

United Way of Snohomish County

Volunteer Position Description

Board Member

United Way
of Snohomish County
www.uwsc.org



Purpose & Scope of Work:

- The Board is responsible for overall governance, strategic and programmatic oversight of the organization and makes all final decisions regarding finances, community investments and strategic matters.

Responsibilities:

- Identify and articulate the community changes happening as a result of United Way's effort.
- Set organizational policy and establish priorities and goals for the President.
- Develop written strategies that outline the direction of the organization.
- Authorize the President to implement strategies and policies of the organization.
- Ensure that the organization has adequate finances and that money is spent responsibly.
- Fiduciary responsibility to adopt a budget and see that funds are expended accordingly.
- Actively support the organization and its policies.
- Provide the direction of the organization and authorize the necessary resources for implementation.
- Hire/Fire the President / Chief Executive Officer (CEO).
- Attend at least five out of six board meetings each year. Absence from three (3) consecutive regular meetings of the Board of Directors shall be construed as resignation by the member so absent. The Board has the discretion to waive such resignation for reasons deemed valid.
- Actively participate on at least one board committee or other committee (75% attendance).

Expectations:

- Willingness to actively participate in all aspects of committee activities (i.e. training sessions, meetings, community events, etc.).
- Willingness to learn about community issues, analyze and synthesize data, and view solutions at a system-wide level.
- Willingness to engage in frank and candid discussions about community issues and solutions.
- Commitment to open communication and consensus decision-making.
- Commitment to diversity.
- Contribute financially to the annual campaign.
- Attend annual board and members meeting.

- Attend annual board retreat.
- Attend two out of three major events each year.
- Actively participate in campaign. Appropriately respond to staff requests for involvement and support as needed.
- Make one donation of merchandise/service to United Way employee staff auction annually.
- Participate on one other United Way committee
- CODE OF ETHICS - United Way of Snohomish County is committed to the highest ethical standards. Volunteers, staff, and representatives set an example for each other, and for stakeholders, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct. Annually, all United Way volunteers are required to sign and adhere to our written Code of Ethics.
- CONFLICT OF INTEREST - Volunteers must disclose any direct or indirect relationships that may have the appearance of conflict of interest with regards to decisions made by the committee. When such situations arise, volunteers should disclose their relationships and remove themselves from participation and/or voting.

Desired Skills & Experience:

In-depth knowledge or skill in one or more of the following areas:

- Human Problems in Community
- Financial Management
- Strategic Planning
- Education
- Business, corporate and small business
- Organized Labor
- Legal
- Government and Public Policy
- Health Delivery
- Volunteer Management
- Youth Orientation
- Human Resources
- Media
- Fundraising
- Public Safety
- Social Services
- Technical Operations Management
- Building and Grounds

Influence with:

- Community Leadership
- Business/Finance Community
- Labor Organizations
- Ethnic/Minority Groups
- Media
- Government
- Related Organizations

Reports To:

- Members of the Board of Directors report to the Chair of the Board. The Board is staffed by the President.

Location & Meeting Time:

- All regular meetings will be held at the United Way of Snohomish County office (3120 McDougall Ave., Ste. 200 Everett, WA 98201). Occasionally meetings are held off-site in the local area as needed. There are six Board meetings a year, including an all day Board retreat. There is also an Annual Meeting which is held each December in conjunction with the December Board meeting. The specific dates/times are set on an annual basis.

Committee Size & Composition:

- The bylaws of the corporation call for a minimum of 15 Board Directors. Typically the Board has between 30 and 38 members. These members come from throughout the community, representing community leaders from business, labor, education, and the public sector.

Projected Timeline & Commitment:

- Board Directors shall be elected each year at the Annual Meeting of members for terms of three (3) years each. The Annual Meeting is held in conjunction with the December Board meeting and terms begin on Jan. 1st of each year. On completion of a first year term, Directors are eligible to stand for a second three year term. After the completion of two consecutive three-year terms, one year must elapse before that Director is again eligible for re-election to the Board. Each Board member will also participate as a member of one other United Way of Snohomish County committee. Depending on the committee chosen, the overall time commitment for a Board member will be between 60 and 100 hours annually.

Training & Support Provided:

- A general orientation to United Way of Snohomish County will be provided in January for all new Directors.
- Training specific to the Board of Directors will also be provided by the President & CEO.
- Ongoing support is provided by the President & CEO and their assistant.

Benefits:

- Networking opportunities with top Snohomish County business, government, non-profit & community leaders.
- Help facilitate effective, positive change in your community.
- Learn about critical community conditions, especially in the human service sector.
- Recognition as one of Snohomish County's community leaders.

Website:

www.uwsc.org