



United Way  
of Windham County

## Duties and Expectations of Board Members

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Board members are responsible for acting in the best long-term interests of United Way of Windham County (UWWC) and the community.

### **Each Board Member should have:**

- Knowledge of the community
- Commitment to UWWC mission, vision, and strategic directions
- Openness to learning
- A commitment of time:
  - Regular monthly board meetings -- attendance and preparations: 2.5 hrs per month for 10 meetings each year.
  - Volunteering at fund raising events: 6-10 hrs per year.
  - Additional meetings or assisting with campaign presentations: 5 hours per year.
  - Committee work -- varies widely depending on the committee, for example – Governance would be 5 hours per year; campaign committee could be up to 100 hours per year.
  - Committee Chairs and Officers of the Board attend monthly Executive Committee meetings: attendance and preparations: 2.5 hrs per month for 11 meetings each year.
- Residence or workplace in Windham County, VT.

### **Expectations of Board Members:**

- Know United Way's mission, vision, goals, policies, programs, services, strengths, and needs.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Follow trends in United Way's field of interest and keep informed.
- Bring goodwill and a sense of humor to the Board's deliberations.

### **Duties of Board Members:**

- Prepare for and attend all Board Meetings. (Attendance requirement – 75% of meetings).
- Work as a team member and support Board decisions.
- Abide by the by-laws, code of conduct and other policies that apply to the Board.
- Participate in the recruitment of new Board members.
- Participate in committee work.

- Keep informed about community issues relevant to the mission and objectives of United Way.
- Volunteer for fundraising events and/or campaign presentations.

**Meetings Participation:**

- Prepare for and conscientiously participate in Board and committee meetings
- Ask timely and substantive questions at Board and committee meetings.
- Maintain confidentiality of the Board's meetings and when confidential information is given to you.
- Suggest Board and committee meeting agenda items occasionally to Board leaders to ensure that significant, policy related, and strategic matters are discussed.