

Great things happen when you



give where you live.



Join UWNEMN's Board of Directors to support your neighbors and help shape your community!



WORKPLACE CAMPAIGNS

Help set up meetings for UWNEMN staff to present about our work - at your workplace and/or others.



EVENTS

See the calendar of events in this packet for all the exciting opportunities you can give of your time and input!



COMMUNITY IMPACT

With a staff of seven and a service area covering the entire Iron Range, all of Koochiching County, and all of Lake of the Woods County, UWNEMN could not make the impact it does across our region without the help of board members.



Board Responsibilities

United Way of
Northeastern MN



Title: Member, United Way of Northeastern Minnesota (UWNEMN) Board of Directors

Reports To: UWNEMN Board Chair

Term Length: 3 years, renewable to a total of 9 years of service (Term: April 1- March 31st)

Board Purpose: To support UWNEMN's mission to unite and focus our communities in creating measurable results to improve people's lives and strengthen our families by:

- Setting, reviewing, and managing the strategic direction of UWNEMN.
- Securing the financial and human resources necessary to achieve UWNEMN's mission.
- Systematically monitoring and assessing the success of UWNEMN.

Meetings: Up to 10 monthly board meetings (typically the 2nd Tuesday of the month from 4-6 p.m., based on board chair availability; no meeting in July or December)

Job Description & Responsibilities:

DETERMINE THE MISSION AND PURPOSE OF UWNEMN.

Develop and periodically review the mission statement, which articulates the organization's goals, means, and constituents served.

SELECT THE EXECUTIVE DIRECTOR.

Define the responsibilities expected of the position. Ensure that the Executive Director has the support and resources needed to further the goals of the UWNEMN. Periodically assess performance of those duties.

PROVIDE PROPER FINANCIAL OVERSIGHT.

Assist in developing the annual campaign goals and the annual budget. Ensure that proper financial controls are in place. Oversee the Budget and Fund Distribution process.

ENGAGE IN FUNDRAISING.

Assist in whatever methods are best suited for the individual board member and most effective for UWNEMN. This may include individual solicitations, working on special fundraising events, encouraging campaign presentations at your place of employment, making special appeals to companies and so on. Board members should make an annual contribution to UWNEMN as well as do their best to raise funds in their community for UWNEMN.

ENSURE EFFECTIVE ORGANIZATIONAL PLANNING.

Assist in implementing and monitoring the goals and prioritizing needs.

RECRUIT AND ORIENT NEW BOARD MEMBERS AND ASSESS BOARD PERFORMANCE.

Articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate board performance.

ENHANCE UWNEMN'S PUBLIC STANDING.

Enhance cooperation with other United Ways. Enhance relationships with the agencies. Be able to clearly articulate the mission, accomplishments and goals of this United Way in order to garner support from the community.

ENSURE LEGAL AND ETHICAL INTEGRITY AND MAINTAIN ACCOUNTABILITY.

The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

ATTEND BOARD MEETINGS AND OTHER COMMITMENTS.

Board members are expected to attend meetings regularly, be available for phone and/or email consultations, serve on at least one committee, and assist with a minimum of 2 community impact/fundraising events. Board members who do not meet these obligations may be asked to offer their resignation.

Our Road Map to Making Change

CORE COMMITMENTS

- Be objective, competent, and credible
- Challenge our community to Live United by Giving and Volunteering Where They Live
- Collaborate to make resources count
- Judge our work with honesty and care
- Share successes

CONVENE THE COMMUNITY

- Identify and facilitate action around community issues
- Engage a diverse group of community leaders, strategic partners, and stakeholders
- Bring awareness
- Seek system changes and address root causes of problems
- Prioritize underserved populations

SECURE RESOURCES

- Develop and nurture key relationships
- Focus on key market segments
- Appreciate, recognize, and thank donors and volunteers
- Grow short term and long term human and financial resources
- Be innovative; challenge ourselves

CONNECT PEOPLE AND ORGANIZATIONS TO RESOURCES

- Optimize and leverage resources
- Identify and engage with partners, provide resources as necessary
- Encourage collaboration
- Create initiatives to fill gaps when appropriate



Board of Directors Committee Structure

United Way of
Northeastern MN



Volunteer involvement is critical to the success of UWNEMN. Each area of our operation involves opportunities for volunteers to take an active and meaningful role in helping us achieve our mission. *Board members are required to participate on at least one UWNEMN committee.*

Committee structures may change from year to year. Committees may be formed on an ad-hoc basis at the discretion of the organization's leadership.

