

**UNITED WAY of SOUTH CENTRAL INDAIANA  
BOARD OF DIRECTORS JOB DESCRIPTION**

**QUALIFICATIONS:**

- The board member must be a resident of Lawrence or Orange Counties and/or employed in either County, OR be a resident of a county served by the United Way of South Central Indiana.
- The board member must not be an employee, board member or voting member of a policy-making committee of any member agency of the United Way of South Central Indiana while serving on the United Way board.

**DUTIES:**

***The board member must:***

- Be willing to learn the organization's missions, purposes, goals, policies and programs.
- Be **actively** involved in the annual campaign, serving as and/or recruiting campaign and division chairs.
- Attend regularly scheduled board meetings, as prescribed in the corporation's by-laws: "A Board member absent from three or more consecutive or any four regular meetings during the calendar year without an excuse acceptable to the Board shall be notified by the President or Second Vice President of the accumulated absences. Upon expiration of thirty (30) days from the date of the notice, if an excuse acceptable to the Board has not been presented, such Board member shall be removed."
- The board meets the first Tuesday of each numbered months at 6:00 p.m.
- Serve on two or more committees during each year. On average, a committee will meet six times a year or as needed, as scheduled by the committee chairperson.
- Attend the annual orientation and/or board retreat.
- Exercise prudence in making decisions about the control and transfer of funds; read and understand financial statements; and otherwise assist the board in meeting its fiduciary responsibility.
- Make a financial contribution to the United Way of South Central Indiana that is personally significant to you.
- When called upon to do so, represent the United Way at meetings, agency events and community functions.

**CODE OF CONDUCT:**

***In serving on the board, each member shall:***

- Serve the organization as a whole, rather than a specific interest group or constituency, regardless of whether the person was invited to fill a vacancy reserved for a certain group.
- Avoid even the appearance of a conflict that would cast a bad light on the organization, the board or member agencies. If a potential conflict arises, the board member must disclose the situation to the executive director and board of directors as soon as possible.
- Never accept, or offer, gifts or favors from (or to) anyone who does business with the organization.
- Avoid making prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures.
- Maintain confidentiality of the board's executive sessions, and speak for the entire board or the organization only when authorized to do so.