

VOLUNTEER JOB DESCRIPTION

Title: Member, Management Assistance Program Committee

Reports to: Chair, Management Assistance Program Committee

Job Summary: This committee is a sub-committee of the Community Services and Allocations Committee (CSA). Committee members provide direction in the development and oversight of United Way's Management Assistance Program.

Responsibilities:

- ◆ Attends committee meetings
- ◆ Participates in Committee activities as directed by the Chair.
- ◆ Becomes knowledgeable of all aspects of Management Assistance program components.
- ◆ Provides direction in the development/management of United Way's Management Assistance Program, including:
 - Policy development
 - Management Assistance work plan oversight
 - Program advocacy

Needed characteristics, experience and training:

- ◆ Experience as volunteer and/or staff member of a nonprofit agency
- ◆ Knowledge of nonprofit management issues
- ◆ Experience with technical assistance and training delivery.
- ◆ Sensitive to training/development needs of nonprofit community.

Desired:

- ◆ Knowledge of United Way organization.

Time Commitment:

Minimum of 2 hours every month. Additional time may be required as committee work evolves and presentation to the Board and CSA Committee becomes necessary.