



VOLUNTEER JOB DESCRIPTION

Loan Review Committee Member

Position Title: Loan Review Committee Member

Department: Housing and Financial Management Statewide Security
Deposit Loan / Loans Plus Programs

Supervisor: Sheila Hawkins

Purpose: The program promotes economic self-sufficiency and stability. The Security Deposit Loan Program helps families throughout Delaware relocate to safe, affordable housing by providing loans for security and utility deposits. The Loans Plus Program provides access to micro loans for emergency and other purposes, including to build or improve credit. The Loan Review Committee (LRC) meets to review, discuss, and determine appropriate outcomes for loan applications.

Benefits: Members gain a firsthand knowledge of the customers served by West End and an opportunity to become advocates for the community.

Responsibilities:

- Attend and actively participate in scheduled committee meetings.
 - Form independent conclusions regarding all applications presented and participate in vote to determine outcome.
-

Commitment: The LRC meets every Wednesday at 8:30am for 30 to 60 minutes. A meeting may be longer if there are a large number of applications to review. Rotating members are scheduled once monthly, or more if agreeable.

In the event that an LRC member is unable to attend his/her scheduled meeting, contact should be made with program staff.

Qualifications:

- Commitment to the mission of the Security Deposit Loan and Loans Plus Programs.
 - Interest in financial management and/or community advocacy.
 - The LRC is committed to maintaining an effective and diverse balance of backgrounds and professional experiences among its members.
-

Training: Orientation to Security Deposit Loan and Loans Plus Programs, the LRC and its programmatic guidelines will be provided.

If Interested: Please contact Sheila Hawkins for more information.

Sheila Hawkins ▪ shawkins@westendnh.org ▪ (302) 658-4171 Ext. 139.