

United Way of Riley County Events Committee

TERM One year, may be reappointed for additional terms. Meets monthly.

REPORTS TO Events Chair

RESPONSIBILITIES Plan, coordinate, and facilitate United Way related events.

1. Pillars Reception
 - Work with Leadership chair/committee to develop ideas for reception.
 - Plan and coordinate event – design invitations, determine on time/location, plan and execute decorating, music, food, etc.
2. Day of Action
 - Day of Advocacy for United Way. Can be as simple as an email asking people to speak up for what they believe in, or more complex like a Flash mob event.
3. Day of Caring
 - Coordinate Day of Caring volunteers with activities at area agencies
4. Campaign Kickoff/Celebration
 - Work with Campaign chair/committee to develop ideas for event.
 - Plan and coordinate event – design invitations, determine on time/location, plan and execute decorating, music, food, etc.
5. Radiothon/On-Line Auction
 - Provide planning: secure lead sponsor(s) and auction items.
 - Send thank you to sponsors after the event.
 - Be available for media interviews the day of the event.
6. Additional Event Fundraisers as decided by committee

United Way of Riley County Finance Committee

TERM One year, can be reappointed for additional terms. Meets quarterly.

REPORTS TO Finance Chair

RESPONSIBILITIES

1. Annually review financial policy and make recommendations to board for action – if any.
2. Annually review budget with executive director and make a recommendation to the board for annual budget.
3. Annually Review allocations recommendations from panels and make final allocation recommendations to the board.
4. Advise board and staff on Planned Giving, Major Gift, Endowments as needed.
5. Review the board's actions related to financial responsibilities.
6. Quarterly review investments and make appropriate recommendations to the board.

**United Way of Riley County
Campaign Ambassador
(Formerly called Packet Volunteer)**

TERM One year and may be reappointed for additional terms.

WORKPLACE CAMPAIGN RESPONSIBILITIES

1. Attend Training Session.
2. Call Employee Campaign Coordinator to schedule an in-person visit.
 - a. Work with Employee Campaign Coordinator to setup employee kickoff.
Work with UW staff to secure speaker.
Arrange time to pick up pledges.
 - b. If no formal kickoff, coordinate pledge card distribution and pick up.
3. Collect and return **COMPLETED Report Envelope** to UW.
4. Express appreciation to CEO and Employee Campaign Coordinator **in writing**.
5. Attend UWRC campaign kickoff and closing celebration.
6. Assist campaign leadership in evaluating campaign at its conclusion.

Time Commitment Workplace, 4-5 hours

Training session (1 hour)
Calls on ECC's (15 min per firm – 1 hour + travel time)
Attend Community Kickoff (1 hour)
Follow-up, thank you notes (1.5 hrs)

**United Way of Riley County
Ethics/Nominating Committee**

TERM One year and may be reappointed for additional terms.

REPORTS TO Ethics/Nominating Chair

RESPONSIBILITIES

1. Address potential ethics issues – as needed
2. Enforce requirements for board members.
3. Review code of ethics for volunteers and staff every 3 years (due for review in 2012) and have board review/update. (3-4 hours)
4. Nominating – evaluate skills and current board, and suggest possible new board members to full board. (2 hours)
5. Nominating – Recruit possible new Board Members (2-4 hours)
6. Nominating – Present recommended new members and slate for board in December.