



UNITED
caring
SERVICES

Community of Caring

Organizing Statement: Desiring a smooth-functioning, positive, responsible, efficient, and effective committee structure, we organize in the following way so the emergency needs of those we serve are met, all people are treated with dignity, compassion, and love so we can focus additional efforts to help people thrive with stability and independence in permanent housing.



There are seven permanent committees established at UCS and two standing subcommittees. Additional ad hoc subcommittees and/or task forces may be created to accomplish specific goals over specific time periods to aid in the function and promotion of United Caring Services toward the fulfillment of its mission. Some knowledge of UCS programs, policies, and procedures are needed in order to truly find fulfillment as a committee member.

BOARD MEMBERSHIP OPPORTUNITIES

COMMITTEE OPPORTUNITIES

The Board of Directors meets on the **4th Monday of each month at 5:30pm**. We utilize a consent agenda, google drive, and strive to remain strategically focused in our support to help people who are homeless, hungry and hurting survive with safety, compassion, and dignity and flourish with stability and hope.

Contact Information:

Jason Emmerson, Executive Director: 812.422.0297
Neva Van Meter, Office Administrator: 812.422.0297
Andrea Gander, Board President: 812.476.9824
Burk McCarthy Jr., President-Elect: 812.471.2312

Board Development Committee

The board development committee meets three times a year (or as needed) and is comprised of two to three board members.

This important committee ensures that effective board governance -- processes, structures and roles – occurs. This committee leads orientation and development of board members including training, retreat planning, evaluation and nomination of new board members and officers.

- Those with skills and knowledge in the following areas are encouraged to join: UCS programs and operation, Board Governance, Nonprofit Leadership, Communication, Relationship Management, Change Management, People Management, Training and Development, Policy Development, and Networking.

Executive Committee

The executive committee meets every other month on the second Tuesday of the month at 5:30pm (or on an as needed basis). It is comprised primarily of the four board officers in collaboration with the Executive Director.

This committee assists other committees and the full board in meeting schedules, goal making, strategic planning and evaluation, vision implementation, and agenda making. The executive committee is authorized to meet and take action between board meetings only when it is impractical to get the full board together for a special board meeting. Often represents the organization to the community; develops relationship with new and existing donors, enhances the organization's image -- including communications with the press when needed.

Marketing Subcommittee (Growth Area!)

This subcommittee meets quarterly (or as needed) to oversee the strategic development and implementation of the yearly marketing plan to help communicate, engage, and inform the community about UCS programs, events, services, accomplishments, and volunteer opportunities. The marketing plan should coordinate with and support the organization's vision and plan. This Subcommittee is comprised of at least one member of the Executive Committee (typically the President-elect) and three or four other people. This subcommittee also helps determine marketing policies and branding ideas for UCS.

- Those with skills and knowledge in the following areas are encouraged to join: Planning, Graphic Design, Marketing, Writing, Creativity, Organizing Campaigns, Print, Video, and Social Media, Promotional Products, Fundraising, Networking, Communication, Donor Development and Event Planning.

Finance Committee

The finance committee meets quarterly and is comprised of the Treasurer and three to five other members. This committee oversees and reports on the financial position of the organization. It monitors the development of and adherence to the budget. It ensures accurate tracking/monitoring/reporting/accountability for accounts and funds. It schedules audits, ensures adequate financial controls, and seeks new financial infusions of grant/donor support for the organization. An audit and/or budget subcommittee may be created during the year to fulfill specific tasks and then report to the full finance committee.

- Those with skills and knowledge in the following areas are encouraged to join: Banking, Budgeting, Accounting, Finance, Payroll, Taxes, Fund Management, Grants, Capital Campaigns, Investing, Excel and QuickBooks.

Donor Development/Events Committee

This committee meets monthly on the 3rd Monday at 5:30pm. It is comprised of at least one board member and three to five other members who are committed to the creation and development of strategic fundraising activities that build community awareness and financial support of UCS' mission, programs and advocacy for those we serve. This committee oversees the development of the annual fundraising and helps with the marketing plan while also tracking and evaluating the planned vs. actual results during the year. This committee encourages, trains, and thanks other board members and volunteers for their involvement in fundraising activities. It explores and evaluates potential, new fundraising activities and relationships as part of the strategic planning process.

