



# VOLUNTEER JOB DESCRIPTION

**Title:** Member, Management Assistance Program Committee

**Reports to:** Chair, Management Assistance Program Committee

**Job Summary:** This committee is a sub-committee of the Community Services and Allocations Committee (CSA). Committee members provide direction in the development and oversight of United Way's Management Assistance Program.

**Responsibilities:**

- ✦ Attends committee meetings
- ✦ Participates in Committee activities as directed by the Chair.
- ✦ Becomes knowledgeable of all aspects of Management Assistance program components.
- ✦ Provides direction in the development/management of United Way's Management Assistance Program, including:
  - Policy development
  - Management Assistance work plan oversight
  - Program advocacy

**Needed characteristics, experience and training:**

- ✦ Experience as volunteer and/or staff member of a nonprofit agency
- ✦ Knowledge of nonprofit management issues
- ✦ Experience with technical assistance and training delivery.
- ✦ Sensitive to training/development needs of nonprofit community.

**Desired:**

- ✦ Knowledge of United Way organization.

**Time Commitment:**

Minimum of 2 hours every month. Additional time may be required as committee work evolves and presentation to the Board and CSA Committee becomes necessary.