

Volunteer Roles and Responsibilities – Division Chair

Job Title: Campaign Cabinet Division Chair

Reports to: Campaign Chair(s)

Commitment: April – August: 7 – 10 hours per month
September – December: 3 – 5 hours per month
January - Thanks and Recognition – 2 – 4 hours

Purpose: Division Chair is a key volunteer who is responsible for recruiting Account Executives, setting up account calls with select companies and supervising the overall success of a specific division within the campaign structure.

Time frame & Key Meetings

- April to January
- Organizing and planning Division meetings
 - *recommended approx. 1 per month with Division Team*
- Attending Campaign Cabinet meetings
 - 1 per month April – December (not July)
- Attending campaign events through the course of the campaign

Reporting Relationships

- Reporting to the Campaign Chair, Division Chairs report on developments and progress within their divisions to keep the Cabinet informed of progress.
- Supported by Resource Development staff.

Qualities to ensure success

- Connections with other business and community leaders
- Knowledge of industry trends and opportunities
- Committed to United Way's mission
- Leadership & dedication
- Communication and motivational skills
- Planning & analytical skills
- Attention to detail

Responsibilities

- Recruiting Account Executives
- Planning strategies specific to the division
- Working with the Cabinet to achieve the annual campaign goal
- Monitoring the progress of division results
- Working with staff to analyse these results and keep Campaign Chair(s) informed
- Identifying areas of potential and challenge and work on solutions
- Arranging, or ensuring Account Executives arrange face to face corporate calls on identified accounts
- Working on strategies for corporate account calls when necessary
- Attending, or ensuring Account Executives attend corporate account calls
- Sending follow up communication to corporate account calls
- Troubleshooting on identified accounts
- Identify potential new accounts

DIVISION CHAIR TIMELINE

Your Role:

Use your experience and network to recruit, monitor and provide leadership to a strategic, committed division team to raise money for our community.

ACTION	COMPLETED BY
Meet with your United Way staff partner to discuss specifics of your role	April
Recruit and provide leadership to a strategic, committed team of Account Executives	April - May
Participate in Cabinet orientation/training	April
Participate in monthly Cabinet meetings	April - December
Participate in Account Executive orientation	April/June
Identify growth areas within the accounts and industry assigned, and build strategies and goals for achievement	April/August
Together with Staff Partner assign accounts to strategic Account Executives	April/June
Host Division Team meetings to motivate your volunteers	April – December
Participate in strategic CEO calls, along with United Way staff	April - September
Employee Campaign Events (Kick offs and Wraps) – Key accounts	September - November
Participate in Mid-Campaign Critique Employee Campaigns Wrap Up	November November - December
Arrange appropriate recognition for your Division Team	December – January
Be available for Employee Award presentations, cheque presentations or thank you's as required	December - February