

Community Investment Process Volunteer Panelist Position Description

Purpose: Community partnerships and a focus on results are at the core of Head of the Lakes United Way's (HLUW) move to Community Impact. This approach demands that communities are proactive as well as responsive to the area's most pressing needs. HLUW's Community Investment Process requires Volunteer Panelists to review and evaluate partner agency requests for United Way funding. Each panel is intended to be comprised of a broad representation of the community.

Title: Head of the Lakes United Way Community Investment Process Volunteer Panelist

Objective: The HLUW Community Investment Process Volunteer Panelist will review requests for funding from United Way partner agencies. The volunteer panel member will work with other members of the panel to come to a conclusion about what percentage of the request will be granted to the applicant.

Responsibilities:

- Support Head of the Lakes United Way's goal of providing financial support to health and human service programs that effectively address our community's most pressing needs;
- Keep Head of the Lakes United Way's goals in mind during the entire process of application review;
- Attend all panel meetings and agency presentations, read the applications for funding, declare any conflicts of interest, and complete an objective rating form;
- Partake in group discussions and be expected to bring forth unbiased concerns or opinions about the programs requesting funding; and
- Keep all panel deliberations confidential.

Qualifications: This position is open to residents of the Head of the Lakes United Way service area who live in Ashland-Bayfield, Greater Duluth, Northshore (Lake & Cook Counties) and Superior-Douglas County area. The panelist is expected to have a basic knowledge of the United Way service communities and the desire to work towards positive change and improved outcomes for all people in our communities.

Time Commitment: 20-25 hours during the months of January and February 2018.

Benefits: The panelist is able to see firsthand how nonprofit agencies in HLUW service areas truly improve people's lives with the help of United Way funding. The panelist will come away with a stronger connection to the community they live in. The panelist will have the chance to make networking connections with many people, including those serving on the panel with them, United Way staff, agency directors and staff at the agencies under review.

FOR QUESTIONS CONTACT:

Michelle Hargrave | Vice President of Impact & Development
218-726-4771 | mhargrave@hlunitedway.org

Community Investment Timeline & Schedule

Ashland-Bayfield:

Ashland-Bayfield (all impact areas) Meeting Schedule

| | | |
|----------------|---------------------|--------------|
| Thurs. Feb. 15 | Orientation Meeting | 3:00-5:00 pm |
| Thurs. March 1 | Ranking Meeting | 2:00-5:00 pm |

Greater Duluth:

Basic Needs Panel A Meeting Schedule

| | | |
|---------------|------------------------------|--------------|
| | <u>Orientation(attend 1)</u> | |
| Tues. Jan 9 | Superior | 8:30-10:30am |
| Wed. Jan 10 | Duluth | 4:00-6:00 pm |
| Tues. Jan. 23 | Q & A Meeting | 4:00-6:00 pm |
| Tues. Jan. 30 | Presentations | 1:00-5:00 pm |
| Tues. Feb. 6 | Presentations | 1:00-5:00 pm |
| Tues. Feb. 20 | Ranking Meeting | 4:00-6:00 pm |

Basic Needs Panel B Meeting Schedule

| | | |
|--------------|------------------------------|-----------------|
| | <u>Orientation(attend 1)</u> | |
| Tues. Jan 9 | Superior | 8:30-10:30am |
| Wed. Jan 10 | Duluth | 4:00-6:00 pm |
| Wed. Jan. 24 | Q & A Meeting | 8:30 - 10:30 am |
| Wed. Jan. 31 | Presentations | 8:30am-12:30pm |
| Wed. Feb. 7 | Presentations | 8:30am-12:30pm |
| Wed. Feb. 21 | Ranking Meeting | 8:30 - 10:30 am |

Health Panel Meeting Schedule

| | | |
|----------------|------------------------------|-----------------|
| | <u>Orientation(attend 1)</u> | |
| Tues. Jan 9 | Superior | 8:30 -10:30am |
| Wed. Jan 10 | Duluth | 4:00 - 6:00 pm |
| Thurs. Jan. 25 | Q & A Meeting | 8:30 - 10:30 am |
| Thurs. Feb. 1 | Presentations | 8:30am-2:30pm |
| Thurs. Feb. 8 | Presentations | 8:30am-2:30pm |
| Thurs. Feb. 22 | Ranking Meeting | 8:30 - 10:30 am |

Superior-Douglas County:

Health Panel Meeting Schedule

| | | |
|--------------|------------------------------|-----------------|
| | <u>Orientation(attend 1)</u> | |
| Tues. Jan 9 | Superior | 8:30 -10:30am |
| Wed. Jan 10 | Duluth | 4:00 - 6:00 pm |
| Wed. Jan. 24 | Q & A Meeting | 8:30 – 10:30 am |
| Wed. Jan. 31 | Presentations | 8:30 – 12:30 pm |
| Wed. Feb. 7 | Presentations | 8:30 – 12:30 pm |
| Wed. Feb. 21 | Ranking Meeting | 8:30 – 10:30 am |

