



Interlakes Area United Way

BOARD OF DIRECTORS INFORMATION PACKET

ENCLOSED:

- ▶ FREQUENTLY ASKED QUESTIONS
- ▶ BOARD DUTIES AND RESPONSIBILITIES
- ▶ APPLICATION TO THE BOARD OF DIRECTORS

FREQUENTLY ASKED QUESTIONS

OPERATIONS

▶ WHAT IS IAUW?

Interlakes Area United Way is a voluntary, not-for-profit organization that coordinates financial and volunteer resources for other non-profit agencies and programs in southeastern South Dakota. Through its work, IAUW aims to create meaningful and lasting positive change in the communities it serves.

Funds contributed to IAUW provide financial support for a broad range of programs and services in Lake, Miner and Moody counties. Funding recipients focus on the building blocks of Education, Health and Financial Stability.

▶ WHAT IS THE FUNCTION OF THE BOARD OF DIRECTORS?

The IAUW board of directors has entire management and control of the organization including fundraising and grant distribution. Directors are accountable to the community and are personally liable and legally responsible to ensure that IAUW is properly managed.

▶ HOW ARE IAUW FUNDS DISTRIBUTED?

IAUW has an open application process one time each year to consider funding recipients. The Allocations Committee within the IAUW board of directors reviews applications and recommends the amount of money to be allocated to qualifying recipients. Some areas of consideration include: community impact, program effectiveness and efficiency, accountability, and fiscal management, among others. The IAUW board has final approval of the budget and funding recommendations.

▶ ARE ALL UNITED WAYS THE SAME?

Approximately 1,400 United Ways exist across the country in their respective communities to build partnerships, leverage resources and create long lasting change. Though United Ways share a logo and have similar missions, each is independently incorporated and led by local staff and volunteers. The work of each United Way is determined by its community needs.

DONATIONS

▶ WHY SHOULD I GIVE TO IAUW?

A gift to United Way is an investment that benefits the entire region--not just one program, issue or population. Donors to IAUW contribute to a wide range of programs and services that help thousands of people in Lake, Miner and Moody counties. Pledge dollars are funneled into the annual budget which supports local programs and promotes the IAUW mission.

► HOW CAN I GIVE TO IAUW?

Donors are encouraged to fill out and submit pledge cards along with financial contributions. Pledge cards are available for download on IAUW's website or provided upon request. Pledge cards are also provided to local employers and mailed to local postal customers each year.

Donors can make contributions in one of three convenient ways:

Payroll deduction: A designated amount is taken from your paycheck per pay period. Arrange this with your employer.

Cash or Check: Mail to IAUW along with your pledge card to PO Box 132, Madison, SD 57042.

PayPal: Utilize the service online at interlakesunitedway.org. MasterCard, Visa, American Express and Discover cards are also accepted.

► ARE CONTRIBUTIONS TO IAUW TAX-DEDUCTIBLE?

Interlakes Area United Way is a federally registered 501(c)3 not-for-profit corporation. As such, donations to IAUW are tax-deductible to the extent allowed by an individual or corporation's circumstances. Donors who contribute \$100 or more will receive an acknowledgment from IAUW as evidence of the donation for purpose of a tax return. Those contributing through payroll deduction should keep a copy of their signed pledge card and request documentation from their employer that summarizes the amount withheld for United Way during the tax year. Donors are encouraged to consult their own tax professionals to determine the extent to which their donations are tax-deductible in their own circumstances.

SERVICE

► HOW DO I JOIN THE IAUW BOARD OF DIRECTORS?

The IAUW board of directors is comprised of volunteer members who reside in the area served. Each member serves a term of three years which run concurrently with the calendar year.

Individuals may request to join by completing and submitting an Application to the Board of Directors. Upon review, the board elects to approve or deny the request. Individuals may also be nominated by directors and appointed to fill vacancies and serve the remaining term balance.

► WHAT ARE THE EXPECTATIONS FOR IAUW BOARD MEMBERS?

The board of directors meets on the 2nd Monday of each month unless otherwise scheduled. Meetings usually last 1-2 hours. Most of the board's work is completed in board and committee meetings as well as special events and projects. Each member can expect to volunteer 2-4 hours per month. Full preparation and participation is requested.

Board members should demonstrate a commitment to IAUW's mission and values. Individuals are required to make an annual financial contribution during their term of service.

► HOW ELSE CAN I SUPPORT IAUW?

IAUW offers a wide variety of volunteer opportunities year-round, including days of service, campaign promotions, WIN BIG Raffle promotions and various projects. Interested parties should contact IAUW at 605-270-1010 or via email at interlakesareunitedway@yahoo.com.

BOARD DUTIES AND RESPONSIBILITIES

DIRECTORS OF INTERLAKES AREA UNITED WAY MUST:

- Make an annual financial contribution to IAUW
- Sign an annual Code of Ethics policy

DIRECTORS OF INTERLAKES AREA UNITED WAY SHOULD:

- Attend monthly board meetings
- Support and uphold the agency's mission statement and philosophy
- Positively represent and promote IAUW within the community and region
- Help to mobilize resources in the region on behalf of IAUW
- Display a readiness to devote time and effort to carry out your duties
- Have an acquaintance with the service territory and awareness of its social and economic conditions
- Assist with and participate in the annual fundraising events
- Review and understand agency by-laws
- Monitor the fiscal integrity of the agency
- Assist in developing and approving short and long-range goals
- Hire and evaluate any paid staff
- Serve on one or more committees
- Display a willingness to become informed about the operations of IAUW
- Display a willingness to develop and maintain working relationships with other board members, staff and community members served by and integral to the operation of IAUW
- Maintain confidentiality at all times
- Adhere to the agency's conflict of Interest and avoid potential violations

APPLICATION TO THE BOARD OF DIRECTORS

FOR IAUW ONLY
Date received _____

Applicant Name: _____

Home Address: _____

Preferred Email Address: _____

Preferred Phone Number: _____

Employer Name: _____

Employer Address: _____

Employer Phone: _____

What is your knowledge of Interlakes Area United Way and its mission?

Have you ever worked or volunteered for IAUW? If yes, when and in what capacity?

Please share with us relevant information about yourself or your interest in joining the IAUW board of directors.

How did you hear about a board vacancy with IAUW, if applicable?

What skills or knowledge will you contribute to the IAUW board? Indicate your experience in the areas below.

	Very Experienced	Some Experience	Little or No Experience
Strategic planning			
Fundraising			
Board development, recruitment and training			
Program planning and evaluation			
Financial management and control			
Communications and social media strategies			
Public relations and public speaking			
Organization and development			
Information technology			
Writing or journalism			
Special events planning and implementation			
Other _____			

Please return completed application to IAUW at PO Box 132, Madison, SD 57042 or via email at interlakesareunitedway@yahoo.com. Call Katie, administrative liaison, with questions at 605-270-1010.