

**POTENTIAL BOARD OF DIRECTORS INFORMATION & APPLICATION**

**T**hank you for your interest in serving as a member of the Board of Directors of the Waverly-Shell Rock Area United Way. Serving on the board is a rewarding experience and an opportunity for personal and professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position. You may find it helpful to read through the entire application and Board Member Responsibilities before you begin filling it out.

Please return the completed application to [director@wsrunitedway.org](mailto:director@wsrunitedway.org)

This application will be kept confidential. Applications are used by the Board’s Nominating Committee to identify and evaluate potential board candidates. All new directors are elected by a majority vote of current board members.

**VISION STATEMENT**

Imagine a community without needs, a self-sustaining community.

**MISSION STATEMENT**

The Waverly-Shell Rock Area United Way improves lives and strengthens the education, income & health of our communities by securing funds and promoting services for those in need.

**BOARD MEMBER COMMITMENT**

Board Members have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals.

Board Members:

* Serve a minimum of one (1) three-year term on the Board. Eligible to serve two (2) three-year terms.
* Attend monthly board meetings, agency hearings, and participate within my task team.
* Make a personal financial contribution at a level that is meaningful to me.

In turn, the Waverly-Shell Rock Area United Way will:

* Provide Board orientation in January.
* Help Board members perform duties by keeping informed about issues addressing financial/ economic challenges, and other challenges in our community.
* Respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.

**2024 BOARD CALENDAR**

January 22 Board Meeting, 5:30pm

February 19 Board Meeting, 5:30pm

March 18 Annual Meeting/Board Meeting, 5:30pm

May 20 Board Meeting, 5:30pm

September 16 Board Meeting, 5:30pm

October 21 Board Meeting, 5:30pm

December 16 Social/Board Meeting, 5:30pm

Annually in April, Board Members meet for Community Invest Panel Meeting. The Community Investment Panel allows programs seeking funding to present to the Board of Directors and allows the Board to ask questions prior to making funding decisions. We receive far more requests for funds than funds available to allocate; sometimes as many as double in requests. Funding decisions are based on local impact, local need, and measurable outcomes.

April 10th Community Investment Panel, 8am-5pm

Outside of Board Meetings, each Board Member is asked to actively engage with one Task Team (3 Board Members per team).

Our current task teams are:

* Pr/Marketing (assist with year long program of events to grow our awareness in the community)
* Campaign (continue to grow Campaign, Brainstorm new ideas/strategies, plan/implement Campaign events)
* Agency Relations (serve on Allocations Committee to review applications prior to full Board, develop funding recommendation, review all agency report
* Day of Caring (assist the committee in the planning of this event)

**BOARD ROLES (PER ORGANIZATION BYLAWS)**

1. The business and property of the Corporation shall be vested in a Board of Directors of 18, one-third of who shall be elected each year for a term of three calendar years at the December meeting. Members of the Board shall represent a cross-section of the community, with at least one member being a resident of Shell Rock and one member from the Wartburg College student body. The term of the Wartburg College student shall be based on the academic year instead of the calendar year.
2. Vacancies on the Board occurring mid term may be filled by the Board for the unexpired terms, but at no time shall the Board consist of fewer than 15 Directors.
3. Absence from three consecutive and/or four meetings and functions in a calendar year may, at the discretion of the Executive Committee, be construed as a resignation by the Director.
4. Board meetings shall be held in the following months: January, February, March, May, August, October, and December.
5. Special meetings may be called by the President, an officer, or any 5 Directors, and notice of said meeting and its purpose shall be given to each Director not less than 5 days in advance of said meeting.
6. No Director who has served two consecutive three-year terms shall be eligible for re-election until one year has elapsed. All Directors shall hold office until their respective successors are elected.
7. A quorum for a meeting of Board of Directors shall consist of at least 51% of the members of the Board, and any action by a majority of a quorum shall be the action of the Board of Directors.
8. The duties of the Board of Directors shall be:
   1. To manage the affairs of the Corporation
   2. To adopt such policies and procedures as may be consistent with the Articles of Incorporation and By-Laws and issue policy statements as necessary.
   3. To appoint such committees as it may deem necessary to successfully pursue the objectives of the Corporation, and to act upon the recommendations of such committees.
   4. To employ an Executive Director and such person(s) as it may deem necessary to successfully pursue the objectives of the Corporation.
   5. To give a full and complete report of its activities each year to be kept on file for public view.
   6. To appoint a campaign chairperson(s).
   7. To approve the succeeding year’s budget during the May meeting.
   8. To approve any expenditure that exceeds the established budget.
9. The Board of Directors may, at its discretion, remove an officer for failure to perform the duties of the office, or for gross misconduct to the detriment of the Corporation.
10. Nothing in these By-Laws is to be construed as relieving the Board of Directors of ultimate power and responsibility for the management of this Corporation.
11. Any United Way Director who serves as a member of a board of directors of a certified United Way agency must abstain from any voting related to funding of that specific agency. This director may not serve on the Allocations and Admissions Committee of the United Way.

***CANDIDATE INFORMATION***

Name: Position/Title: Company Address: City: State: Zip: Telephone: Email: Number of Years with Present Company:

Work History:

Community Activities:\_

Family Information:

How did you hear about the opportunity to join the Waverly-Shell Rock Area United Way Board?

***BOARD CANDIDATE QUESTIONNAIRE***

* 1. If selected, how do you feel you could contribute to the success of the organization?
  2. Are you willing to give time, energy and resources to support the mission of the Waverly-Shell Rock Area United Way?
  3. Members stay connected to through meeting attendance, task team involvement, community volunteering, e-mail and other communications. Do you have the time and resources to be an active Member of the Board?
  4. Why do you want to be a part of the Waverly-Shell Rock Area United Way Board?