

Job Descriptions

Volunteer

Title: Member, Management Assistance Program Committee

Reports to: Chair, Management Assistance Program Committee

Job Summary: This committee is a subcommittee 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.