



UNITED WAY OF PETTIS COUNTY VOLUNTEER

POSITION DESCRIPTION

BOARD MEMBER

Service Commitment

Working within a community is an important personal commitment of time, talent, and treasure. In a show of support for United Way of Pettis County, each board member will serve a 3-year term, with 3 maximum consecutive terms. Each board member will:

- i. Do their utmost to attend all board meetings and at a minimum attend 75% of meetings (ex. 9 out of 12 meetings).
- ii. Participate in a minimum of two (2) United Way of Pettis County events each year (i.e., DEI Community Events, Fundraising Events, Kickoff, Day of Action, Annual Meeting, etc.).
- iii. Participate in United Way Board Development opportunities (i.e., webinars with United Way Online, Board Retreat, Strategic Planning, New Board Member Orientation, etc.).
- iv. Pledge Philanthropic Support by donating an annual gift that is personally significant to support the programming and sustainability of the United Way of Pettis County. **The min is \$200 annually.**
- v. Serve on, at least, one committee in addition to attending Board meetings.
- vi. Participate in fundraising activities and volunteer recruitment for United Way of Pettis County.
- vii. Represent the United Way of Pettis County in the community whenever possible, fostering the organizations ideals and promoting the work of the United Way of Pettis County.

Skills & Qualifications

Be Prepared:

- Be familiar with the organization's mission, purpose, goals, policies, strengths, and weaknesses.
- Prepare for and participate in Board and committee meetings.
- Faithfully read and understand the organization's financial statements.

Be Willing:

- Undertake special assignments willing and enthusiastically when asked.

Be Knowledgeable:

- Ask timely and substantive questions at Board and committee meetings consistent with your expertise, conscience, and convictions.
- Suggest agenda items to ensure significant policy-related matters are addressed.
- Assist with fundraising efforts by serving as a volunteer, contacting key leaders at companies and businesses, and adding personal influence and involvement with United Way of Pettis County as a means to “open doors”.

Be Aware:

- Monitor the effectiveness and impact of the Board’s decisions on larger community issues.

Be Supportive:

- Support the Board’s actions and decisions, accepting that a majority of the members agreed in principle and voted in the best interest of the organization.
- Support and evaluate the Executive Director. Counsel the Executive Director, as appropriate, to offer support in his/her relationships with groups and individuals.
- Advocate on behalf of the organization when appropriate within your sphere of friends, acquaintances, business, and community colleagues.
- Maintain confidentiality, as required, and speak on behalf of the organization when appropriate. Generally, the President and/or Executive Director are the main spokespeople for the organization.

Be Honest:

- Avoid any conflict of interest by announcing potential conflicts in a timely fashion.
- Maintain a sense of fairness and objectivity by operating ethically and with personal integrity.
- Serve the organization as a whole rather than a special interest.

Location:

501 E 17th St, Sedalia, MO 65301

Time Commitment:

2-5 hours per month

Benefits:

Invitation to UWPC Annual Thank You event

Having a direct impact in Pettis County which you live and/or work

Contact:

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