

United Way of Hastings (UWH) Board Member General Information and Job Descriptions

The following is general information for Board members followed by specific job descriptions.

Mission

The mission of UWH is to build partnerships to improve the lives of people in our community. For more information, visit UWH website at www.unitedwayofhastings.org.

General Purpose of Board Members

Board members support the work of the UWH and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

General Duties of Board Members

Leadership, Governance and Oversight

- Reviews outcomes of events and activities and determines effectiveness in continuing such events and activities.
- Reviews agenda and supporting materials prior to board and committee meetings.
- Provides timely responses to staff requests/inquiries generally made via e-mail.
- Serves on committees or task forces and takes on special assignments.
- Assists in identifying and recruiting other Board members and committee members.
- Evaluates annually the performance of the organization in achieving its mission.
- Acts as ambassadors for the UWH.

Fundraising

- Considers UWH a philanthropic priority and makes annual gifts that reflect that priority. So that UWH can credibly solicit contributions from foundations, organizations, and individuals, UWH encourages 100 percent of Board members in making an annual contribution that is commensurate with their capacity.

Board Terms/Participation

- Board members will serve a three-year term and will be eligible for re-election for one additional term. Board meetings will be held six times per year. Committee meetings will be held at the discretion of the committee's Chair.
- Attends Board meetings. Per the Bylaws, three consecutive unexcused absences from Board meetings shall constitute sufficient grounds for removal from the Board.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about UWH's mission. It is not required that Board members have previous board leadership experience. Experience with executive leadership, nonprofit organizations, and/or philanthropy is a plus. Selected Board members will have diverse backgrounds, experiences and skill sets. Ideal candidates will have the following qualifications:

- A commitment to and understanding of UWH's mission.
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of UWH's beneficiaries.

Service on UWH's Board is without remuneration, except for predetermined reimbursable expenses.

Board President Job Description

Basic Purpose

General authority over the affairs of the UWH.

Primary Duties

1. Serves as the chief governing Board member.
2. Serves as spokesperson for UWH in collaboration with Executive Director.
3. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.

4. Develops Board meeting agendas with the Executive Director.
5. Chairs efficient and effective Board meetings.
6. Encourages Board's role in strategic planning.
7. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
8. Appoints the chairs of committees, in consultation with other Board members and Executive Director.
9. Serves as *ex officio* member of committees and attends committee meetings when available.
10. Discusses issues confronting the organization with the Executive Director.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities.
14. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
15. Serves as Chair of the Executive Committee and participates closely with the Vice President, Treasurer, Past President, and Executive Director in fulfilling the mission of the organization.
16. Performs other responsibilities assigned by the Board.

Board Vice President Job Description

Basic Purpose

Serves in the absence or inability of the President.

Primary Duties

1. Has power and performs duties of President during absence or inability of the President.
2. Serves on the Executive Committee and participates closely with the President, Treasurer, Past President, and Executive Director in fulfilling the mission of the organization.
3. Performs other responsibilities assigned by the Board.

Board Past President Job Description

Basic Purpose

Provides historical background of Board activities and serves as a resource to the Board.

Primary Duties

1. Has power and performs duties of President and Vice President during their absences or inability to carry out the duties of their offices.
2. Generally serves as Chair of the Community Investment (Allocations) Committee.
3. Serves on the Executive Committee and participates closely with the President, Vice President, Treasurer, and Executive Director in fulfilling the mission of the organization.
4. Performs other responsibilities assigned by the Board.

Board Treasurer Job Description

Basic Purpose

Oversees financial activities and communicates financial position to the Board.

Primary Duties

1. Keeps or causes to be kept full and accurate books of account reflecting all monies received or disbursed on account of the UWH.
2. Administrates fiscal matters of UWH.
3. Reports at each Board meeting the financial standing of the UWH.
4. Provides annual budget to the Board for approval.
5. Ensures development and Board review of financial policies and procedures.
6. Ensures there are an annual financial audit and a commercial blanket bond covering all persons who handle or may handle funds of the UWH.
7. Generally serves as member of the Finance Committee.
8. Serves on the Executive Committee and participates closely with the President, Vice President, Past President, and Executive Director in fulfilling the mission of the organization.
9. Performs other responsibilities assigned by the Board.

Board Director Job Description

Basic Purpose

Contributes to the mission of the UWH.

Primary Duties

1. Generally serves as Chair or member of a committee.
2. Participates closely with the entire Board in fulfilling the mission of the organization.
3. Performs other responsibilities assigned by the Board.

Board Approved 5/10/11

Board Approved Mission Statement 6/20/11