

United Way of Columbia County

305 West 3rd St. (PO Box 538)

Rainier, OR 97048

Phone 503-556-3614

FAX 503-556-1855

E-mail: uwcc@hotmail.com

www.unitedwayofcolumbiacounty.com

BOARD MEMBER PROFILE

Date Completed: _____

Name: _____

Firm: _____ Title: _____

Address: (work) _____

City: _____ State: _____ Zip: _____

E-Mail: (work) _____

Work Phone: _____ Fax: _____ Cell: _____

Address: (home) _____

City: _____ State: _____ Zip: _____

E-Mail: (home) _____

Home Phone: _____ Fax: _____ Cell: _____

Date applying to United Way Board: _____

Briefly describe prior United Way experience:

Volunteer responsibilities with other organizations:

Interests, special skills or knowledge that may be useful as a board member:

(Each Board Member must be on either the Campaign or Marketing Committee.)

Personal Skills:

Marketing/Communications

Sales/Fund Raising

Budgets/Finance

Management

Board Development

Other

The United Way of Columbia Board is committed to the concept that United Way community partners provide vital human services and deserve our support. Our goal is for each board member to set a good example to the community by providing monetary support in addition to a strong commitment to volunteer service. This requires participation and attendance at meetings and special events in support of United Way of Columbia County.

United Way of Columbia County

Key information for prospective board members

1. Board membership is for three years with option to continue for another three years. Six years maximum. Board members must recruit replacements for themselves when leaving the board.
2. Meetings are held the second Thursday of each month. Meeting time is 6:00 PM until 8:00 PM unless otherwise scheduled. Executive Committee meeting normally precedes the regular meeting at 5:00 PM.
3. Meeting agenda's and information is emailed. This is done at least one week prior to the meeting date.
4. Meetings are held at the United Way office- 305 3rd West, (this is located in the Riverside Community Church) PO Box 538, Rainier, OR 97048 **PHONE:** 503-556-3614 **FAX:** 503-556-1855,

Email: uwcc@hotmail.com

Web site:>www.unitedwayofcolumbiacounty.com>

Directions: From South County travel highway 30 to Rainier. Turn left at the Chevron station. Go one block up the hill to stop sign. The United Way office is located in the school building on your left just across the intersection. We are in room 17. There will be someone there to let you into the building. There is parking available in front.

From North County or the Longview area travel highway 30 to Rainier. Turn right at the Chevron station. Go one block up the hill to stop sign. The United Way office is located in the school building on your left just across the intersection. We are in room 17. There will be someone there to let you into the building. There is parking available in front.

5. The meeting starts at 6:00 unless otherwise scheduled. They usually do not last longer than two hours.
6. Board members each donate \$20.00 to cover the cost of refreshments. Staff notifies the board when this fund is getting low.
7. In February & March during allocations there are often more meetings during the month. These are set as needed by the board and all members are asked to participate. This happens every two years.
8. Board planning retreat is scheduled between Feb and April annually. This is normally about 6 hours on a Saturday. This is when we set goals for the following year.
9. Change of officers is in May.(unless otherwise required by end of term or other circumstances)
10. The Executive committee consists of President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. All Board members must participate on either the Marketing or Campaign committees.
11. The Board of Directors has made the decision not to hold community volunteer celebrations at the end of campaign. During these difficult economic times. Letters, phone calls and one on one thanks will be given to all volunteers. Board members may also be requested to make thank you phone calls to donors.
12. The Board has made the decision not to hold Leadership events at this time. The Board is working on a combination special event and Leadership thank you.
13. United Way campaign official start date is September 1 and it runs through the Friday before Thanksgiving. We do accept donations year around, many companies run campaigns outside this timeline.