EXECUTIVE COMMITTEE

Led by chair of the board and comprised of elected officers of UWNEMN. Meets monthly. Fulfills the role of the Board of Directors between board meetings without power to make decisions requiring action by the board. Review progress reports of the functional areas of the organization, serves at the personnel committee of the organization, and provides advice and counsel to executive director. Staffed by executive director.

FINANCE & POLICY COMMITTEE

Led by board treasurer and comprised of 5-8 members (must include at minimum the Board Treasurer, 2 UWNEMN board members, and 1 non-board member from the community with banking, finance, auditing, and/or accounting experience). Meets quarterly. Provides oversight of all financial matters of UWNEMN and reports to Board of Directors. Board treasurer will report on a quarterly basis to the Board of Directors on the current financial status of the organization. Monitoring role includes reviewing financial statements, overseeing budget, suggesting financial guidelines that may change for the benefit of the organization, and advising the selection of an accounting firm to conduct the annual audit. This committee also reviews UWNEMN policies, including bylaws, on an annual basis and makes recommendations for changes to the full board. Staffed by executive director.

COMMUNITY IMPACT COMMITTEE

Led by Community Impact Chair and comprised of 7-11 volunteers (must include at minimum Community Impact Chair, 3 board members, 2 UWNEMN program staff, and 1 non-board member from the community) with a diversity of individuals, skills, and experience. Meets quarterly. Committee is responsible for evaluating UWNEMN's current community impact programs. On an annual basis, committee is tasked with diving into community issues and determining whether or not UWNEMN's current programs and agency support is meeting needs - or if there are needs unmet UWNEMN should address. Community Impact Chair will make recommendations to Board of Directors prior to annual fund distribution. Staffed by UWNEMN program staff.

RETIREE COMMITTEE

Led by Retiree Committee Chair and comprised of at least 4 volunteers (must include at minimum Retiree Committee Chair, 2 board members, and 1 non-board member of the community). Meets quarterly to evaluate UWNEMN's outreach to local retirees and make recommendations to UWNEMN staff. Staffed by executive director and communications and engagement coordinator.



PHILANTHROPIC CULTIVATION COMMITTEE

Led by Philanthropic Cultivation Chair and comprised of at least 4 volunteers (must include at minimum Philanthropic Cultivation Chair, 2 board members, and 1 non-board member of the community). Meets quarterly to generate annual marketing plan around giving and help UWNEMN identify new funding opportunities (including individuals, businesses and grants). Make recommendations to UWNEMN staff and Board of Directors. Staffed by resource development and events director and communications and engagement coordinator.



POWER OF THE PURSE COMMITTEE

Assist in the planning of Power of the Purse - namely securing auction and raffle items, securing sponsors, selecting menu, and providing insight on how to improve each year's event. Meets as needed from September-January. Staffed by resource development and events director and communications and engagement coordinator.



FLAVOR OF THE NORTH COMMITTEE

Assist in the planning of Flavor of the North - namely securing auction and raffle items, securing sponsors, identifying potential participants & encouraging restaurants to participate, and providing insight on how to improve each year's event. Meets as needed from January-March. Staffed by resource development and events director and communications and engagement coordinator.



RENEGADE TRAIL RUN COMMITTEE

Assist in the planning of Renegade Trail Run - namely securing sponsors and vendors, providing insight on how to improve each year's event, providing input on swag/running shirts/winners' medals, providing input on route and volunteering to prepare course, assisting with promotion, and weighing in on ways to grow this new event. Meets as needed from February-June. Staffed by resource development and events director and communications and engagement coordinator.



\$10,000 GOLF BALL DROP COMMITTEE

Assist in the planning of the \$10,000 Golf Ball Drop - namely securing sponsors, selling tickets, and identifying opportunities to expand this new event. Meets as needed from May-August. Staffed by resource development and events director and communications and engagement coordinator.



