UNITED WAY OF DAVIESS COUNTY

PARTNER AGENCY

GUIDELINES

December 2021

I. NAME

This group will be known as the Agency Committee for United Way of Daviess County

II. PARTICIPATING GROUPS

The executive director of any United Way Agency or their representative will be eligible to participate.

III. ELECTION OF OFFICERS

Elections will be held at the December meeting each year for a one-year term beginning on January 1.

IV. OFFICERS

A Chairperson and Secretary will be selected from the Agency members.

V. MISSION

The Agency Committee is an advisory partner with United Way to

a. Strategically collaborate for the betterment of human welfare in Daviess County.

b. Create a forum for communication, networking, and forwarding common interests of the social service community.

VI. PROCEDURE

The Agency Committee Chairperson may present recommendations to the United Way Executive Director and Board Chair. Agency Committee Minutes will be provided to all Agency Members prior to the quarterly meetings.

VII. MEETINGS

The Agency Committee will meet quarterly the second Tuesdays in March, June, Sept. and Dec. at 12:00PM at Ride Solution, 1001 E. Main St. in Washington or via Zoom if necessary.

VIII CHAIRPERSON DUTIES

The Chairperson will be a link between the United Way and Agencies by

a. Developing the agenda with the United Way Director

b. Sending out the meeting agenda and confirming time and place of meeting

c. Sending out a meeting reminder the day before the meeting

d. Presiding over the Agency meeting

e. Communicating meeting notices and other information to the Agencies and the UW Executive Director

f. Serving as another Communication Link between UW and Agencies

IX. SECRETARY DUTIES

The Secretary will keep minutes of the meetings and establish good communications by

a. E-mailing minutes to the agency members and UW staff

b. Keeping a current list of agency representatives and contact information

c. Chairing the meetings in the Chairperson’s absence

d. Keep and bring a binder or file with copy of Agency Manual and past minutes

e. Send minutes out within 5 days of the Agency meeting to Agencies and UW staff

X. MOTIONS

The Committee is encouraged to collaborate and reach a consensus whenever possible. If that is not possible, each agency in attendance will have 1 vote, understanding that a majority vote results in the recommendation on the motion to the United Way Board.

XI. FUNDRAISING

Period of Cooperation

Agencies are encouraged to obtain grants, endowment funds, and other sources of income which is disclosed in the funding packet. **In respect of encouraging agencies to apply for other sources of revenue, United Way of Daviess County will no longer have a blackout period for agencies during their official campaign period of Sept. 1st-October 31st**

Agencies are asked to play an active role in the United Way Campaign by informing and encouraging their board members and staff to participate.

Agencies are required to display United Way promotional material such as decals, brochures, and yard signs during events or programming that are funded, and/or supported by the United Way.

Agencies are required to recognize events or programs funded through United Way grant funds by posting updates on social media and/or other news outlets with stories, photos, etc.

XII. ATTENDANCE

Agencies funded by United Way are required to attend 3 of the quarterly Agency Committee meetings per year. This can be the director or representative from the agency. This requirement is important to build a collaborative and dynamic environment to enhance the work of all.

XIII. CONFLICT RESOLUTION

Each member agency is responsible for following the guidelines

Failure to follow the known and accepted guidelines will result in a hearing with the Agency Committee Chair, offending agency, UW board chair and UW Executive Director. Failure to resolve issue can result in reduced community investment.

Some possible areas of concern might be

a. Failure to submit reports and grant requests on time

b. Non-participation in Agency Committee meetings

1. No agency disclosure, shall be released by the agency partner to the public in a negative manner, regarding funds received, reduced in amount, or no longer funded or partnered with United Way.

Agency Acknowledgement of Receipt

Partner Agency Guidelines December 2021

On behalf of (member agency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we have received this Agency Relations Document and agree to its guidelines to further the spirit of cooperation between the United Way of Daviess County, Inc. and its member agencies.

Electronically Signed by:

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Agency Director Board Chair

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United Way Executive Director

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Date