



VOLUNTEERS NEEDED TO HELP AWARD OVER \$800,000 IN EASTERN MAINE!

United Way of Eastern Maine (UWEM) is recruiting 80 + volunteers to help us make grant awards for our upcoming funding cycle supporting health and human service programs in Hancock, Penobscot, Piscataquis, Waldo and Washington counties. Every two years UWEM launches a competitive funding application that is open to non-profit health and human service organizations throughout our service area. UWEM accepts applications that focus on improving the lives of individuals in the areas of Education, Income, or Health.

UWEM relies on volunteer funding panels to review requests and make funding recommendations to the UWEM Board of Directors. These panels are comprised of community members, service recipients, UWEM donors, and non-profit professionals. No experience is necessary and training is provided.

Why Volunteer?

Community Investment volunteers make recommendations to the UWEM Board of Directors on how to allocate approximately \$800,000 per year over the next two years. Your voice as a community member, donor, or service recipient is critical in helping the UWEM board make the best investment of Community Fund dollars.

As a Community Investment volunteer you will have the opportunity to grow your professional and personal circle through networking with other volunteers, and in many cases meeting people you do not normally come across in your day to day life. This short term (3 month) volunteer opportunity will provide you with solid insight into the UWEM funding process and area non-profits. Volunteers will receive comprehensive training on the program review process outcome measurement. This is an excellent opportunity for those interested in learning more about non-profit organizations, college students or recent graduates, and those considering a career change to the non-profit field.

Prior experience with non-profit organizations, UWEM, or grant-making is not required. In addition to training, volunteers are provided with staff support throughout the entire process.

Funding Panel Volunteers are charged with conducting an independent review of a selection of applications and discuss findings with the full panel resulting in a recommendation for funding to the UWEM Community Impact Committee (CIC); the CIC finalizes recommendations for UWEM Board consideration.

Multiple Opportunities Available!

Community Investment volunteers can serve in one of three capacities: Funding Review Panel Members, Funding Review Panel Chairs, and Financial Review Team members.

Funding Review Panel Members conduct an independent review 8-10 applications and discuss findings with the full panel resulting in a recommendation for funding to the UWEM Community Impact Committee (CIC); the CIC finalizes recommendations for UWEM Board consideration. This position requires a time commitment of approximately 20-30 hours between January and March 2017.

Your Role as a Funding Review Panel Member

- ◆ Champion UWEM's mission and Community Impact Goals
- ◆ Support high standards of program review and evaluation
- ◆ Ensure measurement impact in all program recommendations
- ◆ Participate in panel discussions in an open, honest, and objective manner

Your Responsibilities

- ♦ Attend orientation and training (2 hours)
- ♦ Individually read and review assigned program applications; approximately 8-10 requests per reviewer. Actual number will depend on the total number of applications received and the total number of reviewers available. (8-10 hours)
- ♦ Score applications in online database; typically 30 minutes per application reviewed (4-5 hours)
- ♦ Attend and participate in 2 program review meetings; 2 hours each (4 hours). At these meetings Funding Panels will review scoring results and determine recommendation for funding consideration by Community Impact Committee.

Required Skills

- ♦ Integrity
- ♦ Responsibility
- ♦ Objectivity
- ♦ Basic understanding of UWEM mission and goals
- ♦ Basic understanding of community needs

In addition to the above responsibilities, **Funding Panel Chairs** will facilitate one of the Funding Panels through the program review and evaluation process. The chair will prepare for and facilitate 2-3 scheduled meetings and collectively work with other panel facilitators to prioritize programs for a recommendation for funding to the UWEM Community Impact Committee (CIC); the Panel Chair will attend CIC meetings to provide input as recommendations for UWEM Board consideration are finalized. Panel Chairs are supported by a member of the UWEM Community Impact staff throughout the review process.

A separate team of qualified volunteers are also needed to serve as **Financial Review Team** members. Financial Review Team members should have experience in reviewing or managing non-profit financial statements. These volunteers will individually review financial statements for approximately 10 applicant agencies. These documents include an Annual Audit, Reviewed Financial Statements or Compilation (dependent on agency size), as well as the 990 form. Financial Review Team members will meet to discuss findings with the full panel resulting in determination of the financial stability of the applicant agencies to the UWEM Community Impact Committee (CIC). Financial Review Team members can expect to volunteer approximately 8-10 hours from January – March 2017. Members will receive orientation and training from UWEM staff.

Conflict of Interest Policy for Volunteers

All panel volunteers are asked to declare any affiliations with currently funded United Way agencies. Efforts will be made to assign Investment Panel volunteers to panels where no conflict of interest exists. In the event of a conflict, Investment Panel volunteers with an agency board or standing committee membership will abstain from voting on allocations to that agency and the abstention will be recorded.

Contact Us

To apply for this unique and exciting opportunity, please contact Janelle Wuoristo, Community Impact Manager at janellew@unitedwayem.org or 941-2800 ext. 212.