

## Community Impact Volunteer (CIV) Roles and Responsibilities

### Mission Statement

United Way of Greater Nashville (UWGN) unites the community and mobilizes resources so that every child, individual and family thrives.

### Position Purpose / Objectives

Community Impact Volunteers (CIV) are UWGN volunteers whose responsibilities include:

- reviewing investment proposals,
- conducting agency interviews,
- making investment recommendations,
- reviewing investment performance,
- staying current on county needs and gaps,
- actively participating in meetings to support community impact goals,
- developing community impact agendas per county,
- sharing community impact reports,
- being an advocate for United Way.

### Qualifications for Community Impact Volunteers

1. Professional or personal experience in childhood/youth programming, workforce development, financial services, health and/or human service is preferred.
2. Each volunteer must have a strong commitment to the stewardship of the dollars given by donors and work towards successful investments throughout the Greater Nashville Region.
3. You must live, work or have knowledge of the county in which you request to volunteer to ensure localized decision making. Regional representatives will review applications that serve multiple counties. Counties that will have local committees: Cheatham, Davidson, Dickson, Hickman, Robertson, Williamson

### Community Impact Volunteers Responsibilities during an Allocations Process

1. Each volunteer adheres to UWGN's Volunteer Agreement regarding Confidentiality and Conflict of Interest and can successfully maintain objectivity throughout the process.
2. Each volunteer adheres to UWGN's Code of Ethics and Conduct.
3. Every volunteer must attend mandatory training to understand and execute all the roles and responsibilities as detailed below.
4. Each volunteer is committed to reviewing all assigned agency applications and conducting corresponding agency interviews in an objective and evaluative manner to ensure stewardship of donor dollars through the Community Impact Funding process.
5. Each volunteer is committed to the time required to fulfill these responsibilities.
6. Each volunteer will be assigned to a Volunteer Review Team (VRT). The team will be responsible for reviewing all applications as assigned, conducting agency interviews and collectively approving investment allocations based on evaluations. Each team will consist of 2-5 volunteers and each volunteer will be reviewing and interviewing the same applications.

*Serving Cheatham, Davidson, Dickson, Hickman, Robertson and Williamson counties*

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#### Main Office

250 Venture Circle | Nashville, TN 37228  
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7. Each volunteer will be responsible for objectively evaluating assigned applications and agency interviews utilizing the approved evaluation tools. This evaluation will be completed individually, and the outcome scores will be consolidated for investment review.
8. Each volunteer will submit all evaluations electronically through eCipmact after the application review phase and the again after the interview phase. Timelines must be followed.
9. Volunteer teams will meet collectively to discuss the evaluation results and agencies best positioned to achieve the projected outcomes.

#### **Time Commitment during an allocations process**

UWGN estimates approximately 15 hours of time per volunteer is required to complete a successful funding process.

- Mandatory Training: 2 hours
- Application Review: 6 hours (completed on your own time)
- Agency Interviews: 5 hours
- Investment Discussion: 2 hours
- Final Recommendations: 2 hours

#### **Additional Roles and Responsibilities throughout a funding cycle**

1. Attend meetings quarterly to understand your assigned county's needs, gaps and ecosystem
2. Attend partner meetings as available
3. Work with the County Managers/ Leads to ensure agencies have the necessary supports to be successful and achieve all outcomes
4. Review annual report data to ensure investments and allocations are on track to meet community goals
5. Attend ad hoc meetings if a need arises around a specific content area
6. Advocate for United Way in your local county by attending speaking engagements, sharing impact report data, sharing your experience as a volunteer, etc.

#### **Community Impact Term Commitment**

UWGN would prefer each volunteer commit to a 2–3-year term in service of United Way and the county they represent. This aligns with the funding cycle granted to nonprofits and will allow each volunteer an opportunity to become familiar and acquainted with the agencies and work happening in each county. Volunteers could serve a longer term if they are able to meet all goals and objects during each new cycle.

#### **For more information**

Contact the Senior Director, Regional Community Impact, Tracey Dill at [tracey.dill@unitedwaygn.org](mailto:tracey.dill@unitedwaygn.org)