

Dear Prospective Board Member:

Thank you for your interest in becoming a member of the Board of Director for the Eaton County United Way (ECUW).

The Board is made up of dedicated, community members from across Eaton County with the skills and leadership qualities necessary to take on the challenge of improving the quality of life for everyone in this county.

United Way Focus: Education, income and health are the building blocks for a good life.

- Education is essential to getting and keeping a job with a livable wage and health benefits.
- An income adequate to pay for today's necessities and save for the future provides families some sense of financial stability.
- Access to quality health care keeps children on track in school and adults productive at work.

Remove any one of these building blocks and the other two topple.

ECUW is working with community partners, continually looking for the most effective ways to help people gain access to educational, economic and health-related opportunities. Together we believe we can have an impact on the lives of all Eaton County residents. To read more about our work you can go to [www.ecuw.org](http://www.ecuw.org).

We have provided you with this packet of information about our United Way. Please read over the information and complete the application. You can return the application to Eaton County United Way – PO Box 14 – Charlotte, MI 48813.

If you have any questions please contact: Loretta Williams at 517-543-5402 or [loretta@ecuw.org](mailto:loretta@ecuw.org)

When we all give, advocate and volunteer in Eaton County only great things will happen!

Thank you,

*Larry Mengerink*

Larry Mengerink, Board President

*Loretta Williams*

Loretta Williams, Executive Director

# Eaton County United Way

---

## **Mission Statement:**

The Eaton County United Way believes in the power of community members coming together to support, encourage, and celebrate one another. By supporting vulnerable populations, helping children and youth succeed, and promoting self-sufficiency we will be a community solutions leader. We will unite people and focus resources to address the root cause of critical human care issues to achieve measurable improvements and build vital, caring communities.

## **Goals:**

*Education:* Helping children and youth achieve their potential through education by improving access to quality early learning opportunities; partnering with schools and parents to improve graduation rates; and by, providing programs for at-risk youth.

*Income:* Helping families become financially stable and independent by supporting basic needs while increasing financial education; helping hardworking people obtain family-sustaining wages; and, increasing affordable housing for seniors and families.

*Health:* Improving people's health by reducing substance abuse, child abuse, and domestic violence and increasing health education and preventative care.

---

# **Eaton County United Way**

## **Board of Directors Job Descriptions**

### **Job Description for all Board Members of Eaton County United Way**

#### **Primary Function:**

A Board Member of Eaton County United Way (ECUW) is to develop policies that will govern and ensure the organization is run effectively, legally, ethically and financially strong, and to promote the mission:

The Mission: The Eaton County United Way believes in the power of community members coming together to support, encourage, and celebrate one another. By supporting vulnerable populations, helping children and youth succeed, and promoting self-sufficiency we will be a community solutions leader. We will unite people and focus resources to address the root cause of critical human care issues to achieve measurable improvements and build vital, caring communities.

#### **Roles and Responsibilities:**

- Know the ECUW mission, purpose, goals, policies, programs, services, strengths and needs.
- Attend regularly scheduled meetings as well as special meetings as needed
- Participate in discussions and decision-making about program policy
- Establish policies for board and staff that avoid conflict of interest/appearance of same
- Participate in determining and monitoring the organization's programs and services
- Actively participate in the strategic planning process including quarterly reviews and annual revisions
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors.
- Participate in at least one standing or ad hoc committee and attend planned meetings of such committee
- Maintain confidentiality of the Board's sessions
- Read and understand ECUW's financial statements and assist in making decisions that will help the board fulfill its fiduciary responsibilities and manage its resources effectively
- Agree to actively support ECUW fund raising events
- Actively promote ECUW and its programs across the state
- Bring a sense of humor to the board's deliberation
- Share any programming, fund development or community networks with ECUW
- Suggest possible nominees to the Board for future positions

**Qualifications:**

- Complete all applications and background check information (clearing all)
- Knowledge of and influence in Eaton County
- Willing to support ECUW's Mission through fundraising, building partnerships, building visibility and/or building service delivery capacity
- Expertise in an area of interest that can support United Way programs and services
- Ability to participate regularly in Board/Committee meetings
- Leadership skills, including planning, monitoring and evaluating chapter's programs and services, and public speaking

**Terms of Service:**

Board members are elected to a three-year term; after a review of the board member's performance and of the chapter and board needs, the board member may be reelected for a consecutive three year term.

**Personal Development Opportunities:**

- Opportunity to serve the state as a valued member of an organization that impacts the lives of Eaton County residents
- Follow trends in the organization's goals and objectives
- United Way training, conferences and other educational opportunities

**Code of Ethics**

- Represent the interest of all people served by ECUW and not favor special interests inside or outside of this organization.
- Not use my service for my own personal advantage or for the advantage of my business, friends or supporters.
- Keep confidential information confidential.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.
- Focus my efforts on the mission of ECUW and not on my personal goals.
- Never exercise authority as a Board member except when acting in a meeting with the full Board, or as I am delegated by the Board.

