



Engagement Opportunities

**United Way of Greater Plymouth County
Leadership & Advisory Volunteer Roles**

2026-2027



UNITED WAY
Greater Plymouth County

Volunteer Position Description

Member, Board of Directors (Director)

Reports To: Chairman of the Board

General Function:

The business and property of the United Way of Greater Plymouth County shall be managed by a Board of Directors who may exercise all the powers of the Corporation.

Duties:

1. Define and monitor the strategic direction of the United Way of Greater Plymouth County
2. Determine the mission and purpose of the United Way of Greater Plymouth County and guide the operation of the organization towards fulfilling them.
3. Appointment and supervision of the President.
4. Adopt policies and practices consistent with the purposes of this corporation and its bylaws.
5. Develop and ensure adequate financial and human resources for the corporation.
6. Support the mission by making an annual gift to the corporation.
7. Ensure legal and ethical integrity and maintain accountability.
8. Represent the corporation to the community, advocate for its mission, solicit support for its purpose and interpret the needs of the community to the corporation.
9. Determine, monitor and strengthen the corporation's programs and services.
10. Attend board meetings, read all board materials, participate in board deliberations and discussions, serve on committees and task forces as necessary.
11. Determination of allocation of funding to Partner Agencies and approval of, any supplement revision to, or condition placed upon, the annual allocation as the Directors may determine.

Time Commitment:

The expected time commitment to meet the expectations of being a member of the Board of Directors is approximately 6 hours per month.

Volunteer Position Description

Community Impact Panelist (*Community Team Captain)

Reports to: Community Impact Committee

Staff Liaison: Director of Community Relations & Marketing

General Description:

Community Impact Panelists are volunteers appointed by the Community Impact Committee of the United Way of Greater Plymouth County. The major responsibility of allocation panelists is to review agency Requests for Proposals (RFP's) and make recommendations for funding of specific initiatives that will address the current need areas identified by the community.

Key Responsibilities:

- Attend Community Impact Committee training where team assignments will be made, instructions for conducting and completing Request for Proposal (RFP) assessment will be given and RFP packets will be distributed
- Read Request for Proposal packets
- Assess and score the Request for Proposal packets
- Attend site visits of funding applicants
- Meet and discuss with team members in order to reach a consensus team score for each RFP

*Community Impact team leaders will work with the funding applicants and the Director of Community Relations to schedule site visits

*Community Impact team leaders will present the results of consensus scores to the Community Impact Committee

Time Commitment:

The best estimate of the time commitment is a range of 15-20 hours total over the course of the three months March, April and May, including meetings, proposals reviews and site visits. Most site visits take place on weekdays during the daytime. Our service area is consist of 22 municipalities in Greater Plymouth County, ranging from as far north as Stoughton to as far south as Plymouth. Please plan to include travel time into site visits. Please note, we will be continuing IN PERSON sites visits this year.

Please contact Jared Rogers, Director of Resource Development, jrogers@uwgpc.org

Volunteer Position Description

Member, Resource Development Committee

Reports To: Resource Development Committee Chair

Chaired By: Appointed by the Chairman of the Board

Duties:

1. Plan and oversee annual United Way workplace campaign activities.
2. Create new strategies, methods and tactics to enlist companies to conduct employee campaigns and corporate giving.
3. Plan and oversee leadership giving and major gift activities outside of traditional United Way workplace campaigns.
4. Explore and support generating additional financial support of the corporation through diversified revenue sources such as government contracts, private grants and foundations

Time Commitment:

The expected time commitment to meet the expectations of being a member of the committee is approximately 1 hour per month.

Volunteer Position Description

Member, Finance Committee

Reports To: Finance Committee Chair

Chaired By: Board Treasurer

Duties:

1. Oversees expenditures
2. Establish and adopt an annual operating budget and provide proper financial oversight.
3. Provides oversight to the President on the budget
4. Recommends budget to the Board of Directors for approval
5. Oversees financial, investment, audit processes and internal controls of the corporation
6. Reviews all financial statements
7. Reviews all investments

Time Commitment:

The expected time commitment to meet the expectations of being a member of the committee is approximately 1 hour per month.

Volunteer Position Description

Member, Community Impact Committee

Reports To: Community Impact Committee Chair

Chaired By: Appointed by the Chairman of the Board

Duties:

- 1.Establishes long-term processes that support the Community Impact vision of the United Way.
- 2.Defines criteria upon which funding decisions will be made.
- 3.Makes recommendations upon all matters pertaining to the allowance, increase or reduction of allocations to agencies and programs receiving United Way support.
- 4.Determines the data and information needed and develops the end of the year reporting requirements for funded agencies

Time Commitment:

The expected time commitment to meet the expectations of being a member of the committee is approximately 1 hour per month.

Volunteer Position Description

Member, Governance Committee

Reports To: Governance Committee Chair

Chaired By: Appointed by the Chairman of the Board

Duties:

- 1.Ensures the Board of Directors continuously works to be as effective as it can be through ongoing review and recommendations to enhance the quality and future viability of the Board of Directors.
- 2.Responsible for Board Development
- 3.Responsible for new member orientation and on-going member education
- 4.Initiates periodic assessment of Board performance and as appropriate proposes changes in structure and operation of the Board.
- 5.Recruits new members.
- 6.Explores external relationships with other local United Ways, United Way Worldwide and its partners, as well as other relevant community organizations to examine and recommend strategic alliances that further the mission of the corporation

Time Commitment:

The expected time commitment to meet the expectations of being a member of the committee is approximately 1 hour per month.

Volunteer Position Description

Member, Employee Experience & Engagement Committee

Reports To: Employee Experience & Engagement Committee Chair

Chaired By: Appointed by the Chairman of the Board

Duties:

1. Develop a strategy regarding employee engagement and development
2. Review employee policies and procedures to ensure that federal and state laws and organizational procedures are documented
3. Create succession plans to encourage development and growth within the organization
4. Understand employee benefits and review benefits to ensure competitive benefit packages while maintaining fiscal responsibility
5. Create a consistent process for performance management which includes performance reviews, regular employee coaching and counseling meetings, team meetings and staff meetings
6. Develop reporting on human capital including employee benefit costs, turnover, etc.

Time Commitment:

The expected time commitment to meet the expectations of being a member of the committee is approximately 1 hour per month.

Volunteer Position Description

Member, Marketing & Communications Committee

Reports To: Marketing & Communications Committee Chair

Chaired By: Appointed by the Chairman of the Board

Duties:

1. Develop and implement a coordinated, highly visible and effective marketing plan that publicizes the mission and ongoing efforts of the United Way of Greater Plymouth County.
2. Make sure that all groups are reached including but not limited to donors, community leaders, agencies and general public.
3. Utilize all available forms of traditional media, including but not limited to print, television, radio and social media, such as the website, LinkedIn, Facebook, Instagram, and other digital communications to promote the mission and work of the corporation

Time Commitment:

The expected time commitment to meet the expectations of being a member of the committee is approximately 1 hour per month.