



Kishwaukee United Way  
115 N. First Street  
DeKalb, IL 60115  
815.756.7522

## JOB DESCRIPTION – BOARD OF DIRECTORS

### ***Reasons for being a Board Member***

- Serve the agencies of DeKalb, Sycamore and surrounding communities in DeKalb County.
- Assist in the resolution of community problems and improvement of quality of life.
- Find satisfaction in working with people of high ideals and a strong volunteer ethic.
- Seek satisfaction and achievement by helping others in addition to job and family.

### ***Board of Directors Purpose***

The Board of Directors is the governing body and bears legal and decision making responsibility for the Kishwaukee United Way organization.

### ***Mission & Core Values***

MISSION: The mission of Kishwaukee United Way is to improve lives by sharing community resources.

CORE VALUES: The courage to lead; the demand for accountability and integrity; the obligation to listen, communicate and respond; the opportunity for the talents of all to be shared; the power of people to pull together for a common cause.

### ***Board Member Qualifications***

- Convictions about the mission and function of Kishwaukee United Way and a demonstrated interest in Kishwaukee United Way's service goals.
- Specific experience and/or knowledge in one or more areas: administration, finance, law, labor, personnel, program development, fundraising, program evaluations, communications, marketing, public relations.
- Representative of some aspect or segment of our community service area.
- Leadership in the community and knowledge of community issues.
- Willing to devote time and effort to Kishwaukee United Way in a meaningful way in order to meet fundraising goals and allocation needs.

### ***Other Competencies needed by Board Member volunteers***

Willingness/ability to make campaign calls, ability to give Kishwaukee United Way presentations, legal expertise, fiscal/accounting expertise, solicitation of prizes, willingness to attend agency site visits to facilitate objective assessment, marketing expertise, technological expertise, personnel (HR) expertise, organizational expertise, strategic planning expertise, knowledge of local politics/community connections, evaluation/assessment expertise, public relations expertise, fundraising expertise, board diversity, and soul! 😊



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### ***Responsibilities & Code of Conduct for Board Members***

- Act as trustee and serve as advocate of Kishwaukee United Way on behalf of its contributors, assuming legal and fiduciary responsibility for the organization.
- Take initiative and provide leadership.
- Participate on one or more Committees to help realize the goals and community outreach of Kishwaukee United Way. Committees meet as the workload requires.
- Attend and actively participate in: 1) Board Member orientation, 2) all regular & special Board of Directors and Committee meetings, 3) all campaign & fundraising activities, and 4) all special events including but not limited to Campaign Kick-Off, November Fundraising Event and March Annual Meeting.
- Prepare for each Board and Committee meeting by reading material distributed beforehand.
- Determine organizational goals and objectives for Kishwaukee United Way.
- Establish policies and procedures for Kishwaukee United Way.
- Establish and approve the annual operating budget for Kishwaukee United Way.
- Participate in, understand and approve the development and implementation of the grant allocation decision making process and attend all fund distribution proceedings.
- Develop, understand and implement organizational strategic plan and policies and consistently participate in the evaluation of organizational operations.
- Employ such persons necessary for the successful implementation of the mission of the organizations, i.e., Executive Director.
- Make a personal financial contribution to the organization annually to Kishwaukee United Way general campaign or endowment fund to ensure 100% contribution of all Board Members.
- Be accessible by phone or in person to Kishwaukee United Way staff and other Board Members, as needed.
- Fulfill commitments within agreed upon deadlines.
- Hold in confidence information given to the Board of Directors.
- Be loyal to Kishwaukee United Way.
- Assist in the recruitment of new Board Members and Committee members.

### ***Board Meetings***

Board Members are expected to actively participate in committees and fund distribution panels in addition to Board of Directors meetings. The Board of Directors currently meets 6 times a year. Persons with more than 3 unexcused absences may result in revocation of Board membership.

### ***Board Composition, Terms & Executive Committee***

The Board of Directors is an all-volunteer board consisting of at least 16 members but not more than 21 members, including an ex-officio agency liaison representative.

Board Members are elected for a 3-year term. If filling an unexpired term, the Board Member will serve until the end of that term, and then be eligible for additional terms.

The Executive officers (President, Vice President and Treasurer), the current year's Campaign Chair, the Campaign Vice Chair make up the Executive Committee. The Agency Liaison and Executive Director as ex-officio members.