

UNITED WAY QUEEN ANNE'S COUNTY  
NOMINATION APPLICATION TO THE BOARD OF DIRECTORS

Please complete the following application and return to [admin@unitedwayqac.org](mailto:admin@unitedwayqac.org) for review by Nominating Committee

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_

YOUR BIO (or attach):

---

REFERENCES:

**Personal**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to you

---

**Professional**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to you: \_\_\_\_\_

WHAT MOTIVATED YOU TO APPLY FOR A BOARD POSITION WITH THE  
UWQAC?

REVIEW RESPONSIBILITIES AND EXPECTATIONS OF A UNITED WAY QUEEN  
ANNE'S COUNTY BOARD MEMBER – ATTACHED

YES \_\_\_\_\_ NO \_\_\_\_\_

REVIEW UNITED WAY QUEEN ANNE'S COUNTY BY-LAWS

YES \_\_\_\_\_ NO \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

UNITED WAY QUEEN ANNE'S COUNTY  
BOARD OF DIRECTORS  
RESPONSIBILITIES AND EXPECTATIONS

Being asked to serve as a member of the Board of Directors of United Way Queen Anne's County is an honor that has come to few individuals in our County. It is offered because the Nominating Committee has received information – either directly or from third parties – of your business and/or civic leadership. You are asked to serve because you have demonstrated a high degree of ethics and an abiding interest in the betterment and the future in the communities of Queen Anne's County.

The Mission of United Way Queen Anne's County is to fund health and human care services, which in turn helps to enrich the lives of the neighbors in our county.

Members of the Board of Directors are expected to be the organization's leading advocates, fundraisers and should be knowledgeable of the agencies we represent. Board members are the front line of support for United Way Queen Anne's County and are highly visible throughout the year. It is essential to remember that, as a Board member, your actions must always reflect positively upon United Way Queen Anne's County. Any inappropriate behavior or comments made in a public atmosphere will do nothing but damage the favorable image of the organization. Any lapse in proper decorum on the part of any Director reported to the Organization will be forwarded to the Executive Committee for review. The Executive Committee will have the option to seek additional information and handle the situation or refer the incident to the full Board for possible sanctions against the Board member in question. It is also important that each and every Board member respect the confidentiality of information and discussions relative to the conduct of United Way business until the Board agrees to release such information to the public.

While the By-laws of the organization speak to attendance at monthly meetings, this duty, while important, is only basic to membership on the Board. Board members are encouraged to do far more than attend the monthly meetings. And, as you take on this responsibility for United Way Queen Anne's County, it is important that you recognize what these are.

Page 2

**Attendance at meetings:** United Way Queen Anne's County monthly meetings are held the first Friday of each month. Board members are expected to attend all meetings. It is the responsibility of each Board member to alert the Executive Administrative Assistant of absence.

**Committees:** United Way Queen Anne's County has an active committee structure. The number of special committees may vary from time to time as events are added to or dropped from the list of activities. Board members are expected to serve as either Chair or Co-Chair of at least one committee.

Serving as Committee Chair involves organizing committee meetings, agendas and executing the specific responsibility of the committee.

Attending Events: Board members are expected to attend all United Way events and activities if at all possible. Since the Board is the most visible entity of the Organization, it is important that the community at large see that support from the Organization's leadership is evident at each and every event and activity.

Below are some of the activities and events in which United Way Queen Anne's County is currently involved:

- Annual Fundraising Drive
- Allocations Committee
- Nominating Committee
- Budget Committee
- Yearly Events (which include Golf tournament, Crab Feast, Agency Mixers, Quarter Auction, etc. )

New Member Recruitment: Each Board member is encouraged to be on the lookout for individuals who might make good Board members as well as those who would make good committee members. Board members are encouraged to present individuals to the Nominating Committee in preparation for expiring terms of existing Board members. Having Board members bring in new members ensures that the Board will operate at full capacity.