

# United Way of Rockbridge



218 South Main Street, P. O. Box 1094, Lexington, VA 24450

## **Position Description Board of Directors Member**

### **Qualifications**

- Desire to serve the community, including Buena Vista, Lexington and Rockbridge County.
- Awareness of local human services and needs.

### **Responsibilities and Duties**

- Personally support the United Way of Rockbridge with time and money.
- Take an active role in fund raising efforts of the United Way of Rockbridge.
- Attend regular and special meetings of the Board.
- Serve on Board Committees as appointed.
- Cultivate public awareness and support for the United Way of Rockbridge.
- Ensure that the United Way mission and policy is in keeping with the needs of the community.
- Ensure that the finances of the United Way of Rockbridge are handled ethically, prudently, and efficiently.
- Board members are jointly responsible for all United Way of Rockbridge actions and decisions.

### **Accountability**

- Board members receive guidance from the Executive Committee and the Executive Director. However, the final accountability and responsibility for the United Way of Rockbridge lies with the Board of Directors.
- Board members are accountable to the donors and the community for ensuring proper programs, management, and fiscal integrity.

### **Summary**

Ours is a working board of directors. Board membership is not an honorary position. Board members are responsible for seeing that the United Way raises and allocates funds in a financially responsible manner. We do have a full-time Executive Director, but it is the Board together with additional volunteers that puts in the legwork for our annual fundraising campaign, that visits member agencies as part of our review process, that makes allocation decisions, that does much of the PR, and that manages our Community Impact initiative. We also determine the direction we go, review finances monthly, and approve any major expenditures.

*July 2013*