



Board Member Position Description

As a director of the UWCA, you will play a crucial in governing in the organization and ensuring the mission, vision and values are upheld.

KEY RESPONSIBILITIES

- Be informed of and embrace the mission and vision and values
- Assist in the development of the United Way of Central Alberta's Strategic Plan and assist in carrying it out
- Be informed and assist in ensuring the bylaws are upheld
- Be informed and ensure that the UWCC Standards of Excellence are met
- Model and champion the United Way's values inside and outside the organization and ensure congruence between values and actions.
- Be respectful and confidential of all information gathered through board work(sign an oath of confidentiality)
- Bring your own training, skills and experience to all board decisions
- Attend all board meetings and notify the chair if you are unable to attend
- Practice due diligence by being prepared for meeting and follow through on any committee work
- Declare a conflict of interest where appropriate (Refer to the UWCA Code of Conduct)
- To advocate within your sphere of influence for the commitment, resources and involvement needed to achieve specific results
- Be informed of community needs and social trends and bring these perspectives to bear on board discussions and decisions
- Be informed and support the Community Impact Model of Investing.
- Serve as a public advocate and ambassador for the United Way of Central Alberta

COMMITMENT/OBLIGATIONS: **Member's time investment will be leveraged judiciously.**

- A member will serve a maximum of six years as a director (three terms x 2 years)
- The Board meets on a monthly basis (generally the third Thursday of the month) and the expectation is for members to attend all meetings and notify the chair if unable to do so. (except for summer months)
- Members shall be expected to serve on at least one committee of the board after their first year on the board
- Members are also expected to attend bi-annual retreats and the AGM
- Members are encouraged to attend and represent the Board at United Way Events ,such as Town Hall Meetings, Community Consultations, Campaign Events and Workshops

SUPPORT AND TRAINING:

- All new members will receive the UWCA Board Member orientation within four months of beginning as a Director.
- If so desired, a new member will also be assigned an experience Board mentor.

REVISION HISTORY

The following information documents at least the last 3 changes to this document with all the changes listed for the last 6 months.

Date	Revised by	Changes
Dec 2012	Nominating Cte	Created draft for Governance Cte discussion
Jan 2013	CEO	Created final draft for Board Approval