

Cheboygan County United Way

LIVE UNITED



Board of Directors

Responsibilities and Expectations

Adopted by the Board: 09/29/2015

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Introduction

This Cheboygan County United Way document, entitled “Board of Directors: Responsibilities and Expectations” is intended to give current and prospective Board Members an overview of their roles and duties. While no single document can cover everything, the goal is to give Board Members a clear and forthright picture of the responsibility and commitment involved in being a member of the Board. Please pay particular attention to the individual Board Member responsibilities as outlined in Section II.

While a Board position comes with many responsibilities, being a member of the Cheboygan County United Way Board of Trustees can be an exceptionally fulfilling and rewarding experience. Thank you for your interest in United Way and for taking the time to carefully read the rest of this document.

Section I

10 Collective Responsibilities of the Board to Govern the

Cheboygan County United Way

1. **Provide Leadership in Planning:** Exercise leadership to establish CCUW mission, goals, and objective with regular planning. Monitor the plan with staff and evaluate fulfillment of objectives.
2. **Represent the Community:** Board members listen for community interests/needs/concerns and communicate them to the Board.
3. **Enhance CCUW's Public standing:** The Board should clearly articulate CCUW's mission, accomplishments and goals to the public and garner support from the community.
4. **Ensure Adequate Resources:** One of the Board foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. Raise funds through grants, contributions, and sponsorships by cultivating friends and donors as well as actively participating in fundraising campaigns and events.
5. **Provide Proper Financial Oversight:** Ensure good stewardship of community resources. Approve the budget, monitor financial statements of income and expenses and assure sound fiscal management. Follow CCUW fiscal policies and legal requirements.
6. **Provide Executive Director Oversight:** The Board hires the Executive Director. The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the CCUW. Supervise and evaluate the Executive Director through the Executive Committee. Hold the Executive Director accountable for the supervision of the CCUW; expect the Executive Director to keep the Board fully informed and inform the Executive Director when any methods or procedures do not meet with the approval of the Board. The Executive Director hires, supervises and evaluates all other staff or contractors.
7. **Establish and Monitor Policies:** Establish and monitor policies to define limits within which individual Board Members, committees, staff and volunteers must operate. Policies set rules for governance, personnel, fiscal management, as well as management of campaign, operations, programs and initiatives.
8. **Ensure Legal and Ethical Integrity and Maintain Accountability:** Assure the organization complies with all legal requirements for reports, filings, and good governance, and fulfills grants and contracts. Authorize signatures to grants and contracts. The Board is ultimately responsible for adherence to legal standards and ethical norms.
9. **Manage Governance:** Recruit and orient new Board Members, conduct Board business, appoint committees, assess Board performance, and continually develop the Board's capacity to govern.
10. **Determine, monitor and strengthen CCUW's programs and services:** Determine which programs are consistent with the organization's mission and monitor effectiveness.

Section II

Individual Board Member Responsibilities

1. **Serve:** Serve a 3-year term on the Board of Trustees, with the invitation to serve a second 3-year term. Some members will be asked to fill unexpired terms of others after which they may be invited to serve a subsequent 3-year term.
2. **Review:** Review and retain a copy of the CCUW Board Member binder which contains the mission statement, bylaws and other important information about CCCUW.
3. **Donate:** Each Board Member will contribute annually, what each member determines is a significant personal financial contribution. Board Members giving to CCUW should be on par with one's highest charitable priorities. As a Board Member and believer in the United Way, one should set an example for others to follow. Funders expect 100% of Board Members to contribute.
4. **Attend meetings:** Attend all Board meetings (12 per year). A board member may be replaced by the Board of Directors if said board member is unexcused for more than three scheduled meetings of the Board over the most recent 12-month period.
5. **Maintain confidentiality:** Maintain confidentiality of deliberations at CCUW meetings.
6. **Keep informed:** Keep informed about governance and activities and prepare for Board meetings by reviewing in advance agendas, reading minutes and other materials.
7. **Join a Committee:** Serve actively on at least one Board Committee. Attend all Committee meetings if possible. *Contact the Committee Chair in advance if need arises to miss a meeting.*
8. **Participate:** Participate actively in Board and Committee discussions and debates. Engage in the mission of CCUW and take on tasks as needed. Assist in the 3 year self-assessment with United Way Worldwide.
9. **Make Time for CCUW:** Expect to spend at least 3 hours per month on CCUW business, including meetings, preparation and tasks. Committee Chairs and Board Officers should expect more of a time commitment.
10. **Raise Money:** Actively seek corporate and individual donations to CCUW, or provide fellow Board Members or staff with introductions to contacts.
11. **Spread the Word:** Actively promote CCUW through professional and personal contacts. Be willing to appear in local media and make speaking engagements to promote activities of CCUW.
12. **Disclose:** Review and sign the CCUW Code of Ethics and Conflict of Interest policies annually.
13. **Plan ahead:** To attend any Board retreat/orientation/planning sessions that may arise from time to time. Normally 1 per year having to do with Strategic Planning.
14. **Recommend:** Suggest and recommend volunteers and Board nominees.

15. **Participate in Fund Distribution:** Not all Board Members sit on the Community Investment Committee but all members should pay close attention to the work of this committee. The investment of donated dollars is a very serious part of the work of the UWEUP and must be scrutinized carefully.
16. **Attend CCUW Events:** Attend and participate in special events. Being willing to work during preparations for and at CCUW events.
17. **Lead the Way:** consider becoming a Committee Chair or an officer of the Board. Officer positions include President, Vice-President, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary.
18. **Listen:** Listen carefully, and with an open mind, to other Board Members and staff.
19. **Ask questions:** Ask for clarification on any matter or material you do not understand, before making a decision. Actively participate in identifying a variety of opinions and options, before voting on Board matters.
20. **Educate yourself:** Seriously consider attending regional United Way conferences and/or meetings to learn more about the system.
21. **Assist Staff:** As individual volunteers in routine tasks, assist staff. When offering expert help, respectfully advise staff as needed. Refrain from supervising or directing staff. The full Board may act to instruct the Executive Director focusing on policies and results wanted, rather than means to achieve results. The Board President should represent the Board to the Executive Director and help monitor important tasks.
22. **Assess:** Help develop and actively participate in an assessment of the Board's performance.
23. **Be Accountable:** Be accountable by carrying out tasks and responsibilities that you agreed to fulfill.
24. **Notify:** If anything should occur during the year that would not allow you to keep these intentions, through the end of your 3-year term, of being a positive contributor to the Board, take the initiative to speak with the Board President.
25. **Have Fun:** Bring good will and a sense of humor to Board deliberation and CCUW activities.

Section III

Annual Affirmation of Service

As a Board Member of the Cheboygan County United Way, I am fully committed and dedicated to the CCUW mission:

Bringing Neighbors and Resources Together to Improve Lives.

I have read, understood and agree to the duties and responsibilities as outlined on the previous pages in the “Board of Directors: Responsibilities and Expectations” document. I will make Cheboygan County United Way one of my primary volunteer commitments, and understand the time, financial support, and leadership responsibilities of my involvement.

Signature

Printed Name

Date