



## **POSITION DESCRIPTION AND RESPONSIBILITIES FOR MEMBERS OF THE BOARD OF DIRECTORS**

There has never been a more important time to serve as a member of the Board of Directors of United Way of Pierce County (UWPC). It is a time of great opportunity and great challenge. UWPC has completed its strategic framework and continues its transformation as an organization committed to making lasting change in the community. This transformation requires our Board members to be educated, be focused, be willing to take calculated risks and be willing to step up and support our work - philosophically, emotionally and financially.

We work from the heart to unite caring people to tackle our community's toughest challenges. We believe that the best way to create a thriving community is by making an early investment in our children. By focusing on removing barriers from the time children are born and during their early academic careers as well as stabilizing their families, we can help them break the cycle of poverty. We envision a compassionate, vital community where people have the education, resources and opportunities to achieve their potential. We lead the way by bringing people and organizations together that share our vision and have the will, passion, expertise and resources needed to solve community problems.

Serving as a member of the Board of Directors of United Way of Pierce County (UWPC) is an important community assignment that carries heavy responsibility. You have been asked to join the Board of Directors because you have skills, expertise and influence that will benefit UWPC and will further our mission, vision and goals.

### **Board Tenure**

Each Board member serves a three-year term with the possibility of extending service to a second three-year term. No Board member may serve more than six consecutive years unless he/she is in a leadership position as a member of the Executive Committee. Board members may be invited to come back on the board after a one year absence at the end of their 6 consecutive years on the Board.

### **Key Functions**

Members of the Board of Directors exercise conduct and control the powers, property, and affairs of UWPC.

1. Board members set strategic direction for UWPC and oversee the pursuit and attainment of the agency's goals and objectives.
2. Board members adopt policies that determine the purposes, governing principles, functions, activities, and courses of action of UWPC. Board members set policy parameters within which the President establishes procedures to operate.
3. Board members are responsible for ensuring that proposed programs and projects are consistent with strategic direction and enjoy broad-based support in the community.

---

## **RESPONSIBILITIES**

In order for UWPC to accomplish its goals, the Board of Directors must support our work and take an active role. The following guidelines have been developed to help you understand the expectations of you as a member of the Board:

- Recognize that serving as a member of the Board is a serious responsibility. The Board of Directors serves as the governing body for UWPC. Board members provide legal, fiduciary and fiscal accountability.
- Educate yourself so that you are able to understand, embrace and articulate the values, vision, mission and work of UWPC.

- Be engaged!
  - Attend Board meetings in order to maintain a strong connection to and understanding of UWPC
  - Actively serve on one or more committees or task forces
  - Attend and support activities and events
  - Participate in Board Orientations, Board Retreats, trainings, briefings, etc.
- Provide your specialized expertise, talents and skills to UWPC.
- Recognize the essential role that you, as a member of the Board, play in enhancing the development of financial resources by being an active and engaged participant in fundraising strategies, cultivation and solicitations.
- Use your personal influence to aid UWPC in expanding and deepening its base of financial support through your own corporate, personal and community networks
- Make a personal financial contribution to UWPC during each year of service on the Board. The amount of that contribution will be at your discretion, but it is recommended that it be at least at the leadership level of \$1,000. It is expected that Board members give an unrestricted gift to be managed by UWPC and invested in our work
- Board members are strongly encouraged to become members of one or more of our affinity groups: Tocqueville Society, Leadership Circle, Women’s Leadership Council and Emerging Philanthropists
- Ensure strong corporate financial support for UWPC. Ensure that your company or organization runs a successful internal United Way campaign, makes a corporate contribution, and provides needed sponsorships/underwriting of events and activities
- Cultivate employees, friends and colleagues to become members of one or more of our affinity groups: Tocqueville Society, Leadership Circle, Women’s Leadership Council and Emerging Philanthropists
- Use your personal and professional influence with members of the State Legislature, our Congressional delegation and other elected and appointed officials to further UWPC’s public policy agenda
- Support United Way by providing or arranging for needed in-kind services, such as training, legal services, etc.
- **LIVE UNITED** by being a **CHAMPION** for United Way of Pierce County in the community and make the promotion of UWPC a high priority in all your personal and professional dealings!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UWPC Board Chair

\_\_\_\_\_  
Date