials	½ hour
Golf Classic	Set up	Prepare room, number carts, put out signs	1-2 hours
Golf Classic	Registration	Welcome golfers and help check them into event	1 hour
Golf Classic	Pre-Golf	Help with team drawing or team photos	½ hour to 1 hour
Golf Classic	Post-Golf	Help record scores, collect signs, Help tag and set up prizes, record prize winners, clean up	½ hour to 1 hour
Career Days	Speaker	Teach students about your industry and position	1-2 hours, vary
Banquet	Server	Help serve meal at the Banquet	
Membership Drive Team	Team Member	Help your team recruit the most new members during the annual membership drive	Varying
Membership Orientation	Presenter	Present information to new members about the HBASE	1 hour
Membership Orientation	Host	Welcome new members to Orientation (and the association)	1 hour
Repair Affair	Project Volunteer	Help work with a team of volunteers to improve a local home	1-8 hours
City Government Night	Host	Welcome representatives from city government and introduce them to other members	3 hours
Associates Appreciation Night	Registration Table	Welcome members at the door and check them in	1 hour
Associates Appreciation Night	Host/Hostess	Welcome all members to the event. Help introduce new members to other members. Direct members to the food and/or entertainment.	1hour
Associates Appreciation Night	Set Up	Set up facility for event	1 hour
Associates Appreciation Night	Tear Down	Help with clean up of facility	½ hour