

COMMITTEE DESCRIPTIONS

Building and Facilities Task Force

- Assist staff in overseeing United Way facilities to provide a safe and aesthetically pleasing environment through ongoing maintenance and long-term capital improvements.
- Manage endowment funds designated for major property maintenance and capital improvements.
- Provide insight and recommendation for routine maintenance, major/emergency maintenance, and capital improvements.
- Adhere to established timeline and budget for future repairs and upgrades, as well as update 5-year schedule for routine maintenance.
- Perform routine safety checks of the building to ensure there are no hazardous materials or equipment that could impose harm to someone.
- Deal with emergency maintenance situations.

Community Impact Committee

- Review and assist with activities related to community assessment and data collection to address targeted community initiatives.
- Develop, periodically review and re-evaluate UWYC priorities, funding allocations and emerging needs for investment.
- Maintain positive, collaborative relationships with funded organizations and other community partners who contribute to addressing funding priorities.
- Review and consider Agency Partnership structures and policies and procedures.
- Provide oversight and guidance for Impact programs.

Human Resources Task Force

- Provide insight and feedback for personnel policies, position descriptions, recruitment & hiring practices, retention, performance appraisals, and staff development.
- Provide insight and feedback for compensation and benefit policies.
- Support and reviews the performance of the President/CEO.
- Ensure that the Board has the competence and skills necessary to fulfill its role.
- Serve as the organization's Ethics Officer.
- Help promote UWYC as an "employer of choice" in the Yellowstone County nonprofit space.

Governance & Nominating Committee

- Assess current and anticipated needs related to Board composition, determining the knowledge, attributes, skills abilities and influence, and access to resources the Board needs.
- Identify potential Board member candidates and explore their interest and availability for Board service.
- Evaluate the performance of individual Board members eligible for re-election to the Board.
- Manage a Diversity Equity Inclusion strategy to ensure volunteers broadly reflect the diversity of the community.
- Design and oversee Board orientation.
- Conduct annual Board Self Evaluation.
- Design and implement an ongoing program of Board education and information.
- Nominate Board members for election as Board officers.

Marketing Committee

- Oversee the annual marketing and advertising plan.
- Oversee the direction of messaging, imaging and branding of United Way of Yellowstone County. This includes providing ideas, advice and expertise to best communicate and share United Way's mission, impact and volunteer opportunities, as well as messaging for fundraising efforts and community and events.
- Brainstorm marketing strategies and goals as they relate to campaign and specific demographic segments in an effort to increase funding to needed programs.
- Provide ongoing oversight and advisement of messaging for programs and events.

CARE Parent Advisory Council

- Help the program provide each child with the best Out-Of-School-Time experience.
- Assist staff with designing policies and programs that support families' strengths and needs.
- Increase community support for CARE Academy and Discover Zone.
- Enhance the quality of the program through recommendations and feedback.
- Assist in identification of community resources.
- The Principal Advisory Council (PrAC) makes recommendations and provides advice on matters related to programming, student safety, staff training, facility usage, and community partnerships. (This group meets separately from the PAC, but both share the same committee chair).

Community Relations Committee

- Help UWYC reach its annual fundraising goal for Campaign, Sponsored Programs, and Operating Grants through the following activities: Community and Workplace Giving Campaign, Sponsored Programs, CommUnity Rally, Community Leaders Luncheon, Corporate Engagement, and Leadership Donor Cultivation.
- Participate in the development and implementation of fundraising and engagement plans for specific segments of the United Way donor base.
- Build a foundation of support for UWYC through the development of strong relations between private, educational, government and charitable institutions.
- Strategize on how to best solicit gifts from donors and prospects to support current Community Impact efforts.
- Lend name, credibility, and reputation to the United Way.

Finance Committee

- Recommend an annual budget to the Board of Directors.
- Oversee all of the agency's financial affairs.
- Manage endowment and its investment strategies.
- Verify that expenditures of the agency are made in accordance with the approved budget.
- Serve as the audit committee.
- Annually review the financial management procedures.
- Implement policies for the acceptance, accumulation and distribution of assets, including a gift acceptance policy, endowment declarations and agreements, distribution policies, and policies for the review of funding requests for agency programs and activities.
- Serve as the eligibility review committee for fund distribution to Partner Grants.

Volunteer Engagement Committee

- Help create and evaluate volunteer engagement activities—ensuring quality, relational, and transformational focus.
- Manage annual Volunteer Engagement Calendar.
- Provide strategies to promote volunteering, connect people with opportunities to serve, and help build capacity for effective local volunteering.
- Help create awareness, promotion, and recognition for volunteer-related activities.
- Stay knowledgeable of current volunteering and engagement trends.
- Maintain and strengthen internal volunteer management policies and practices.