



## Affinity Group Executive Committee Frequently Asked Questions

### 1. Why should I join an executive committee?

Joining a United Way Capital Area affinity group executive committee is a personal decision based on one's affinity to United Way work, a desire to make new contacts, and serve the community at large. As an executive committee member you will help create the footprint for the lasting change United Way works to create in the community.

### 2. How does the nomination and confirmation process work?

Each affinity group has a different nomination and confirmation process.

YLS requirements include:

- To be considered for an officer position individuals must be a YLS member (minimum \$1000 gift) and have been active in YLS activities (attended LWL, events, etc).
- At a minimum, a notice goes out to all YLS members to solicit nominations for the board. A nominating committee will be selected and chaired by the Immediate Past Chairperson. The committee members will consist of two existing board members and two active members in good standing. Nominees for a position cannot serve on the nominations committee. All candidates must be members in good standing for at least six months prior to the nomination. United Way staff will serve on the nominating committee as ex-officio members.

WLC requirements include:

- A steering committee appoints executive committee candidates from the general WLC membership based on interest, skills and availability. Normally, executive committee members will have been active WLC members for at least one year.

### 3. What are the benefits?

- Align your financial contribution and volunteer efforts to build successful communities
- Network with like-minded leaders

- Be recognized as a philanthropic leader
- Meet and learn from Central Texas' most influential business leaders
- Establish yourself as a community leader who takes action

**4. How much of a time commitment is involved?**

Time commitments can vary based on ways you choose to engage with United Way. In all cases, one Executive Committee meeting a month is standard. In addition to this meeting there are email correspondence and planning committee meetings, although you may or may not have this commitment. If you do, planning committee meetings and obligations will peak toward the launch of an event.

**5. How long is my term?**

1 year, based on a calendar year

**6. What are my responsibilities?**

Your responsibilities vary by your position on the executive committee.

Responsibilities common to all executive committee positions include:

- Planning event calendar
- Recruiting new and retaining current members
- Advocating for the work of United Way Capital Area
- Working within budgets

United Way makes every effort possible to match executive committee members with positions that fit their skill set (newsletter content, event planning, budgeting, etc). However, it is necessary for executive committee members to work together to make sure events and decisions are prudent and sustainable.

**7. Who will I work with?**

You will work with a staff member of United Way, the other executive committee members, planning committee members, and members of your affinity group. Executive committee members are from varied backgrounds, but, all have the common thread of supporting United Way's community impact model through advocating, volunteering, and giving.

**8. How will I get the information I need?**

The staff member at United Way will help you get the information you need to fulfill your duties. Other executive committee members serve as a great resource for historical information and help performing your duties.

**9. What if I can't make a meeting?**

It is your responsibility to inform other board members and the United Way staff contact of your absence. It is also your responsibility to make sure you know your action items from the missed meeting. For each affinity group there are regulations about how many meetings can be missed and consequences if that set amount is exceeded without due cause.

**10. How will others know I am committing my time and expertise to United Way?**

Your name, company, and board position will be listed on the website and in all appropriate affinity group information.

**11. How will my position on the executive committee help those in need?**

Your role on the executive committee will help those in need by your advocacy, volunteer efforts, and financial contributions to the collaborative and far reaching work of United Way. United Way's work on addressing immediate need while focusing on long-term solutions to root causes of social problems (Education, Financial Stability, and Health) ensures your dollars and work are doing the most good for the communities most vulnerable individuals and families.

**12. How are United Way Capital Area affinity groups different from other young professional organizations or other women's groups?**

YLS and WLC are different from other affinity groups in Austin because these groups exist to support and further the community impact work of United Way Capital Area through social, educational, and volunteer opportunities.