



United Way of
Washington County

UNITED WAY BOARD MEMBER CHARTER

REASONS FOR BEING A BOARD MEMBER

- Serve the Washington County community in a unique and meaningful way.
- Solve community problems and improve quality of life.
- Find satisfaction in working with people of high ideals.
- Seek meaningful satisfaction and achievement in addition to job and family.

BOARD PURPOSE

The Board of Directors is the governing board and bears legal responsibility for the United Way of Washington County, Inc. organization.

BOARD RESPONSIBILITIES

- Act as trustees of the United Way on behalf of its contributors.
- Establish policies and procedures.
- Approve annual operating budget.
- Authorize programs and allocations for funded agencies.
- Evaluate the results of the organizational operation.
- Employ such persons necessary for the successful implementation of the mission and strategic plan of the organization.

MISSION AND CORE VALUES

MISSION: To measurably improve the quality of life of Washington County residents by identifying and responding to human service needs.

CORE VALUES: Leadership, Accountability, Responsiveness, Collaboration, Diversity

MEETINGS AND MEETING ATTENDANCE EXPECTATIONS

The Board of Directors meets nine times a year for 90-minute meetings. Board members are expected to actively participate on at least one operations committee and either the fund distribution process or the Campaign Committee. Fund Distribution Panels meet 4 to 5 times during the allocation process in May and June. Other committees meet as often as the workload requires.

Board members are also expected to attend at least 3 of 5 Campaign Special Events (Kick-off, Mid-Campaign Report Event, Campaign Thank You Celebration, Awards Event, Donor Cultivation Event).

Because active Board participation is critical to the effectiveness of the United Way, Board members are expected to have no more than 2 unexcused absences in a one-year period for regularly scheduled Board meetings. For an excused absence, notify the Executive Director in advance.

BOARD MEMBER QUALIFICATIONS

- Convictions about the mission and function of United Way and a demonstrated interest in United Way's service goals.
- Specific experience and/or knowledge in one or more areas: administration, finance, law, labor, personnel, program development, fund raising, program evaluation, public relations and/or marketing.
- Representative of some aspect or segment of our 10-community service area.
- Leadership in the community and knowledgeable about community issues.
- Willing to devote time and effort to the United Way.

BOARD MEMBER CODE OF CONDUCT

- Attend regular and special Board meetings and participate in the proceedings.
- Prepare for each Board and committee meeting by reading material distributed.
- Participate in cultivation of donors for the good of the organization.
- Make a personal financial contribution to the organization annually.
- Be accessible by phone, email or in person to the staff and other Board members as needed.
- Fulfill commitments within agreed-upon deadlines.
- Be loyal to the organization.
- Hold in confidence information given to the Board.
- Take initiative and provide leadership.
- Assist in the recruitment of new Board members.
- Serve on at least one operations committee and either the fund distribution process or the Campaign Committee.

BOARD COMPOSITION, TERMS AND EXECUTIVE COMMITTEE

The Board of Directors is an all-volunteer Board consisting of not more than thirty-one members, including two non-voting Agency representatives.

The Directors are elected for a 3-year term, and may serve a maximum of two consecutive 3-year terms. If filling an unexpired term, the Board member will serve until the end of that term, and then be eligible for two additional 3-year terms. After completing the maximum service allowed, Board members must be off the Board at least one year before being eligible to serve again.

The Officers, Chairperson of standing committees, and the Campaign Chair make up the Executive Committee.