

## Introduction

This policy is intended to give current and prospective Board Members an overview of the roles and duties of the Board and Board Members. While no single document can cover everything, the goal is to give Board Members a clear and forthright picture of the responsibility and commitment involved in being a member of the Board.

While a Board position comes with many responsibilities, being a member of the United Way of Lincoln County (UWLC) Board can be an exceptionally fulfilling and rewarding experience.

This listing of board member responsibilities and expectations if followed by the fiduciaries will steer the UWLC towards a sustainable future.

## Responsibilities of the Board to Govern

- A. Ten (10) Collective Responsibilities of the Board to Govern the United Way of Lincoln County
  1. Provide Leadership in Planning: Exercise leadership to establish UWLC mission, goals, and objective with regular planning. Monitor the plan with staff and evaluate fulfillment of objectives.
  2. Represent the Community: Board members listen for community interests/needs/concerns and communicate them to the Board.
  3. Enhance UWLC's Public standing: The Board should clearly articulate UWLC's mission, accomplishments and goals to the public and garner support from the community.
  4. Ensure Adequate Resources: One of the Board foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. Raise funds through grants, contributions, and sponsorships by cultivating friends and donors as well as actively participating in fundraising campaigns and events.
  5. Provide Proper Financial Oversight: Ensure good stewardship of community resources. Approve the budget, monitor financial statements of income and expenses and assure sound fiscal management. Follow UWLC fiscal policies and legal requirements.

6. Provide Executive Director Oversight: The Board hires the Executive Director. The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the UWLC.
7. Supervise and evaluate the Executive Director through the Executive Committee: Hold the Executive Director accountable for the supervision of the UWLC; expect the Executive Director to keep the Board fully informed and inform the Executive Director when any methods or procedures do not meet with the approval of the Board. The Executive Director supervises and evaluates all other staff or contractors.
8. Establish and Monitor Policies: Establish and monitor policies to define limits within which individual Board Members, committees, staff and volunteers must operate. Policies set rules for governance, personnel, fiscal management, as well as management of campaign, operations, programs and initiatives.
9. Ensure Legal and Ethical Integrity and Maintain Accountability: Assure the organization complies with all legal requirements for reports, filings, and good governance, and fulfills grants and contracts. Authorize signatures to grants and contracts. The Board is ultimately responsible for adherence to legal standards and ethical norms.
10. Determine, monitor and strengthen UWLC's programs and services: Determine which programs are consistent with the organization's mission and monitor effectiveness.

**B. Twenty-four (24) Individual Board Member Responsibilities**

1. Serve: The members of the Board of Directors shall serve for a term of three years, beginning at the start of the fiscal year, and shall be eligible for re-election for one additional term. After serving two consecutive terms (six years), a Director shall not participate as a member of the Board for at least one year; thereafter, such person is eligible for re-election for two additional terms.
2. Review: Review and retain a copy of the UWLC Board Member notebook which contains the mission statement, bylaws and other important information about UWLC.

3. Attend meetings: Attend all Board meetings. If attendance is not possible Board Members should notify the Executive Director prior to the meeting. A Trustee may be replaced by the Board of Trustees if said Trustee is unexcused for more than three scheduled meetings of the Board over the most recent 12-month period.
4. Maintain confidentiality: Maintain confidentiality of deliberations at UWLC meetings.
5. Keep informed: Keep informed about governance and activities and prepare for Board meetings by reviewing in advance agendas, reading minutes and other materials.
6. Join a Committee: Serve actively on at least one Board Committee or Task Force. Attend all Committee meetings if possible. Contact the Committee Chair in advance if need arises to miss a meeting. Serving on the Executive Committee does not count toward one's committee obligation.
7. Participate: Participate actively in Board and Committee discussions and debates. Engage in the mission of UWLC and take on tasks as needed.
8. Make Time for UWLC: Expect to spend at least 2-4 hours per month on UWLC business, including meetings, preparation and tasks. Committee Chairs and Board Officers should expect more of a time commitment.
9. Raise Money: Actively seek corporate and individual donations to UWLC, or provide fellow Board Members or staff with introductions to contacts.
10. Spread the Word: Actively promote UWLC through professional and personal contacts. Be willing to appear in local media and make speaking engagements to promote activities of UWLC.
11. Disclose: Review and sign the UWLC Code of Ethics and Conflict of Interest policies annually.
12. Plan ahead: To attend any Board retreat/orientation/planning sessions that may arise from time to time.
13. Recommend: Suggest and recommend volunteers and Board nominees.

