

**United Way of Leavenworth County
Board Member
Job Description
(Summary)**

Service on the United Way of Leavenworth County Board of Directors is a serious responsibility requiring dedication its Mission and Vision:

Our Mission:

To Unite the Businesses and Citizens of Leavenworth County to enhance the lives of people in need.

Our Vision:

We will build a stronger county by uniting our communities in efforts to improve the lives of all Leavenworth County residents.

Board members are expected to display leadership and initiative in a broad range of areas including fundraising. It is expected that Board Members will actively support United Way through regular giving as their circumstances allow. There is no required minimum donation for acceptance on the board. This expectation is intended to display solidarity among the Board and commitment to serving the critical needs in Leavenworth County. It is a matter of integrity that we, who are going to ask others to support The United Way of Leavenworth County financially, be willing to do so ourselves.

The responsibilities of the board include:

- 1) Setting Policy
- 2) Developing the resources necessary to fulfill the mission
- 3) Maintaining the financial stability and fiduciary integrity of the organization
- 4) Promoting the organization in a positive way in the broader community

Duties:

- 1) Attend Board meetings
- 2) Actively participate in discussions
- 3) Vote according to one's personal convictions
- 4) Complete accepted responsibilities in a timely and responsible fashion

Expectations:

- 1) Serve on at least one standing or ad hoc committee
- 2) Stay informed about the business of United Way by reading minutes, financial statements, and other material as distributed
- 3) Actively participate in achieving the mission of United Way outside of the board meetings by:
 - a) Functioning as a goodwill ambassador
 - b) Promoting public and professional awareness
 - c) Developing leads for recruitment of volunteers and board members
 - d) Assisting in fundraising when possible
 - e) Displaying leadership in fundraising by being an active contributor
 - f) Other duties and roles as may from time to time be desired

United Way of Leavenworth County
BOARD OF DIRECTORS RESPONSIBILITIES
(Detailed)

Introduction:

Effective Board governance determines organizational effectiveness. Leadership comes from both a strong Board of Directors and a strong Executive Director.

Board Function - To oversee the business affairs of the organization:

- Authorize major actions.
- Advise and counsel the Executive Director.
- Oversee corporate finances and ensure effective audit procedures are in place.
- Monitor performance and set performance objectives.
- Facilitate corporate decision making.
- Ensure compliance with all applicable laws.

Standards of Care - Statutory and Common Law:

- **Business Judgment Rule** - Requires Directors to act on an informed basis, in good faith and with an honest belief that the action taken was in the best interests of the organization. Directors are not permitted to delegate personal judgment.
- **Duty of Diligence** - Requires Directors to act in good faith with the care of an ordinary and prudent person in the best interests of the organization.
- **Duty of Loyalty** - Requires Directors to refrain from engaging in personal activities in such a manner to injure or take advantage of the organization.
- **Duty of Obedience** - Limits Directors to acting in accordance with the powers conferred by state law, articles of incorporation, bylaws and Board policies.

Specific areas of Oversight:

- **Financial** - Internal financial statements should provide meaningful and comprehensible information.
- **Internal Audit** - Assess business practices and risks.
- **Relationships** - Corporate sponsorships, major donors and community partnerships.
- **Major Business Transactions.**
- **Employment** and Executive Compensation.
- **Forward planning**, critical issues and new directions.

Best Practices for Board Management:

- Open process in board recruitment. Draw members from broader community.
- Orientation program
- Conflicts of interest policies
- Conduct periodic audit reporting focusing on specific areas of compliance.
- Receive regular briefings from the Executive Director.
- Establish board committees.
- Foster open discussion and debate.

Basic Responsibility and Functions:

- Periodically review the organization's mission and purpose.
- Select the Executive Director.
- Support and assess the Executive Director's performance.
- Ensure effective organizational planning (short and long-term).
- Ensure adequate resources.
- Manage resources effectively.
- Determine, monitor and strengthen the organization's programs and services.
- Enhance the organization's public standing.
- Ensure legal and ethical integrity and maintain accountability.
- Recruit and orient new Board members and assess Board performance.