Events taskforces are key to the success of this committee's strategic focus and efficiency. To be successful, all events hosted by UCS should have a taskforce of at least three to four people utilizing members from outside the fundraising committee to develop, organize, implement, manage, and evaluate UCS sponsored special events.

Event Taskforce: Jazz Shoes and Blues – April 14, 2018

Event Taskforce: BBQ on the Bridge – June 9, 2018

Event Taskforce: Cindy Klassic Golf Scramble – September 24, 2018

Event Taskforce: Crop for Caring – January 19, 2019

- Those with skills and knowledge in the following areas are encouraged to join: Communication, Networking, Negotiation, Event Planning, Sponsorships, Organization, Corporate Relationship Management, Volunteerism and Fiscal Responsibility.

Personnel Committee

The personnel committee meets every other month on the first Monday of the month at 5:00pm. It is comprised of four to eight people with at least one board member. The personnel committee collaborates with the Executive Director to guide development, review and authorization of personnel policies and procedures. This committee leads evaluation and development of organizational staff, including the Executive Director, and provides the Executive Director and staff with guidance on human resource issues.

- Those with skills and knowledge in the following areas are encouraged to join: UCS staff positions and structure, Leadership, Communication, Relationship Management, Business Operations, Critical Evaluation, Cultural Awareness, Change Management, People Management, Problem Solving, HR Law, Strategic Planning, Workforce Planning, Employee Training and Development, Labor Relations, Workplace Safety, and Compensation and Benefits.

Volunteer Subcommittee (Needed)

The volunteer subcommittee meets quarterly (or as needed) to coordinate, organize, support and thank volunteers for supporting UCS' mission. For programs that offer volunteer opportunities, the committee should be aware of these opportunities by being in regular contact with staff and assist when possible with recruitment, management, oversight, and follow up of volunteer opportunities and with volunteers. Events or other opportunities that need additional volunteer support should be shared with the subcommittee to ensure volunteers know about their opportunities.

Up to date volunteer contact information and schedules (if/when needed) should be maintained.

Operations Committee (Needed)

The operations committee meets quarterly and is comprised of the Director of Operations and three to five people seeking to support the purpose and function of the facilities in service to others. Committee members might include board members, local contractors, property managers, or other volunteers with familiarity with the UCS facilities and function (or a willingness to learn).

This committee supports the Dir. of Operations in the management and operations of UCS physical structures and equipment. It helps ensure proper maintenance and building use, suggests needed improvements/replacements, helps oversee repairs and upgrades; builds relationships/resources with other contractors, labor providers, volunteers to accomplish goals. Additional taskforces may be created and meet to address specific needs and projects.

- Those with skills and knowledge in the following areas are encouraged to join: Networking, Negotiation, Maintenance, Renovation, Repair, Property Management, Construction Management, Time Management, Supervising, Laws and Regulations, Safety, Sustainability and Quality Control.

Program Committee (Growth Area!)

The program committee meets every other month and is made up of at least two board members and three to six other members. The program committee is charged with long-range planning, policy and procedure review, evaluation and general oversight of the programs and services offered at UCS. The committee should engage consumers (guests) and staff for review, evaluation, and betterment of services seeking to build confidence, consistency, and involvement. The program committee should be familiar with the latest in homeless services research and ensure UCS is at the forefront to prevent and end homelessness.

This committee is a great way to involve service consumers (guests) and volunteers in the organization's work.

- Those with skills and knowledge in the following areas are encouraged to join: UCS Programs, Networking, Donations, Homeless Services, Homeless Housing Philosophy, Shelter Policy and Procedures, Vulnerable Populations, Diversity, Communication, Case Management, Strategic Development, Program Management, Organization, Health and Human Services, Social Services, Volunteer Management, and Property Management.

Note: With enough people interested, additional taskforces can be created to address specific needs and achieve specific projects within each program.