14. Participate in Fund Distribution: Not all Board Members sit on the Allocation Committee but all members should pay close attention to the work of this committee. The investment of donated dollars is a very serious part of the work of the UWLC and must be scrutinized carefully.
15. Attend UWLC Events: Attend and participate in special events. Being willing to work during preparations for and at UWLC events.
16. Lead the Way: Consider becoming a Committee Chair or an officer of the Board. Officer positions include President, Vice-President and Treasurer.
17. Listen: Listen carefully, and with an open mind, to other Board Members and staff.
18. Ask questions: Ask for clarification on any matter or material you do not understand, before making a decision. Actively participate in identifying a variety of opinions and options, before voting on Board matters.
19. Educate yourself: Consider attending regional United Way conferences and/or meetings to learn more about the system.
20. Assist Staff: As individual volunteers in routine tasks, assist the staff. When offering expert help, respectfully advise staff as needed. Refrain from supervising or directing staff. The full Board may act to instruct the Executive Director focusing on policies and results wanted, rather than means to achieve results. The Board President should represent the Board to the Executive Director and help monitor important tasks.
21. Assess: Help develop and actively participate in an assessment of the Board's performance.
22. Be Accountable: Be accountable by carrying out tasks and responsibilities that you agreed to fulfill.
23. Notify: If anything should occur during the year that would not allow you to keep these intentions of being a positive contributor to the Board, take the initiative to speak with the Board President about a voluntary resignation to allow another to serve who is able to be fully involved.
24. Have Fun: Bring good will and a sense of humor to Board deliberation and UWLC activities.

## **Board and Board Member Responsibilities and Expectations**

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*Policy Code:*

**104**

On an annual basis, the Board and Board Member Responsibilities and Expectations Certification, Attachment 1, will be read, signed, and dated.

### **Attachments**

#### **Attachment 1 - Board and Board Member Responsibilities and Expectations Certification**

References:

Cross References:

Adopted: 12/12/19

Revised:

**REVISION HISTORY**

<b>REVISION NUMBER</b>	<b>DATE</b>	<b>COMMENTS</b>
0	12/12/19	New

**(YEAR) Board and Board Member Responsibilities and Expectations Certification  
Procedure 104 - Attachment 1**

As a Board Member of the United Way of Lincoln County, I am fully committed and dedicated to the UWLC Mission and Values:

**Mission**

United Way of Lincoln County (UWLC) is committed to the highest ethical standards. Based on the unique trust placed in UWLC to serve the public good, we have a special obligation to act ethically. The Code of Ethics is based on our mission and guided by our fundamental core values: Integrity, Impact, Volunteerism, Inclusiveness and Leadership.

**Values**

- We convene and partner with local businesses, government, and community-based nonprofits to solve problems in a holistic and sustainable manner.
- We begin by building on strategies that are known to be effective. To those strategies we add innovations that launch our community in a forward motion.
- We provide assistance, oversight, and leadership development to strengthen the capacity of our nonprofit partners.
- We rigorously evaluate our programs and make course-corrections when necessary.
- We work with policy makers to advance county-wide changes that support Lincoln County citizens in overcoming poverty and achieving their potential.

I have read, understand and agree to the duties and responsibilities as outlined in Board and Board Member Responsibilities and Expectations policy. I will make United Way of Lincoln County one of my primary volunteer commitments, and understand the time, financial support, and leadership responsibilities of my involvement.

Print name, sign, and date in the spaces below.

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<b>Name (Printed)</b>	<b>Signature</b>	<b>Date</b>
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