Basic Needs Panel Meeting Schedule

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| | <u>Orientation(attend 1)</u> | |
| Tues. Jan 9 | Superior | 8:30 -10:30am |
| Wed. Jan 10 | Duluth | 4:00 - 6:00 pm |
| Thurs. Jan. 25 | Q & A Meeting | 4:00-6:00PM |
| Thurs. Feb. 1 | Presentations | 1:00-5:00PM |
| Thurs. Feb. 8 | Presentations | 1:00-5:00PM |
| Thurs. Feb. 22 | Ranking Meeting | 4:00-6:00PM |



2017-2018 Fund Distribution Volunteer Panelist Application

Date of Application:

YES! I would like to volunteer and I am available to attend ALL scheduled meetings for the following panel:

- Ashland-Bayfield Panel (all impact areas)
- Greater Duluth Basic Needs Panel A
- Greater Duluth Basic Needs Panel B
- Greater Duluth Health Panel
- Superior-Douglas County Basic Needs Panel
- Superior-Douglas County Health/Income Panel

NO. I am not able to participate, but would like to be considered for future volunteer opportunities with Head of the Lakes United Way

Contact Information

Name:

Address:

City:

State:

Zip Code:

Daytime Phone:

Cell Phone:

Email:

Background Information (Please check all that apply)

- | | |
|------------------------------------|------------------|
| <input type="checkbox"/> Student | Institution: |
| <input type="checkbox"/> Employee | Employer: |
| <input type="checkbox"/> Volunteer | Organization(s): |

APPLICATIONS ARE DUE Monday, DECEMBER 18th by 9AM
Please email completed applications to: mhargrave@hlunitedway.org



Conflict of Interest Declaration

Volunteer review panelists enter into a special relationship with HLUW and its potential partner agencies. The quality of this relationship requires protection against possible conflicts of interest or the appearance of conflicts of interest. Please disclose any HLUW Partner Agency affiliations, currently and in the past two years. Please review the listing of Partner Agencies below.

*Conflicts do not necessarily exclude you from participation. However, they must be disclosed.

| United Way Partner Agencies | |
|--|--|
| ASHLAND-BAYFIELD AGENCIES | NORTHSHORE AGENCIES |
| New Day Shelter Northlakes Community Clinic School District of Bayfield/Homework Zone The Brick Ministries, Inc. | Care Partners of Cook County Community Partners Program (Includes Socially Active Seniors Program) Just Kids Dental Northshore Area Partners North Shore Collaborative North Shore Horizons Two Harbors Area Food Shelf |
| GREATER DULUTH AGENCIES | SUPERIOR-DOUGLAS COUNTY AGENCIES |
| American Red Cross Arc Northland Boys & Girls Clubs of the Northland Center City Housing Children's Dental Services Churches United in Ministry (CHUM) Community Action Duluth Courage Kenny Rehabilitation Institute-Northland Domestic Abuse Intervention Program (DAIP) Damiano of Duluth Duluth Area Family YMCA Girl Scouts of MN & WI-Lakes & Pines Goodwill Industries Vocational Enterprises Human Development Center Lake Superior Community Health Center Legal Aid Service of Northeast Minnesota Life House Lutheran Social Service Men As Peacemakers Myers-Wilkins Community School Collaborative Positive Energy Outdoors Safe Haven Shelter and Resource Center Salvation Army Second Harvest Northern Lakes Food Bank SOAR Career Solutions The Hills Neighborhood Youth Services Valley Youth Center Volunteer Attorney Program YWCA of Duluth | American Red Cross Boys & Girls Clubs of the Northland Center Against Sexual & Domestic Abuse(CASDA) Challenge Center Douglas County 4-H Catholic Charities: Foster Grandparents Program Harbor House Crisis Shelter Human Development Center Health Care Clinic Just Kids Dental Lake Superior Community Health Center Lutheran Social Services Duluth Area Family YMCA: Mentor Superior Catholic Charities: Retired and Senior Volunteer Program(RSVP) Salvation Army School District of Superior/After School Program Superior Douglas County Family YMCA Superior Vocation Center, Inc. |



Conflict of Interest Declaration - Continued

Please answer the following questions.

1. **Do you or a family member serve as a consumer of services, director, staff member, trustee, active volunteer; or are a significant financial contributor to any United Way Partner Agency listed in the table above?**

An active volunteer is defined as a person who volunteers more than 5 hours per month for the agency. A significant financial contributor is a person who contributes more than one-tenth of one percent of the organization's current or last three year's budget. If so, please list the agency or agencies and your relationship here.

2. **Do you provide/offer goods or services to Head of the Lakes United Way? If yes, please explain.**
3. **Do you serve on the Head of the Lakes United Way Board or any committees, or are you a Head of the Lakes United Way staff member? If yes, please explain.**
4. **Do you have any other affiliations that may affect your objectivity in this review process? If so, please list them here.**

AUTHORIZATION

I certify that I have declared to the best of my knowledge any conflicts of interest with Head of the Lakes United Way or its Partner Agencies.

Name (please type or print):

APPLICATIONS ARE DUE Monday, DECEMBER 19th by 9AM
Please email completed applications to: mhargrave@hlunitedway.org