

## Community Investment Volunteer Team Member Position Description

### Objective

To participate as a Community Investment Volunteer and review/evaluate programs requesting United Way funds to determine how the funds raised in 2018 will be invested in the community.

### Volunteer Responsibilities

- Demonstrate personal investment in United Way by being a contributor to the 2018 Campaign.
- Be available during business hours to participate in training, team meetings and site visits.
- Attend volunteer training session.
- Personally review each program application.
- Utilize the online system to access program applications.
- Actively participate in all program site visits (scheduled as a team) and team meetings.
- Be objective, fair, and impartial in all aspects of the volunteer review process.
- Be able to discuss individual point of view and arrive at group consensus.
- Ensure that funding recommendations are based on a program's ability to meet a community need, achieve results, and exercise good stewardship.
- As a team, complete and submit one program evaluation form and make a funding recommendation for each program.
- Make an impact in the lives of others throughout your community.

### Time Commitment

***This process is concentrated in a seven week period, including training. Most visits will take place during work hours. Total time commitment is approximately 22-25 hours.***

- Training: 3 hours for new volunteers; 2 hours for returning volunteers
- Independent review of program applications: approx. 4-6 hours
- Team Meetings: 1.5 hours to begin the review process and approx. 2 hours at end of review to complete evaluation and make final funding recommendations
- Team Site Visits: approx.. 1.5 hours per program. Site visits and team meetings will occur March 18 – April 25, and be scheduled based on availability of team members. Team schedules will be tentatively developed at the end of training on March 12.

### Volunteer Team Composition

- Teams are structured around one of the four United Way priority areas of Basic Needs, Income, Health and Education.
- Teams will review programs within the same priority area and of similar scope.
- UWCV seeks volunteers who are without conflicts of interest, donate to United Way and represent all sectors of the community, including issue area experts.
- The knowledge and opinion of each volunteer shall be valued as part of the review process.
- In making team assignments, we will strive to increase the percent of volunteers reviewing the same or similar programs for multiple years.
- Each team will have 5-7 team members, a Team Leader and a representative from the United Way Community Investment Board. Each team will be supported by a United Way staff liaison.

### **Scheduling Team Meetings and Site Visits**

At the conclusion of volunteer training, each volunteer team will identify target dates for site visits and team meetings. All volunteers should bring their calendar to training.

### **Confidentiality**

Community Investment Volunteers review, discuss, and make recommendations for program funding. Materials and discussions regarding applications, site visits and team deliberation must be kept confidential.

### **Conflict of Interest**

The foundation of the Community Investment volunteer review process is integrity, fairness, and objectivity. To ensure this, Community Investment volunteers must disclose any direct or indirect relationships with agencies in the review process.

### **Contact:**

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(706) 327-3255, ext. 211

Thank you for your interest in serving as a Community Investment Volunteer.  
Volunteer application deadline is **Wednesday February 20, 2019.**



# Community Investment Volunteer

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Cell phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you previously served on a United Way Community Investment (Allocation) Committee?

If so, when? \_\_\_\_\_

Please confirm your attendance for training on Tuesday, March 12.

New Volunteer: 9 AM – 12 PM       Returning Volunteer: 10 AM – 12 PM

The agency site reviews and team meetings will occur during March 18th – April 25th. Please list any dates during this time period that you will not be available.

In order to promote a decision-making process that is fair and impartial, each volunteer is asked to provide a list of agencies that may pose a conflict of interest. Examples of conflict of interest are as follows:

- 1) A close friend or family member is an employee of the program/agency you are reviewing
- 2) You are a volunteer for the program/agency you are reviewing
- 3) You are a former employee or client of the program/agency you are reviewing
- 4) You are subcontracting services of any kind at a program/agency

Please list any potential conflicts of interest.

Volunteer application deadline is **Wednesday February 20, 2019.**

Return completed form to [jstjohn@unitedwayofthecv.org](mailto:jstjohn@unitedwayofthecv.org) or fax to 706-571-2271.