

# **UWDA Brief Committee Descriptions**

## **Committees**

### **Executive Committee**

The Executive Committee shall consist of all the Officers of the Corporation. The Executive Committee shall meet on call of the President or the Vice President. It shall be the duty of this committee to conduct the affairs of the Board of Directors between meetings of the Board as permitted by law.

### **Community Impact Steering Committee**

The Community Impact Steering Committee shall over-see, review and make recommendations to the Board concerning and undertake activities regarding community needs and assessment, agencies and programs, impact initiatives, community outcomes and other matters relating thereto. Leaders from the Community Investment Panels and Community Solutions Partner Panel will sit on this Committee and report to the group from their individual committee and panels.

### **Community Investment Groups**

DuPage Area investment panel volunteers/leaders represent the 29 communities served by United Way of the DuPage Area. These volunteers are a diverse group of community leaders and DuPage Area board members who plan for, make funding recommendations on, and evaluate programs that provide assistance to those who live and work in DuPage County.

Responsibilities Include:

- Participate in training to become familiar with DuPage Area's strategic focus and investment process
- Regularly attend and participate in funding review meetings and site visits;
- Review program materials and presentations in advance of meetings and/or site visits; day hours only
- Embrace diverse cultures and viewpoints; and,
- Represent DuPage Area's perspective clearly and tactfully.

These panels are currently represented as Children & Youth, Vulnerable Populations, Self-Sufficiency and Venture Funding. Volunteers on these panels are recruited at the beginning of each cycle of funding.

### **Community Solutions Partner Panel**

DuPage Area Community Solutions Partner Panel volunteers represent the 29 communities served by United Way of the DuPage Area. These volunteers are a diverse group of community leaders who play an active role in providing community solutions through community engagement.

Responsibilities:

- Participate in training to become familiar with DuPage Area's strategic focus;
- Regularly attend and participate in meetings;
- Embrace diverse cultures and viewpoints; and,
- Represent DuPage Area's perspective clearly and tactfully.

## **Resource Development Steering Committee**

The Resource Development Steering Committee shall provide planning, oversight, monitoring, direction and involvement in all local campaign areas. This shall include but not be limited to strategies, plans, timetables, techniques and costs. This committee shall also oversee all community awareness, campaign cabinet and honorary board member activities.

## **Community Awareness Team**

The UWDA Community Awareness Committee is charged with the task of building a visible community presence in the cities served in UWDA's area. The committee will focus on educating the public of the community impact agenda and of the UWDA's redefined role as a community solutions partner.

## **Campaign Cabinet**

The Campaign Cabinet plays a critical role in the success of the campaign. Your commitment and generosity to United Way inspires others to get involved, lend their support and provide critical financial resources. It's an opportunity for you to go out into the community, share your expertise and experience and garner visibility for you and your company or organization's philanthropic efforts.

## Key Roles

- Call upon DuPage area companies and individuals and garner their support for the 2007 campaign in order to increase the financial resources necessary to help UWDA build community.
- Share the United Way message with business associates, friends and neighbors in support of UWDA attaining its 2007 fundraising goal.
- Build and increase a solid foundation of support for the United Way movement in the current year and for years to come.

## **Volunteer Outreach and Development Committee**

Prior to the Annual Meeting, the Volunteer Outreach and Development Committee shall submit a slate of candidates for election to the Board of Directors. The slate of candidates shall include both officers and new directors. The Committee shall also seek out prospective Board Members for future nominations, and shall nominate persons to vacancies that arise during the year. The Committee shall be responsible for the orientation of new Board members and ongoing education of all directors and officers as to the purposes of the organization and their responsibilities as members. The committee will be active year round.

## **Finance Committee**

The Finance Committee will oversee all financial areas regarding the Board. This may include monthly and annual reports, the annual operating budget, all investments, analysis of agency audits and assistance with other financial aspects as assigned.