



Forming Your Steering Committee

Steering Committee

Rebuilding Together is a collaborative grass roots movement working with organizations and individuals who care about safe and decent housing for every community member. One of the most important tasks in launching a Rebuilding Together affiliate is assembling a diverse Steering Committee.

Steering Committee members must bring several qualities and skills to the Rebuilding Together effort, including leadership, guidance, vision, direction, and management. The steering Committee provides a structure for building a commitment to Rebuilding Together, identifying areas of greatest community need, coordinating programs and services for local residents, and ensuring that everyone involved is working toward the same goals.

A steering committee is a core group of local officials and community representatives assembled to begin the planning process to launch a Rebuilding Together affiliate. The first major task of the Steering Committee is to develop and oversee the launch of the Rebuilding Together affiliate. This process requires that the Steering Committee take responsibility for submitting and filing all required paperwork to register as a charity locally with the state and all federal agencies. This group is also responsible for conducting an in depth needs assessment, establishing priorities, policies, raising funds, marketing, the development of goals and objectives, and the management of a demonstration project. These are large responsibilities, which make it clear that the Steering Committee members must be well informed about local issues and must also exhibit strong support and commitment for Rebuilding Together.

Diverse Representation

The membership of the Steering Committee should be diverse, reflecting all segments of the community.

The number of members of the Steering Committee is a local decision based on how to best position the organization within the selected community.

Some Rebuilding Together sites have had a Steering Committee with 3 members and some have as many as 15 members. A total of 7-10 members are typical for a well functioning Steering Committee. Minimally the steering committee must have 3 members to be able to meet the requirements to be able to register for charitable status.

Community participation, is a key principle of Rebuilding Together, and should be reflected in the composition of the Steering Committee. Individuals serving on the steering committee should be community stakeholders from groups such as: city or county government, local law enforcement, social service agencies; housing organizations; park and recreation departments; employment agencies; schools; nonprofit and

community organizations; faith based institutions; foundations; residents of the designated Rebuilding Together area, local businesses and corporations.

Members should be chosen by their ability and commitment to deliver resources and support that are required to effect real change in the designated area. These resources may be in the form of financial resources, staff support, volunteer help, and in-kind services.

Chairperson

The chairperson of the Steering Committee should be an effective, well respected community leader. The chair should be an individual who is highly organized and who can effectively lead, inspire, and motivate everyone involved.

Steering Committee Responsibilities

Initially meeting at least once a month, the Steering Committee oversees the organization's development and establishes a structural framework for operations. Participation in teleconference trainings, following the launch requirements, creation of the articles of incorporation, development of the bylaws and adopting policies and procedures are among other important responsibilities for the Steering Committee in the first year.

The steering committee members should hold public meetings and attend meetings of existing community organizations in the designated neighborhood to build the visibility of Rebuilding Together's mission and attain additional grassroots support.

The core group should develop at least a rough sketch of the roles and responsibilities of the Steering Committee. This information will be important during the selection process and when asking the selected individuals to serve on the Steering Committee. Once the Steering Committee is formed, members should revisit and finalize roles and responsibilities.

It should be clear from the outset that Steering Committee members are responsible for more than strategic planning, policy, and management— **they must ensure the successful launch of the affiliate.**