[](http://caunitedway.ca/)

**MISSION STATEMENT**

*To improve the lives and build community through engagement and mobilized collective action*

**VISION**

*To be a recognized as a trusted leader and*

*partner in building strong resilient communities*

**VALUES AND GUIDING PRINCIPLES**

**Accountability**

We value individual and organizational accountability to our community’s needs and stewardship of resources.

**Trust**

We value and foster an environment of trust by demonstrating respect and integrity.

**Collaboration**

We value collaboration to create new ideas, enhance opportunities and build relationships.

**Sustainability**

We value sustainability to ensure the resiliency of our organization and those we support.

**Volunteerism**

We value the input and the skills of our volunteers and the valuable contribution they make to the organization.

**Roles & Responsibilities of Board Members**

**In General**

You are asked to:

* Understand the organizations’ mission and mandate, and Strategic Plan be aware of issues and keep up to date on trends in the community that might affect these issues
* Ensure that the organization’s legal affairs are in order, know the board’s legal obligations and make sure that they are upheld
* To understand and, if necessary, query all financial and budget matters
* Keep board discussions confidential
* Bring your own training, skills and experience to all board decisions

**Board Meetings**

You are asked to:

* Attend all board meetings, and notify the President or CEO if you are unable to attend
* Prepare for meetings by reading minutes, reports, briefings and preparatory material
* Participate actively in the meetings by asking questions to clarify issues; by expressing your views; by listening and considering the views of others; by changing your opinion if the situation warrants; and by making decisions
* Complete any tasks or assignments you accept at board meetings or from the Chair on behalf of the board
* Abide by the support and decisions of the board. (In instances where you strongly oppose decisions of the board you may wish to formally register your opposition, but your obligation to support the decision outside the board meeting remains the same)

**Committees**

You are expected to:

* Participate on one or more committee
* Prepare for, attend and actively participate in committee meetings
* Work with other committee members to carry out any committee tasks between meetings

**Other Tasks**

The board or the President may periodically request you undertake specific responsibilities. These may include:

* Assisting with fundraising, or use your networks to assist with opening doors for prospecting activities
* Public speaking
* Meeting other agencies, funders, legislators
* Giving advice and assistance to staff in areas where you have expertise

**Guidelines for Minimizing the Risks of Personal Liability**

**For Board Members**

**Individual Responsibility**

1. Regularly attend board meetings
2. Read the minutes of the board meetings
3. Be familiar with the organization’s purpose, objectives, goals and programs
4. Satisfy yourself that the organization is fulfilling the requirements of its bylaws and those of Revenue Canada

**Financial Responsibility**

1. Become familiar with your organization finances, including the budget and budget process
2. Know who is authorized to sign cheques and for what amount
3. Be sure that the organizations books are audited on an annual basis by a reputable firm of charted public accountants
4. Be certain that policies are written in a clear and unambiguous manner and are acted on
5. Insist that there are clear personnel policies, including job descriptions and annual staff evaluations
6. Insist that nomination and membership procedures set out in the bylaws are followed
7. Be sure your organization has a policy on volunteer responsibility, authority, and eligibility
8. Question all matters concerning policy and practice

**Responsibility for Public Profile**

1. Discover how the organization is viewed in the community. Scrutinize and monitor any publications put out by the organization

**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.