



Virginia Association of  
Housing Counselors

## Committee Volunteer Form

Return to: [admin@vahousingcounselors.org](mailto:admin@vahousingcounselors.org)

It is through our dedicated volunteers that VAHC is able to offer training, support, and networking for members of the Association. We need you so please sign up to help!

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

<input type="checkbox"/>	Yes, I am interested in serving on the Board of Directors and would like to discuss future opportunities.																																
<input type="checkbox"/>	Yes, I am interested in serving on a committee. Committee Descriptions are on the back. <ul style="list-style-type: none"> <li><input type="checkbox"/> Advocacy Committee</li> <li><input type="checkbox"/> Audit Committee</li> <li><input type="checkbox"/> Awards/Recognition Committee</li> <li><input type="checkbox"/> Board Governance Committee</li> <li><input type="checkbox"/> Conference Planning Committee</li> <li><input type="checkbox"/> Education and Certification Committee</li> <li><input type="checkbox"/> Fundraising and Marketing Committee</li> <li><input type="checkbox"/> Membership Committee</li> <li><input type="checkbox"/> Scholarship Committee</li> </ul>																																
<input type="checkbox"/>	Yes, I am willing to donate time and service to benefit our Association. My skills are listed below: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Accounting</td> <td><input type="checkbox"/> Advocacy</td> <td><input type="checkbox"/> Audit</td> <td><input type="checkbox"/> Board Governance</td> </tr> <tr> <td><input type="checkbox"/> Communication</td> <td><input type="checkbox"/> Curriculum Development</td> <td><input type="checkbox"/> Event Planning</td> <td><input type="checkbox"/> Finance</td> </tr> <tr> <td><input type="checkbox"/> Fundraising</td> <td><input type="checkbox"/> Grant writing</td> <td><input type="checkbox"/> Graphic Design</td> <td><input type="checkbox"/> Human Resources</td> </tr> <tr> <td><input type="checkbox"/> Legal</td> <td><input type="checkbox"/> Marketing</td> <td><input type="checkbox"/> Newsletter</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Policy Development</td> <td><input type="checkbox"/> Project Management</td> <td><input type="checkbox"/> Publication Design</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Strategic Planning</td> <td><input type="checkbox"/> Succession Planning</td> <td><input type="checkbox"/> Technology</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Technical Writing</td> <td><input type="checkbox"/> Training &amp; Facilitation</td> <td><input type="checkbox"/> Website Development</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Accounting	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Audit	<input type="checkbox"/> Board Governance	<input type="checkbox"/> Communication	<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Finance	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Grant writing	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Legal	<input type="checkbox"/> Marketing	<input type="checkbox"/> Newsletter		<input type="checkbox"/> Policy Development	<input type="checkbox"/> Project Management	<input type="checkbox"/> Publication Design		<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Succession Planning	<input type="checkbox"/> Technology		<input type="checkbox"/> Technical Writing	<input type="checkbox"/> Training & Facilitation	<input type="checkbox"/> Website Development		<input type="checkbox"/> Other			
<input type="checkbox"/> Accounting	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Audit	<input type="checkbox"/> Board Governance																														
<input type="checkbox"/> Communication	<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Finance																														
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Grant writing	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Human Resources																														
<input type="checkbox"/> Legal	<input type="checkbox"/> Marketing	<input type="checkbox"/> Newsletter																															
<input type="checkbox"/> Policy Development	<input type="checkbox"/> Project Management	<input type="checkbox"/> Publication Design																															
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Succession Planning	<input type="checkbox"/> Technology																															
<input type="checkbox"/> Technical Writing	<input type="checkbox"/> Training & Facilitation	<input type="checkbox"/> Website Development																															
<input type="checkbox"/> Other																																	
<input type="checkbox"/>	Yes, call me when you need help on a short-term basis.																																

Committees Descriptions:

**The Advocacy Committee develops strategies to garner support and spreads the word about the housing counseling industry.**

**The Audit Committee closes the accounts of the annual conference and conducts annual audits and reports of all the records of the Treasurer.**

**The Awards/Recognition Committee manages the annual awards including determining categories, criteria, and coordination of the Recognition ceremony.**

**The Board Governance Committee manages organizational capacity building and infrastructure development including strategic and succession planning. The committee also manages the election and recruits new board members.**

**The Conference Planning Committee develops the conference agenda, program materials, workshops, and identifies speakers for the Spring and Fall Conferences collaboratively with the Conference Coordinator.**

**The Education and Certification Committee oversees the certification process including development of curriculum and tests and is working towards ensuring that certification is available that will meet National Standards.**

**The Fundraising and Marketing Committee develops fundraising strategies and builds key partnerships to raise money to support the organization. The committee is also develops marketing materials.**

**The Membership Committee develops membership initiatives that improve member retention, involvement, and new member recruitment. The committee serves as hosts and greeters for VAHC events and annual conferences by being on hand to answer questions.**

**The Scholarship Committee reviews the scholarship process and makes recommendations to the Board of Directors for scholarship approval.**