# **Eaton County United Way Standing Committees**

## **Executive Committee**

The Executive Committee of the Board shall exercise all of the powers of the Board to manage the business of the United Way when the Board of Directors is not in session, within the authority granted it by the Board, and except in matters required by law to be taken by the Board.

## **Board Development Committee**

The Board Development Committee of Eaton County United Way (ECUW) 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 Directors. The BDC is also responsible for ongoing Board education, recruitment of new members, new member orientation, and in-service activities.

## **Finance and Audit Committee**

The Finance Committee provides the expertise to assure that the Eaton County United Way (ECUW) is on sound financial footing by overseeing development of the budget; ensuring accurate tracking, monitoring and accountability for funds; ensuring adequate financial controls; and reviewing major grants and their associated terms.

## **Resource Development/Marketing Committee**

The Resource Development/Marketing Committee of Eaton County United Way (ECUW) shall identify new funding sources, cultivate new donors and increase giving among existing donors.

They will develop community support and commitment for United Way through a communications plan that speaks and listens to the community in addition to broadening the United Ways presence and image from a fundraiser to community impact.

## **Operational Committee**

The Operational committee shall be responsible for developing the organizational aspects of Eaton County United Way including all policies and procedures.

**Eaton County United Way**

**Application for Election to the Board of Directors**

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Business Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Home Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Background Information**

**1) Special Skills/Areas of Expertise** – Please check all special skills or areas of expertise you would contribute to Eaton County United Way:

\_\_\_ Accounting      \_\_\_ Administration      \_\_\_ Child Welfare      \_\_\_ Corporate Contacts\*

\_\_\_ Education      \_\_\_ Facilities Mgt.      \_\_\_ Grant Writing      \_\_\_ Human Resources

\_\_\_ Information Systems      \_\_\_ Legal      \_\_\_ Legislation      \_\_\_ Marketing

\_\_\_ Planning      \_\_\_ Programming      \_\_\_ Public Relations      \_\_\_ Training

\_\_\_ Other

\*List corporate contacts you could provide for ECUW:

\_\_\_\_\_

\_\_\_\_\_

**2) What current boards do you serve on? (Please list organization, how long you have served and when your term expires)** \_\_\_\_\_

\_\_\_\_\_

**3) What other boards have you served on?** \_\_\_\_\_

\_\_\_\_\_

4) Other charitable or community activities which you have been/or are presently involved?

---

---

---

**Availability for Meetings**

The board meetings are held the 4<sup>th</sup> Wednesday of every month in Charlotte.

1) Could you regularly attend these meetings? \_\_\_ Yes \_\_\_ No If no, please list conflicts

---

2) Other than scheduled meetings, how many hours per month are you available to serve on ECUW Board Committees? \_\_\_\_\_

3) Are there any factors which would prevent you from attending a full-day orientation/retreat if notified 30 days in advance? \_\_\_ Yes \_\_\_ No If yes, please explain \_\_\_\_\_

---

**Your Views on Eaton County United Way**

Please use a separate sheet to address the following points.

1) Why are you interested in becoming a board member of Eaton County United Way?

2) Please provide a brief statement about the strengths you bring to the ECUW Board.

# Criminal Record

The information requested in this section is essential to conduct the record check.

1) Have you ever been convicted of a law violation other than a minor traffic offense?

Yes  No

If yes, what was the offense(s)? \_\_\_\_\_

Date(s) Convicted: \_\_\_\_\_

End of probation, parole or court jurisdiction: \_\_\_\_\_

2) Please list any additional information you feel would be helpful in assessing your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Acknowledgment and Permission to Conduct Record Check

I declare that all of the proceeding information is true and correct to the best of my knowledge. I understand that any false or misleading information given by me can disqualify me from consideration, or result in separation at a later time. I understand that Eaton County United Way is an at-will position.

I hereby give my permission for the Eaton County United Way to conduct a criminal record check, a Secretary of State check to obtain information for the purpose of assessing my qualifications for the Eaton County United Way Board.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please complete and return with application.

# AUTHORITY TO RELEASE INFORMATION

## To Whom It May Concern:

I hereby authorize a representative of the Eaton County United Way to conduct an investigation on my background in conjunction with their official duties.

I further authorize any law enforcement agency to conduct a criminal records check and to release the results of said criminal records check to Eaton County United Way.

This release is executed by me with the full knowledge and understanding that the information to be obtained about me is for official use of Eaton County United Way.

I have read the above waiver and release statement and fully understand what rights I am waiving by signing this document.

**FULL NAME (Please Print):** \_\_\_\_\_

**MAIDEN NAME/ALIAS:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_

**DRIVERS LICENSE #:** \_\_\_\_\_

**BIRTHDATE:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please complete and return with application.**