



POSITION DESCRIPTION

POSITION: **Member at Large of the Board of Directors**

REPORTS TO: The Southeast Iowa Community & The Executive Committee

PURPOSE:

Volunteer members of the Board represent the community served. Collectively they are legally responsible for the corporation, including financial and program accountability. They define and implement the mission, vision and values of the United Way based on their understanding of the assets, needs and goals of the Southeast Iowa area and its residents.

RESPONSIBILITIES:

- Assure the finances of the corporation are handled prudently and legally; approve and monitor the annual operating budget; approve allocations and grants; ensure compliance with tax and corporate law; establish and monitor financial policies and practices.
- Develop programs consistent with the mission, and evaluate their effectiveness in meeting stated goals.
- Select, support and review the performance of the Executive Director.
- Set the future vision of the organization, based on the mission and values established, and develop the work plan and measurements to assure the vision is met.
- Enhance the organization's image by understanding the mission, vision, values and goals and communicate them to the community.
- Develop and implement a board development process to recruit, educate, evaluate and recognize volunteer board members.
- Contribute with time and talent first, financially second.

QUALIFICATIONS:

Willingness and ability to:

- attend 12 scheduled board meetings/events - events may be on evenings or weekends
- serve as an active member of at least one external committee
- support and participate in the annual campaign
- prepare in advance for board and committee discussions and decision-making
- participate in annual and strategic planning
- listen to, learn about, and communicate with the community

TERM:

Three years with an option to serve a second term.