



Board Member

Position Description

Purpose & Scope of Work:

The Board oversees the organization's overall governance, strategic direction, and program management. It makes all final decisions on financial matters, community investments, and strategic issues, while also offering support to the Executive Director and staff in the organization's operations.

Board Member responsibilities Include:

- **Strategic Planning:** Develop and refine the strategic goals and objectives of the organization.
- **Governance:** Oversee operations and ensure adherence to legal and ethical standards, including fiduciary duties. Establish organizational policies, priorities, and goals. Hire, assess, and manage the President.
- **Financial Stewardship:** Examine and endorse budgets, financial reports, and fundraising plans to maintain the organization's financial well-being.
- **Fundraising and Development:** Engage actively in fundraising activities, such as donor engagement, corporate and foundation conversations, and special events.
- **Community Engagement:** Represent the organization as an ambassador, fostering relationships with stakeholders, elected officials, external partners, and the wider community.
- **Advocacy and Public Relations:** Promote the mission and objectives of the organization, enhancing awareness and fostering favorable public relations.
- **Board Development:** Engage in board meetings, committees, and training to improve governance practices and the effectiveness of the board. Recruit and mentor new board members.
- **Evaluation and Impact:** Assess the impact of programs and initiatives to ensure they align with the mission and objectives of the organization. Communicate the community changes brought about by United Way's efforts.

We ask you to commit to:

- Attend 80% of monthly 1.5-hour Board meetings and the day-long annual retreat.
- Review the board packet prior to each meeting.
- Participate in one board committee by attending monthly hour-long meetings.
- Learn about community issues, analyze data, and consider system-wide solutions.
- Engage in open and honest discussions on community issues and potential solutions.
- Demonstrate a commitment to open communication and shared decision-making.
- Uphold principles of equity, inclusion, justice, and diversity.
- Facilitating connections for potential program or organizational partnerships.
- Take an active role in the annual fundraising campaign.

- Support the agency advocacy efforts through outreach to your elected officials.
- Respond to staff requests for involvement and support as needed.
- Adhere to the agency's Code of Ethics and Conflict of Interest policies.

You bring with you:

Personal experiences or in-depth knowledge in one or more of the following areas:

- Business processes and relationships
- Community issues and social services in Snohomish or Island County
- Education
- Financial Management
- Fundraising and Community Engagement
- Government and Public Policy
- Health Delivery
- Human Resources
- Legal
- Media and Public Relations
- Organized Labor
- Public Safety
- Social Services
- Strategic Planning
- Technical Operations Management
- Volunteer Management
- Youth Engagement

Influence with:

- Business/financial industry
- Elected community leaders
- Government agencies
- Labor Organizations
- Media organizations
- Minoritized and underserved communities
- Other nonprofit organizations

Location & Meeting Time:

Board meetings are held from 7:30-9am on the 3rd Tuesday of each month at the United Way of Snohomish County office (3120 McDougall Ave., Ste. 200 Everett, WA 98201). We offer a Zoom Link to allow virtual attendance. Specific dates and times are set on an annual basis.

Committee Size & Composition:

Board members are expected to participate in one or more committees, alongside their responsibilities on the full board. Committees include:

- Executive Committee – This elected leadership group of the board sets the agenda for regular meetings, tackles emerging issues, and provides supervision and structure to the President.
- Finance Committee – Responsible for reviewing monthly financial statements, establishing fiscal policies, and overseeing audits and financial reporting.
- Advocacy Committee – Analyzes new legislation at local and state levels to determine potential alignment or conflict with United Way's mission, contributes to the creation of the annual policy agenda, and represents the organization in Olympia on Lobby Day.
- Fund Development Committee – Evaluates the annual fundraising strategy and aids its execution by actions such as facilitating introductions, participating in meetings with funders, and promoting time-sensitive campaigns.

Individuals who are not on the board are also invited to share their expertise by serving on all but the Executive Committee.