

Joining The Board

United Way
of Hernando



The United Way of Hernando County welcomes Board applicants. Please read the roles and responsibilities below, and fill out the United Way of Hernando County's *Potential Board Membership Application* for consideration.

Email your completed application to UW's Executive Director angie@UnitedWayHernando.org
The Board Development Committee will carefully consider your application.

ROLE OF THE BOARD

The United Way is one of the nation's largest charity by donations received, and we're proud to have an independent and local chapter in Hernando County. Board Members support the work of United Way of Hernando County and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director, the Board/Executive Director relationship is a strong partnership and the appropriate involvement of all Board Members is both valued and critical to success.

RESPONSIBILITIES

- Regularly attend Board meetings and important related meetings
- Making a commitment to participate actively in Board and Committee work
- Volunteering for United Way driven activities and events
- Willingly completing tasks, surveys, or providing requested feedback thoroughly and on time
- Staying informed about Board matters, preparing well for meetings, and reviewing and commenting on minutes and reports
- Getting to know other Board Members and building a collegial working relationship that contributes to consensus
- Being an active participant in the Board's annual evaluation and planning efforts
- Participating in fundraising for the organization and building corporate relationships
- Making a financial contribution to the organization at a level of personal significance that reflects a commitment to the organization

LEADERSHIP, GOVERNANCE, & OVERSIGHT

- Representing United Way of Hernando County to stakeholders; acting as an ambassador for the organization at events and in the community
- Ensuring United Way's commitment to a diverse Board and staff that reflects the community served
- Reviewing agenda and supporting materials prior to Board and committee meetings
- Serving as a trusted advisor to the Executive Director as they develop and implement the United Way of Hernando County strategic plan

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- Reviewing outcomes and metrics created by United Way for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Partnering with the Executive Director and other Board Members to ensure that the Mission and Board Action Items are carried out
- Approving United Way of Hernando County's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities, including Community Investment and Community Impact dollars
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and Board Development Committee in identifying and recruiting other dedicated Board Members

QUALIFICATIONS

- Individuals must embrace United Way of Hernando County's commitment to serve the local community in these areas of focus: **Health, Education, Financial Stability, and Basic Needs/Crisis Prevention**
 - Candidates will have leadership stature in business, government, education and/or philanthropy, and a track record of community leadership
 - Board Members will demonstrate skills that enable them to collaborate with and attract other well-qualified, high-performing Board Members, corporate Giving Campaigns, and additional opportunities that benefit United Way of Hernando County
- Ideal candidates will have the following qualifications:***
- A commitment to and understanding of United Way's beneficiaries, preferably based on experience or community interactions
 - Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
 - Personal qualities of integrity, credibility, and a passion for improving the lives of United Way clients and those we serve

BOARD TERMS & PARTICIPATION

- Board Members serve a consecutive (2) three-year term
- Board Meetings are held quarterly (August, November, February, May) at 4:00 PM and Board Members are expected to attend except when unavoidable conflicts exist
- Committee Meetings or additional special Board Meetings are held as needed to facilitate campaign planning and execution, grant decision-making, etc.

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Checklist for Serving on Community Boards

Before I say “Yes”

- _____ Do I know what a Board does?
- _____ Do I know what the United Way of Hernando County does?
- _____ Do I believe in the organization’s mission?
- _____ What can I bring to the organization?
- _____ Do I have the time and interest?
- _____ Can I make the meetings?
- _____ Do I have time to serve on at least one of the Committees?
- _____ What is the fiscal year of the agency?
- _____ Do they have adequate insurance?
- _____ Where do they get their donations?
- _____ Am I ready to be a community leader?

After I say “Yes”

- _____ Visit the United Way Office
- _____ Attend a New Board Member Orientation
- _____ Form a relationship with the Executive Director and Board Chair
- _____ Ask for organizational materials, brochures, budget etc. *if they are not voluntarily given to you*
- _____ Gain more knowledge on the structure of this Board
- _____ Gain a better understanding for what the Board’s relationship is like with the staff
- _____ Find out what goals and “Board Action Items” the United Way of Hernando County has that we will be working on while I serve on the Board

Some of the Basics

- _____ You will learn more about your local community and the people you serve: population, mobility, education, economy, resources, etc.
- _____ Become familiar with the organization’s financial statements.
- _____ Review the agendas prior to every meeting
- _____ Develop a working relationship with the organization’s staff

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Board of Directors: Expectations and Responsibilities

Be Prepared

- Be familiar with the organization's mission, purpose, goals, policies, strengths and weaknesses.
- Prepare for and actively 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 and Alert

- Follow trends in the areas of health and human services, as well as the changing conditions and needs of the community.
- Monitor the effectiveness and impact of the board's decision on larger community issues.
- Learn about the Partner Programs of the United Way and the services they provide.

Be Involved

- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, as well as a representative of the constituency you represent.
- Participate in the annual and long range planning process of the organization.
- Suggest agenda items to ensure significant policy related matters are addressed
- Assist with the fundraising effort by serving as a volunteer, contacting key leaders regarding campaigns in their businesses and adding personal influence and involvement with UW as a means to "open doors."

Be Supportive

- Support the board's actions and decisions, accepting that a majority of the members agreed in principal 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 relationship with groups and individuals.
- Advocate on behalf of the organization when appropriate within your sphere of friends, acquaintances, businesses and community colleagues.
- Maintain confidentiality as required and speak on behalf of the organization when appropriate. Generally, the Chair and 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 as a special interest. Personal interest in a funded agency must be secondary.

Be Generous

- Give an annual gift according to your personal means.
- Donate your Time, Treasures, and Talents to the many initiatives within the organization.
- Believe in the United Way method of investing; which benefits many local organizations and programs.