KOOCHICHING COUNTY ADVISORY COMMITTEE

Assist in the development of fundraising (including event planning) and programming in Koochiching and surrounding area. Staffed by resource development and events director and communications and engagement coordinator.



UWNEMN is always working to expand local presence and programming. Doing so effectively requires community input and involvement. Board members are key to recruiting committee members from the community - and suggesting changes to keep committees relevant.

Allocations & Campaign Timeline

United Way of
Northeastern MN



MAY - AUGUST

- Train new board members
- Develop campaign materials
- Strategize campaign outreach
- Begin Community Impact evaluation, policy procedures and review
- Hold fundraising events
- Begin earliest campaigns
- Audit of UWNEMN financials begins
- Second quarter agency financial distribution

SEPTEMBER- DECEMBER

- Kick off region-wide campaign
- Make corporate asks
- Community mailings with pledge asks
- Hold fundraising events
- Agencies submit letters of intent to apply for UWNEMN funding
- Audit presented to board
- Third quarter agency financial distribution

JANUARY- MARCH

- Local agencies apply for funding
- Board reviews applications, panels interview agencies and make recommendations
- Board finalizes funding recommendations for agencies
- Finalize campaign numbers, recognize top businesses and organizations
- Thank donors
- Hold fundraising events
- Executive Director creates budget for coming fiscal year
- Fourth quarter agency financial distribution

APRIL

- First funding distribution is sent to approved agencies
- New campaign year begins
- Hold fundraising events



Budget expenses include organization operations and UWNEMN programs. The remaining amount is available to be allocated to agencies.

Program Volunteer Opportunities

United Way of
Northeastern MN



Board members are required to volunteer with our organization. Below you will find three of the programs UWNEMN Board Members routinely support with their time and advocacy.

Other common examples include: organizing Comforts of Home items, building Buddy Backpacks boxes, stocking Little Free Libraries, and occasional building maintenance projects.



BUDDY BACKPACKS

Sign up to pack Buddy Backpacks during the school year. Packing sessions generally take 1.5 hours at UWNEMN's building in Chisholm where you are assigned the role of Bag Opener, Bag Filler, Runner, Boxer, or Cardboard.



MEET UP & CHOW DOWN

Volunteer once/week in the summer handing out free lunches to children in one of the following communities: Chisholm, Cook, Hibbing, Mt. Iron, Nashwauk, Virginia. Volunteer for one month, two months, or all summer!



LUNCH BUDDIES MENTORING PROGRAM

Apply to be a mentor, and UWNEMN will provide you with training then match you with a local first grader in need of an additional adult role model. Lunch Buddies meet one lunch hour/week during the school year.



Looking for a different way to volunteer your time with UWNEMN programs or agencies?

Let us know what you are interested in, and we will find the right project for you!

www.unitedwaynemn.org/volunteer | info@unitedwaynemn.org | 218-254-3329

2023 Calendar of Events

United Way of
Northeastern MN



JANUARY

Power of the Purse features an evening of food, wine, themed costume contests, raffles, and auctions to support Imagination Library.



MARCH

Annual Campaign Celebration honors top UWNEMN campaigns, volunteers, and agencies of the past year.



APRIL

Flavor of the North is a UWNEMN staple celebrating local eateries. Guests sample dishes and vote for their favorite appetizer, entrée, and dessert. The event also features an extensive auction and raffles. All proceeds benefit Buddy Backpacks.



AUGUST

\$10,000 Golf Ball Drop sells 1,000 golf balls to be hoisted in a crane above a golf hole. If your ball lands in the hole, you win the first place cash prize! Proceeds support Buddy Backpacks.



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DECEMBER

Legislative Meet & Greet connects UWNEMN board members, top sponsors, and agencies with state legislators. This event is invite only.



**DATE
TBA**

Renegade Trail Run 25K/5K is an exciting event at the Redhead Trail. This event benefits the United for Veterans program.



**DATES
TBA**

United for Veterans Cash Raffle is a cash raffle to support the United for Veterans program.



Bucks for Backpacks is a cash raffle to support Buddy Backpacks.



UWNEMN board members help make these events successful by helping to spread the word, selling tickets, volunteering for set up/teardown/on event day, securing sponsors, and/or securing auction and raffle items!