



United Way of Carlton County

902 Hwy 33 ~ Cloquet, MN 55720

Phone: (218) 879-8404 ~ uwcarltoncounty.org

May 20, 2024

Dear school representative-

The United Way of Carlton County is seeking a Student Director for a 1-year term (July 2024 – June 2025) to sit on the Board of Directors. The Student Director will play an important role in carrying out the mission of United Way. It truly is a rewarding experience to be able to touch the lives of so many of our friends and neighbors in Carlton County. This position will also have an opportunity to help maintain structure, establish goals, manage budgets, enlist volunteers, and approve allocations. The United Way of Carlton County has earned the understanding, acceptance, and confidence of county residents. Board members serve as representatives of the contributors as well as the clients served by our programs. In this capacity, a board member could render a valuable service. Requirements for a Student Board Member:

- Resident of Carlton County
- The student is a junior or senior in the 24/25 school year.
- Attend monthly meetings.
- Take an active part in discussions.
- Help establish United Way policy.
- Serve on a minimum of one committee.
- Participate in agency interviews and annual campaign events.

If you are interested in being considered for Student Director, please complete a letter of interest and return to director@unitedwaycarltoncounty.org no later than June 30, 2024. Someone from our Nominating Committee will be in contact with you shortly.

The following enclosed information is designed to help acquaint you with the role on the Board.

- 1) Mission Statement (Appendix I)
- 2) United Way of Carlton County Board Membership (Appendix J)
- 3) Role of Board and Individual Membership Responsibilities (Appendix L)

Thank you for considering becoming a member of the United Way of Carlton County Board of Directors.

Sincerely,

Sarah Buhs, Executive Director

"United Way fights for Health, Education and financial stability of every person in every community."

→ Volunteer Student Director

■ 1 year term (July 2024-June 2025)

■ Resident of Carlton County

■ Attend Monthly Meetings

■ Student is a junior or senior 24/25

■ Help establish United Way policy



▶ Send a letter of interest to
director@unitedwaycarltoncounty.org

LIVE UNITED



United Way of Carlton County

The mission of United Way of Carlton County is to fight for the health, education, and financial stability of every person in every community.

To accomplish this mission United Way of Carlton County will:

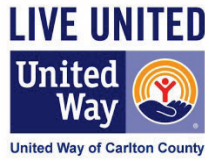
- Provide leadership and encourage cooperation among private, public, and religious organizations offering human care services.
- Provide a structure to periodically assess the county's current and emerging human care needs.
- Plan, organize, and implement a fund-raising program to support selected human care services.
- Allocate funds in the most efficient manner and evaluate the effectiveness of their use.

THE ROLE OF A BOARD

1. Establish clear objectives and develop a plan for achieving them.
 2. Review the overall organization periodically to ensure the goals and objectives are being achieved.
 3. Establish general policies, programs, and wise spending of organization funds.
 4. Maintain the overall balance of the program through long-range planning and assure that changing conditions adequately reflect the established goals.
 5. Perpetuate effective, proper, and responsible leadership and board organization.
 6. Ensure the legal status of the organization.
 7. Know this organization's relationship to other organizations.
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INDIVIDUAL MEMBER RESPONSIBILITIES TO THE BOARD

1. Be concerned with the entire program and the overall goals and objectives, not just a portion of the program.
2. Keep the overall goals and objectives in mind when making decisions or voting.
3. Help the Board arrive at a sound Group decision by:
 - A. Assuring proper research and study has been completed.
 - B. Be objective and listen with an open mind.
 - C. Use creative thinking.
 - D. Don't forget the long-term aspect. Anticipate future problems that may arise from present actions.
 - E. Accept the decision of the majority.
4. Attend all Board meetings and participate in all discussions and decisions. Be on time and stay until the meeting is over.
5. If you have a committee report, have it prepared. Don't waste Board time with committee details. Present facts – both pro and con.
6. Remember that you, a Board member, are legally liable for:
 - A. Willful or fraudulent breaches of trust.
 - B. Conflicts of interest.
 - C. Negligence or failure to exercise prudent judgment.



United Way of Carlton County Board Membership Information

The United Way fights for the health, education, and financial stability of every person in every community.

Length of Commitment:

- Three (3) year term. All members may be nominated for a second 3-year term, if they wish. After 6 consecutive years (2 terms) there is a mandatory 1-year break before re-applying for BOD membership. Student Director is a 1-year term.

Time Commitment:

- Ten (10) BOD meetings per year (no meetings in July or December)
- Each Board member is expected to be active on one or more committees
 - Finance
 - Nominating
 - Campaign
 - Marketing & Communications
 - Community Impact & Investment
- Two (2) Special Events per year
- Total Time Commitment: 15-20 hours per year

Desired Attributes:

- Commitment to the United Way Mission
- Commitment to improving the quality of life in Carlton County
- Willingness to maintain county-wide perspective
- Ability to represent an important perspective, organization or group.
- Commitment to attending meetings and events

The Role of the Board Member:

- Help set United Way policy.
- Assist the organization in making decisions about budgets, program priorities, community outreach, and personnel.
- Support the United Way fundraising campaign through advocacy and financial support.
- Represent the United Way of Carlton County in the community.