



ALLOCATIONS CHAIR POSITION DESCRIPTION

RESPONSIBILITIES:

- Recruit committee (10-15) representing a cross section of the community
- Determine timelines for both core allocations and New Initiative Funding (NIF) process
- Schedule and chair all allocation meetings
- Review and recommend changes to the allocations form and process in co-operation with agencies and United Way strategic objectives
- Provide committee with an orientation including:
 - roles of agencies, United Way funding objectives, campaign promises, needs assessment, role of other funding partners, allocation history
- Oversee the implementation of the allocation and NIF process including:
 - assigned agency visits, required reading, group discussions
- Provide the Board of Directors with:
 1. An allocation recommendation report
 2. A NIF recommendation report
- Report results to applicants in a timely manner and report any agency feedback to the committee
- Conduct agency appeals
- Consult with the Board on amounts to allocate based on campaign achievement, possible reserves and UW admin costs
- Bring forth a candidate for nomination to the allocations chairperson at the end of a two year term