United Way of Columbia County History & Information Sheet
January 2017

Historically, United Way started 129 years ago in 1887 in Denver, Colorado, by a Priest, Episcopalian and Congregational ministers, and a Rabbi. During this gold rush period, Denver had a swollen population base, which remained even after a devastating fire. Those events spurred the four church leaders to pool their fund raising efforts, like never before, to meet the increased community needs. Distinctive to their fund-raising efforts was the concept of not only asking the rich, the "usual approach," but to ask everyone! Over the decades, United Way has evolved in response to each community's changing needs. Former names by which the United Way has been known are Community Chest and United Good Neighbors (U.G.N.). All United Ways are autonomous or self-governing and are not legally connected though a commonality exists in purpose and function.

United Way of Columbia County is in its 53rd year, having been incorporated in 1964. We were managed solely by volunteers the first 26 years. In 1992, the board approved the hiring of a part-time executive director and the opening of an actual office in St. Helens. A part-time administrative assistant was added in 1995 and in 2005 the Executive Director position was changed to full time to help keep pace with our fund-raising growth. Decommissioning of the Trojan Nuclear plant and increased costs to PGE for maintenance of offsite buildings required our move in April of 2002 to our current office.

Currently, our United Way has 10 volunteer board members from the community. They screen community partners, review community needs, and allocate the United Way funds to those agencies based on many factors. The board meets monthly and the staff carries out board policy and administrative details. The area programs funded by United Way are available to all qualifying residents of Columbia County.

Our mission is: ***"To increase the organized capacity of people to care for one another."***

We have 13 community partners and fund 17 different programs. These not-for-profit community partners have met certain criteria, financial and otherwise, to be listed as a community Partner. At allocation time in February, each program submits a detailed funding request. The volunteer board reviews their requests while looking for direct documentation that the program is both fiscally responsible and serving Columbia County residents. Since the charitable agencies are screened by the local United Way board of directors, you can give with confidence that your money will be spent wisely. Program funding requests always exceed the amount of money available by a large margin! Being a Community Partner does is not an entitlement to funding.

It is estimated that 2 in 5 individuals benefit from United Way contributions. They come from all social and economic groups, not simply low income. Look at the potpourri of partners and programs printed in our brochure. You will then realize that you or someone you know may have already accessed one or more of these programs for information or services!

United Way is very cost effective because it is run largely by volunteers. Paying even a portion of those volunteers would make the cost of doing business skyrocket. Without our fund-raising, the costs generated by the community partners to raise the same amount of money on their own would be tremendous. *What makes United Way successful are people and businesses working together for the common good of the community..* One hour's pay per month is considered a fair share donation and is given as a standard suggestion to donors, however more or less is certainly common. **"Support your local United Way"** is an ongoing theme because if United Way of Columbia County does not raise the money from residents and businesses in Columbia County we do not have funds to allocate! All money raised here is spent here to provide services for residents of our communities.

LIVE UNITED



United Way
of Columbia County

MISSION STATEMENT

Approved May 4, 1993

TO INCREASE THE ORGANIZED CAPACITY
OF PEOPLE TO CARE FOR ONE ANOTHER.



United Way
of Columbia County

BOARD MEMBER JOB DESCRIPTION UNITED WAY OF COLUMBIA COUNTY

Purpose: Together with other members of the Board, is responsible for determining United Way of Columbia County policy, developing an annual budget, determining, monitoring, and evaluating the goals and authorizing and taking responsibility for allocation of the general fund to community partners annually. Monitor and determine program eligibility. Assist with annual fundraising campaigns and events. Support the mission “To increase the organized capacity of people to care for one another.”

◇ **Policy Administration:**

- a. Ensures that the United Way of Columbia County operates within its by-laws.
- b. Proposes by-laws revisions.
- c. Adopts policies which determine the governing principles, functions and activities of the United Way of Columbia County.

◇ **Evaluation:**

Regularly monitors the activities of the United Way of Columbia County including committee work, community partner proposals and requests and United Way of Columbia County operation.

◇ **Community Relations:**

- a. Ensures that United Way of Columbia County community partner programs address community needs
- b. Market United Way of Columbia County to community employers, employees, donors, public bodies, etc.
- c. Serve as emissary of the United Way of Columbia County
- d. Assist with annual fundraising campaign and special events.

