



Kishwaukee United Way

COMMITTEE DESCRIPTIONS

ALLOCATION COMMITTEE. The Allocation Committee shall consist of the full membership of the Board. The chair of the Allocation Committee shall be the Vice-President. The committee conducts the allocation process and determines the manner in which monies should be allocated and distributed among member agencies. Agency representatives, in presenting their annual budget requests, shall have the right to appear in person, by their officers, agents and representatives before an annually established Allocation Hearing Subcommittee.

FINANCE COMMITTEE. This committee shall consist of the Executive Director and the Treasurer. The charge of this committee is to present, annually, an overall operating budget proposal to the Directors for approval.

COMMUNITY ENGAGEMENT COMMITTEE. The Community Engagement Committee (CEC) shall be chaired by a Chair appointed annually by the President, with the advice and approval of the Directors. The committee will consist of additional person(s) as the Chair may name, including but not limited to the KUW Vice-Chairperson and the Agency Liaison. The duties of said committee shall be to plan and organize the annual campaign and special events for the solicitation of contributions and in general supervise the conduct of the campaign and to make recommendations to the Directors.

AGENCY ADVISORY COMMITTEE. An agency advisory committee consisting of representatives from each of the member agencies will be convened, minimally, on a semi-annual basis. The committee's role will be to facilitate communication between the Board and the agencies, and to allow the opportunity for agency representatives to advise and recommend to the Board of Directors actions to be taken pertaining to the administration of the organization.

AUDIT COMMITTEE. The Audit Committee shall be chaired by a member of the executive committee appointed by the President, with advice and approval of the Directors. The committee will consist of at least one member of the Executive Committee (chair) and at least two other directors. The committee's role is to evaluate the performance of the independent auditors, oversee the internal audit function, and regularly review and maintain the By-Laws and Policies of Kishwaukee United Way by completing the Audit Committee Checklist, a copy of which will be kept as part of the official records of Kishwaukee United Way.

NOMINATING COMMITTEE. The nominating committee shall consist of no less than 3 directors appointed by the President. The committee will meet no less than annually to select nominees for membership on the Board as well as executive positions of Vice President, Treasurer, and Community Engagement Chair. The committee will present a slate of officers and Board of Directors to the membership at the Annual Meeting to be voted into office.

AD HOC COMMITTEES. The Board by resolution may designate and appoint ad hoc committees, as they may deem necessary.

Current Ad Hoc Committees:

Marketing: Responsible for Branding, PR/Marketing, E-communications & Web Applications (*merging into the CEC*)

Strategic Planning: (intermittent) Responsible for guiding our long term planning efforts, including assessment, research and application of ideas toward fulfilling our organizational vision and goals & objectives.

Event & Initiative Committees: Annual Meeting; Money Smart Week; Day of Caring; Taste of the Vine; 2-1-1

These annual committees recruit members, plan and execute the above events & initiatives for Kishwaukee United Way.