

## United Way of Colquitt County Committees

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Proposed 6/2017 to correlate with Strategic Plan 2018-2020

### Executive Committee

The Executive Committee meets as needed between Board meetings concerning the following:

- Administrative Budget
- Board meeting agenda and organization leadership
- Executive Director's Evaluation (November-December)
- Crisis situations between Board meetings
- Any other situation as charged by the Board
- Reviews requests for the United Way Emergency Fund
- Oversight of implementation of Strategic Plan
- Maintains strong staff and volunteer leadership

### Committee Composition

The Executive Committee (EC) shall be composed of the officers of the Board: President, Vice President/Campaign Chair, Secretary, and Treasurer, as well as the Immediate Past President, plus any other directors so appointed by the President who chairs the EC.

### Board Development Committee

The Board Development Committee (BDC) of the United Way of Colquitt County shall assure that the Board represents the diversity in the communities served and includes members with expertise and experience needed on a volunteer Board of Trustees. The BDC is also responsible for ongoing Board education, New Member Orientation, and in-service activities.

### Responsibilities

- To develop and implement new Board Members' orientation
- To develop and implement annual board retreat
- To confirm eligible Board members for re-election
- To nominate new Board members
- To nominate Board officers
- To continue Community Impact plan
- To develop a list of possible board members with expertise and experience needed
- To annually review the Bylaws and make recommendations to the board for any changes

### Committee Composition

The Board Development committee shall be composed of a minimum of three to five individuals from the UWCC Board, with the Executive Director serving ex officio. When possible, the Past President will serve as chair.

### Events Committee

The Events Committee is responsible for planning and implementation of Day of Action, Campaign Kickoff, the Annual Awards Celebration, and other special events which may be planned during the year.

### Responsibilities

- To design and implement each event
- To choose the timing of each event
- To recruit participants as needed
- To design and implement a Marketing /PR plan for each event
- To design and implement appreciation activity for the volunteers involved after each event.
- To evaluate each event and process and strategize for future events

### Committee Composition

Members of the community, Campaign Cabinet, interested UW Board members, and United Way Executive Director.

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### Finance & Audit Committee

The Finance Committee of the Board provides the expertise to assure that the United Way of Colquitt County is on sound financial footing by overseeing development of the budget; ensuring accurate tracking, monitoring and accountability for funds; ensuring adequate financial controls and annual audit; and ensuring the proper completion of all tax related matters (990, etc.)

#### Responsibilities

- To advise the Executive Director and Board on financial matters and information systems.
- To anticipate problems and opportunities that might occur and propose resolutions and actions to minimize risk to the organization and maximize positive outcomes.
- To review budgets prepared by staff for consistency between the budget and the organization's plans.
- To report to the Board any financial irregularities, concerns, or opportunities.
- To recommend financial guidelines to the Board.
- To work with staff to design financial reports and ensure that reports are accurate and timely.
- To oversee tax related matters, 990, etc.
- To determine UWCC insurance needs, propose policies, and ensure that policies are renewed annually.
- To identify new resources, including grant funds, to achieve desired results of United Way's mission
- To develop oversee financial accountability and requirements of UW agencies.

#### Committee Composition

The Finance Committee shall be composed of the Treasurer of the UWCC Board, the UWCC Executive Director –ex officio, and at least two other members of the UWCC Board of Directors. At least one member of the Finance Committee shall have licensure as a certified public accountant or at least five years of experience in accounting/financial management as their primary job responsibility.

### Resource/Inter-Agency Development Committee

The Resource Development/Inter-Agency Committee of the United Way of Colquitt County (UWCC) shall secure new funding sources, cultivate new donors and increase giving among existing donors.

#### Responsibilities

- To develop and implement a strategy to increase corporate gifts by developing and building relationships with new and existing corporate donors
- To develop and implement a strategy to increase giving among retirees
- To collaborate with the Campaign Cabinet to develop and implement a strategy to increase giving potential in all sectors
- To develop and implement a strategy for a Loyal Contributor Program and to retain and increase the levels of giving among those donors.
- To develop and implement a donor recognition program
- To assess diverse needs of community to achieve desired results of UW.
- To assist with facilities and coordination of efforts to meet any unmet need.

#### Committee Composition

The Resource Development/Inter-Agency shall be composed of a minimum of four to six individuals, at least half of whom are UWCC Board members.

### Marketing Committee

The Marketing Committee of the United Way of Colquitt County (UWCC) shall secure new funding sources, cultivate new donors and increase giving among existing donors.

#### Responsibilities

- To develop and implement a strategy to increase corporate gifts by developing and building relationships with new and existing corporate donors
- To collaborate with the Campaign Cabinet to develop and implement a strategy to increase giving potential in all sectors
- To develop and implement United Way Marketing plan.
- To review and update the United Way website.

Committee Composition The Marketing Committee shall be composed of a minimum of four to six individuals, at least half of whom are UWCC Board members.

**Special Grant Committee**

The Special Grant Committee is composed of the Board President and 4 other board members (for 2-year staggered terms) for reviewing Special Grant requests from agencies as well as scout requests for the Tommy Bender fund. They will follow the Special Grant Committee Guidelines.

**Allocation Committee**

The Allocation Committee recommends funding for agency programs. The Campaign Chair typically chairs this committee. All board members participate on one of the allocation panels. The Allocation Panelist handbook is provided during the allocation training prior to the agency meetings.

**Campaign Cabinet**

The Campaign Cabinet consists of the Campaign Chair, Vice Chair, Division Chairs or Co-Chairs, and UW Executive Director. The Campaign Cabinet is responsible for conducting the annual fundraising effort and for assuring its completion by the end of the first week in November.