◇ **Personnel:**

- a. Executive Committee Evaluates Executive Director. Other staff reports to E.D.
- b. Approves personnel policies
- c. Participates in recruitment and development of board and committee members.

◇ **Finance:**

- a. Ensures the financial accountability of United Way of Columbia County
- b. Hires auditor and reviews annual audits as required.
- c. Oversees the ongoing process of budget development, approval and review.
- d. Ensures that adequate funds are raised to support United Way of Columbia County policies and Mission.
- e. Approves fiscal policies

◇ **Planning:**

- a. Sets and review United Way of Columbia County mission and goals.
- b. Plans for the United Way of Columbia county future, both long-term and short-term.
- c. Recruit Board members

◇ **Minimal Job Requirements:**

- a. A demonstrated interest, passion, and understanding of United Way of Columbia County and its Mission.
- b. Specific experience and/or knowledge in at least one of the following areas:
Human Resources, Planning, Finance, Community Relations, Organizational Operations, Volunteering at Health and Human Care organizations.
- c. Representative of some aspect or segment of the population in the community.
- d. A willingness to expand knowledge or board responsibilities through orientations and ongoing education.
- e. A willingness to represent the organization to the community
- f. Attendance and participation at board meetings, planning session, and community events.
- g. Four to ten hours per month may be distributed as follows: (hours may vary from month to month depending on time of year and activities being planned)
 - 1 - 4 Board meeting - preparation and attendance; a quorum is needed to conduct UW business
 - 1 - 4 Assistance with United Way of Columbia County annual campaign
 - 2-8 Participate, Plan, Attend Special Events-As each member has time.
 - 2 - 3 Committee meeting - preparation and attendance
 - 2 - 3 Service provider visitation, tours, board orientation
 - 1 - 3 Board education and training, and special requests

Signature

Date

Approved September 1998



United Way
of Columbia County

Conflict of Interest Questionnaire New Board Member Applicants

Please read and complete this form by answering the questions below. Check “yes” or “no” for each and sign with a date. A “yes”, doesn’t necessarily void your application for membership as a board member of United Way of Columbia County. However, full disclosure is necessary to avoid even the perception of a conflict of interest.

Do you have any financial interest in any corporation, partnership, business or association, which might influence your judgement, directly or indirectly, to your personal advantage or to the undue disadvantage of United Way of Columbia County?

Yes ___ No ___

Are you employed by or have a financial interest in any business with whom United Way might do business? (i.e.: own or employed by an office supply store)

Yes ___ No ___

Do you have an affiliation with any not-for-profit organizations we fund as a board member, employee or volunteer? (See our brochure)

Yes ___ No ___

You shall not accept any benefit, gift, personal favor, discount, money or entertainment on behalf of United Way of Columbia County the nature of which goes beyond those courtesies usually associated with accepted practice or which raises any implication that could be construed as affecting your judgement or decision-making process.

I agree to voluntarily provide in the future full disclosure to the board of any change in my answers to the above questions.

Signature

Date

If your answer is “yes” to any of the above situations, please state in detail on a separate sheet all of the facts which might seem to indicate a conflict of interest while serving on the board of directors for United Way of Columbia County.

The board will review this document, any accompanying “yes” statements, and the board member application. You will be notified within two weeks of the board meeting about your application status.



**UNITED WAY OF COLUMBIA COUNTY
Conflict of Interest and Confidentiality Policy**

Gifts, gratuities –Board members are not to accept gifts, gratuities, free trips, personal property or any other item of value from any outside person or organization as an inducement to influence board decisions.

Outside business or professional interests – We recognize that board members have outside business or professional interests. Neither Board members, nor their employers, shall benefit or profit in any way from United Way board decisions. Board members must disclose any conflict of interest involving an issue before the board and abstain from voting on this issue. Participation in the discussion may be done when requested.

