

UNITED WAY OF KNOX COUNTY

Admissions & Allocations VOLUNTEER JOB DESCRIPTION

POSITION: Panel Review Subcommittee Member

Term: No minimum or maximum amount of years on panel.

PURPOSE OF POSITION: To ensure that United Way funds are allocated and expended in a manner consistent with all United Way policies and procedures.

MAJOR RESPONSIBILITIES:

- * Reviews program materials in advance of committee discussion and actively participates in deciding issues.
- * Brings perspective to concerns and issues as a member with knowledge of community needs and resources and/or as a member with particular expertise such as accounting, law, management, public administration, etc.
- * Reviews, interprets and implements all United Way policies pertaining to the allocation of United Way funds.
- * Formulates specific recommendations pertaining to the allocation of funds.
- * Assists in creating broader community understanding of and support for the Allocations Process, in particular, and the United Way in general.

QUALIFICATIONS: (Any of the following)

- * Interest in sharing or gaining knowledge of community human service needs.
- * Basic understanding of good management practices.
- * Financial background.
- * Experience with United Way and/or social service agencies.

BENEFITS:

- * Networking opportunities.
- * Gain knowledge about community and services.
- * Recognition as a volunteer.
- * Opportunities to participate in special events and activities.

TIME REQUIRED: The Allocations Review Subcommittee volunteer will be asked to attend his/her meetings, and review the applications received for the assigned panel. Time spent on reviewing applications varies depending on the number of applications received and the individual reviewer. A minimum of three meetings will be held for agency presentations and funding recommendations. Agency visits will hopefully begin in October and wrap as quickly as all agency visits can be scheduled.