Accountability:

The ultimate responsibility for the organization lies with the Board of Directors, which receives guidance from the Executive Committee, officers of the organization and the Executive Director.

BOARD MEMBER'S JOB DESCRIPTION**Responsibilities and Functions:****General Expectations:**

- Know the organization's mission, purpose, goals, policies, programs, services, strengths and needs.
- Suggest possible nominees to the Board who are clearly individuals of achievement and distinction and who can make significant contributions to the work of the Board and the organization's progress.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Avoid prejudging situations solely on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors. (All matters of potential significance should be called to the attention of the Executive Director and the Board President.)
- Follow trends in the organization's field of interest.
- Bring good will and a sense of humor to the Board's deliberations.

Meetings:

- Prepare for and participate in Board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at Board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the Board's Executive sessions and speak for the Board or organization only when authorized to do so.
- Suggest agenda items periodically for Board and committee meetings to ensure that significant, policy-related matters are addressed.

Relationship with Staff:

- Counsel the Executive Director as appropriate and support him/her through difficult relationships with groups or individuals.
- Any special request of the staff should be directed to the Executive Director.

Avoiding Conflicts:

- Serve the organization as a whole rather than any special interest group or constituency. Even if you were invited to fill a vacancy reserved for a certain constituency or organization, your first obligation is to avoid any perception that you "represent" anything other than the organization's best interests.
- Avoid the appearance of any conflict of interest that might embarrass the Board or the organization and disclose any possible conflicts to the Executive Director or Board President in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obliged to do so by law, regulation or custom.

Fiduciary:

- Exercise prudence with the Board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statements in order to assist the Board in fulfilling its fiduciary responsibility.

Fund-Raising:

- Give an annual donation.
- Assist the development committees and staff by implementing fund-raising strategies through personal influence with others (corporations, individuals, foundations).

Qualifications:

- A desire and commitment to serve the community with an overriding goal of strengthening the United Way of Leavenworth County and fulfilling its mission to the community.

Benefits:

- Increased awareness of local human and health service systems.
- A sense of community service through the overall process of identifying and addressing community needs through fund-raising and distribution of those funds.
- Networking on a professional level with other community leaders.

Time Commitment:

- Board members are elected for one three- year term. A term may be repeated.
- Board meetings are generally monthly and times are based on board preferences. Board meetings normally last 1 ½ to 2 hours.
- Committees meet as needed.
- Task Forces are generally ad hoc and require a minimum of three to four meetings.
- Board members are expected to regularly attend Board and Committee meetings.
- A Board Retreat is held annually, usually in the Fall.
- A full day Strategic Planning Retreat is held at least every three years.
- Board members are expected to attend the Annual Meeting and other special events and functions throughout the year, primarily during the Fall Campaign.

- Special Meetings and events are usually held on a weekday and during daytime working hours and/or between 7:30 AM - 7:00 PM.

Voting Policy – Voting by Electronic/Other Means (added 12-16-11)

- Email voting will not be used to revise the bylaws, or to establish or revise the yearly budget.
- If the chair deems it necessary to vote before the next scheduled board meeting, the chair will poll the board to determine if they are in favor of a vote without a meeting. If there is no objection, there will be an email vote. If some members believe discussion is necessary, a conference call will be scheduled. If some of the members believe a face to face meeting is necessary, it will be scheduled.
- If it is an email vote, Board members must vote within two business days of receiving the email.
- For ease of recording, all members are asked to “reply all” on an email vote.
- The status of all email motions (passage, denial, deferment or lack of action) will be ratified and recorded in the “Decisions in the Interim” section of the board minutes at the next regularly scheduled meeting of the board.

Copies of email votes will be kept with the Board minutes.