Association with United Way Funded Organizations –Board members are usually people involved in their communities in ways other than through United Way. Board members shall ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately and will respect the privacy rights of all individuals in the performance of United Way duties. Board members must declare a conflict of interest if they sit on the board of any United Way funded organizations. Also, Board members must abstain from voting on issues pertaining to said not-for-profit. Board Members may only provide input when the board, during board discussion, requests it.

Personal Beliefs – We recognize that board members may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are conflict of interest if they prevent board members or staff from carrying out their job responsibilities. Board members shall not attempt to convince other board members or staff of their personal beliefs, if it conflicts with the United Way mission statement or philosophy.

Abuse of the board relationship – We believe that board members should not abuse their membership by using this not-for-profit's staff, equipment, materials, or property for their personal gain.

Signed and Acknowledged

Date

Approved 11/12/98



Board Service Commitment Pledge United Way of Columbia County

I, _____, recognizing the important responsibility I am undertaking in serving the Board of Directors of this organization, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member.

My role; I acknowledge that my primary role as a board member is (a) to contribute to the defining of the organization's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of board member and/or officer as stated in the bylaws.

My role: as a board member will focus on the development of board policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the administrator, who determines the means of implementation.

I Pledge:

1. My attendance at all meetings of the board and committees on which I serve.
2. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
3. To work with and respect the opinions of my peers who serve this board, and to leave my personal prejudices out of all board discussions.
4. To always act for the good of the organization and represent the interests of all people served by this nonprofit.
5. To represent this organization in a positive and supportive manner at all times.
6. To observe the parliamentary procedures and display courteous conduct in all board and committee meetings
7. To refrain from intruding on administrative issues that are the responsibility of management, except to monitor results.
8. To avoid conflict of interest between my position as a board member and my personal life. This includes using my position for the advantage of my friends, business associates, or other organizations for which I am involved with. If such conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict. It is important to advise fellow board members of even the possible perception of a conflict of interest.
9. To support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions.
10. To participate in (1) the annual board retreat, (2) board self-evaluation programs, and (3) board development workshops, seminars, and other educational events that enhance my skills as a board member.
11. To never exercise my authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
12. When I volunteer for the agency's administration, it is as an individual and therefore at the executive director's supervision, not as a board member.
13. To keep confidential information confidential.

If for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

Board Member Signature

Date

A BOARD MEMBER'S 10 BASIC RESPONSIBILITIES

1. Determine the organization's mission and purpose.

It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means and primary constituents served.

2. Select the chief executive.

Boards must reach a consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.

3. Provide proper financial oversight.

The board must assist in developing the annual budget, ensuring that proper financial controls are in place

4. Ensure adequate resources.

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.

5. Ensure legal and ethical integrity and maintain accountability.

The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

6. Ensure effective organizational planning.

Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goal.

7. Recruit and orient new board members and assess board performance.

All boards have a responsibility to articulate prerequisites for candidates orient new members and periodically and comprehensively evaluate its own performance.

8. Enhance the organization's public standing.

The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

9. Determine, monitor, and strengthen the organization's programs and services.

The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor the effectiveness.

10. Support the chief executive and assess his or her performance.

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

INDIVIDUAL BOARD MEMBER RESONSIBILITES

- ❧ Attend all board and committee meetings as well as functions, such as special events.
- ❧ Be informed about the organization's mission, services, policies and programs.
- ❧ Review agenda and supporting materials prior to board and committee meetings.
- ❧ Serve on committees or task forces and offer to take on special assignments.
- ❧ Make a personal financial contribution to the organization.
- ❧ Practice confidentiality regarding UW and Agency information.
- ❧ Participate in planning and attend community events held throughout the County.
- ❧ Inform others about the organization and act as an ambassador for the organization in public and private settings.
- ❧ Suggest possible nominees to the board who can make significant contributions to the work of the board and organization.
- ❧ Keep up to date on developments in the organization's field.
- ❧ Follow conflict of interest in confidentiality policies.
- ❧ Refrain from making special requests of the staff.
- ❧ Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- ❧ Follow through if you commit.