



Waseca Area United Way

P.O. Box 268 Waseca, Minnesota 56093

"Give Once - For All . . The Unite Way"

WASECA AREA UNIED WAY BOARD MEMBER RESPONSIBILITIES

MEETINGS & TERMS:

- Meetings are held the second Monday of every month at noon.
- It is the practice to ask each volunteer to pay for his/her own meals at meetings.
- Three consecutive unexcused absences from board meetings will result in removal from the board.
- Each board member may serve two consecutive three-year terms.
- A board member elected to fill an unexpired term may serve two three-year terms after completing the unexpired term.

STANDING COMMITTEES:

Personnel:

- The Personnel Committee is made up of five to six members consisting of the current standing chairs, the President and one other appointed person from the board. The Chairperson and one other person from the Personnel Committee will carry over for the next year's committee.
- The Personnel Committee provides a performance evaluation of the Executive Director, which includes a salary and benefit review, performance against annual plan and other matters.
- The Personnel committee refines job descriptions and recommends procedures for overseeing staff activities and implementing staff changes.
- The Personnel committee solicits recommendations for officers and directors from a variety of sources to ensure representation from a variety of stakeholders.
- The Personnel Committee is responsible for replacing retiring and/or resigning board members.

Agency Relations:

- Each board member serves as liaison with at least one agency, and receives this assignment in January or February.
- Each board member is responsible for maintaining personal contacts through the year with the agency or agencies assigned.
- Each board member is responsible for reviewing the application materials from the agency or agencies assigned and talking with them directly.
- Experience suggests that board members form teams to two to visit their agencies as a part of the allocation process.
- Each board member submits a written report for the Allocations Committee by the time of the May board meeting.

Allocations:

- Five to eight members of the board are appointed to the Allocations Committee.
- Each board member appointed to the Allocations Committee will serve for at least two years, after which two members will continue as Chair and Assistant Chairperson.
- Application forms for funding will be sent to agencies in February. An agency application review training will be given at the March Board meeting by the allocations Chair or Assistant Chair.
- After board members have completed their reviews. Allocation committee members are responsible for reviewing approximately four to five files individually and as a committee for a third

time before submitting a preliminary report of funds requested and a recommended funding amount for each agency.

- The Allocations Committee recommends to the board any necessary adjustments to the annual agency allocations.
- The Allocations Committee manages the Venture Grant Fund, reviews any applications for Venture Grants, and makes recommendations concerning grants to the board.
- The Allocations Committee reviews any agency applications for contingency funds and makes recommendations to the board concerning them.

Campaign:

- All board members help with the campaign in some way.
- Preparation for the campaign begins in February, but most planning and implementation take place from May through October.
- The Campaign Cabinet is made up of six to nine members consisting of a Chair, Assistant Chair, Publicity Chair and other board members who manage the campaign.
- The campaign chair, in consultation with the Personnel Committee and the Executive Committee, recommends an assistant campaign chair who will succeed him/her.
- The campaign usually kicks off in mid-August to mid-September.
- The target date to end the campaign is usually the end of November, but the campaign is usually not complete until the end of December.
- The board plans a victory celebration for a date when contribution totals can be estimated.
- The official cut-off for reporting campaign statistics is December 31.

Communications and Promotion:

- All members of the board serve as a publicity and public relations force all during the year.
- The Publicity Committee coordinates any on-going publicity strategies involving board members.
- A Publicity Committee made up of at least two board members advises the staff on year-round promotion and works with the campaign cabinet to coordinate campaign communications.

Long-Range Planning:

- The past president chairs the Long-Range Planning Committee, whose functions are provided for in the By-Laws.
- Members of the Long-Range Planning Committee include the Vice President and two board members.
- Appointed board members serve for two year.
- The Long-Range Planning Committee report is presented for the board's review and decision at least by the December meeting, and is the basis fo the annual planning process for the next year.

By-Laws:

- The president appoints at least two board members to review the By-Laws and Articles of Incorporation and recommend any changes they deem necessary.
- The By-Laws Committee ensures that any amendments to the Articles of Incorporation are reported to the Secretary of State.