

# United Way Blackhawk Region Board of Directors Member Description

Directors may serve two consecutive, three-year terms

## Summary

United Way Blackhawk Region (UWBR) fights for the health, education and financial stability of every person in every community. Enacting dynamic and forward-looking strategies will help UWBR achieve its transformation to a community problem-solving organization. Resources garnered through community outreach and engagement enable UWBR to accomplish its mission of improving lives by mobilizing the caring power of communities.

The purpose of the volunteer Board of Directors is to provide strategic leadership and oversight that aligns with UWBR's mission and the standards of United Way Worldwide (UWW). As diverse representatives of the public, the board serves as the primary force to lead and direct the organization to the realization of its potential for service and fulfillment of its obligations to all its constituencies.

## Roles and Responsibilities

### STRATEGY & PLANNING

- Alongside 14 to 28 members, approve the organization's philosophy and review the board's and management's performance in achieving it.
- Annually review and approve the organization's plans for funding its strategy, financial goals and budget.
- Utilize nonprofit industry trends to assess changes in the local environment and modify or approve United Way's strategy accordingly.
- Approve policies related to governance of the organization, and attend at least one annual planning session.

### ORGANIZATION

- Hire, support and if deemed necessary or desirable, change the President & CEO; discuss with the Chair matters of concern related to him/her; annually approve the performance review of the President & CEO and establish his/her compensation based on recommendations of the Executive Committee and Chair of the Board.
- Be assured that the status of organizational strength and staff is equal to the requirements of the strategic vision, and ensure an executive management succession plan is properly provided.
- Approve policies related to governance of the organization, including but not limited to appropriate compensation and benefit policies and practices.
- Determine eligibility for and appoint Board Committees in response to recommendations of the Nominating Committee; propose a slate of directors and fill vacancies as needed.
- Annually review the performance of the Board and take steps (including its composition, organization, and responsibilities) to improve its performance.

**OPERATIONS**

- Review the results achieved by management as compared with the organization’s philosophy, annual and long range goals, and the performance of similar organizations.
- Be certain that the financial structure of the organization is adequate for its current needs and its long range strategy.
- Actively support the fund development plans of the organization in ways appropriate for board members including personally contributing funds.
- Approve major actions of the organization, such as capital expenditures and major changes in programs and services.
- Attend all regular and special board meetings and participate in the proceedings.
- Serve on at least one committee of the board and actively participate in the meetings and the work of that committee; prepare for all meetings by reviewing any advance materials.

**ACCOUNTABILITY & AUDIT**

- Be assured that the board and its committees are adequately and currently informed, through reports and other methods, of the financial condition of the organization and its operations.
- Ascertain that management has established appropriate policies to define diligently administering and enforcing those policies.
- Appoint independent auditors subject to approval by members.
- Review compliance with relevant material laws affecting responsible stewardship of the organization.

**CHAMPION**

- Drive United Way’s brand value, visibility and loyalty in the region.
- Help support calls to action to target stakeholders in ways that move them to give, advocate and volunteer.
- Aid United Way by leveraging limited resources through in-kind contributions, partnerships and sponsorships.
- Serve as a professional representative on behalf of United Way, championing the mission and ultimately strengthening United Way’s relationship with the community.

**Estimated annual time requirement**

- \* Attend monthly meetings & email communique
- \* Committee participation, special events, etc.

Approx. Hours  
10-15.5  
6-12  
**16-27.5 hours**

**TOTAL**