



Position Title: Board of Directors Position Description

Mission Statement: Creating and cultivating an unbreakable network of support.

Vision Statement: Healthy and resilient communities where all can thrive.

Position Overview: The Board of Directors is foremost a guardian of the UWKV core values on behalf of its stakeholders. The Board of Directors provides strategic leadership and vision through the creation of the strategic plan and policies, executed on by the president/CEO of the organization. The business of the organization is monitored by the Board of Directors. The Board has the authority and responsibility to assure that the purposes and goals of the Corporation are achieved.

The United Way of Kaw Valley Board of Directors is elected by the membership of the organization and works to ensure diverse representation from the service areas of Douglas, Jackson, Jefferson and Shawnee Counties. The Board of Directors sets the distribution formula for funds to be distributed through United Way's grant process. Board members serve without compensation and meet once a month.

The Executive Committee of the board is made up of officers from the Board of Directors and standing committee chairs from finance, resource development and advisory councils. The Executive Committee acts for the corporation on all matters requiring action between regular meetings of the Board of Directors. All formal actions of the Executive Committee are ratified by the Board of Directors.

Expectations and Responsibilities:

General expectations

1. Support the vision and mission by guiding strategic direction, as well as approving and ensuring appropriate policies and procedures
2. Select the President/CEO and empower her/him to administer operations, review performance annually
3. Enhance public standing by embracing the brand identity and serving as a goodwill ambassador
4. Attend and/or volunteer for key special events
5. Identify and cultivate the strategic nomination of new board members
6. Assess and improve board performance
7. Assess and improve organizational performance
8. Act as an official spokesperson only when authorized to do so by the President and/or Board Chair
9. Participate in board orientation, training, and evaluation sessions

Meetings

1. Attend no less than 8 monthly board meetings annually
2. Prepare for and actively participate during board meetings. Ask substantive questions and publicly support decisions of the board
3. Actively participate on at least one standing committee or sub-committee. Committee examples are: resource development, campaign, advisory councils, finance, strategic planning and volunteer engagement

Fiduciary Responsibilities

1. Establish policies and ensure accountability
2. Ensure legal compliance and ethical integrity
3. Approve operational budget annually
4. Regularly review and approve financial statements

Fund Raising

1. Ensure the adequacy and availability of community resources and relationships/networks

Ethics/Conflict of Interest and Confidentiality

1. Sign and adhere to the intent of the conflict of interest and code of ethics statement
2. Adhere to confidentiality policies

Location: Primarily in-person, with a hybrid option if unable to attend in person

Time Commitment: Board members are expected to attend as many monthly meetings as possible. Excused absences should be communicated to United Way staff prior to the board meeting. The executive committee may visit with any member missing more than three meetings in a calendar year as to continued participation.

Benefits:

- Opportunity to guide community impact work
- Opportunity to network with community leaders
- Opportunity to learn even more about the work of United Way

Supervision and Support: Support from the CEO. Board is required to comply with the requirements of United Way World Wide.

Orientation and Training: This volunteer position will receive an overall Volunteer Orientation to United Way of Kaw Valley at the beginning of their term. There will be opportunities to participate in annual trainings on different topic areas through your Board Portal. Monthly meetings may also provide training and support opportunities to allow the volunteer to remain current in best practices.

Signature

Date