

# United Way of Olmsted County Special Project Teams Charter

## 1. Background

United Way works to help people in need reach their potential. In accomplishing that goal, the organization utilizes a variety of tactics and approaches. In addition to providing funding for local programs designed to improve lives in Olmsted County, United Way of Olmsted County (UWOC) advocates on behalf of people in need and prioritizes policies that ensure care for vulnerable and marginalized persons. By delivering a limited set of direct service offerings, the organization ensures that critical needs are provided; and through collaboration and partnership, UWOC works to align systems to empower individuals toward long-term improvements in their conditions, leading to long-term changes for our entire community.

## 2. Goal

United Way of Olmsted County's staff volunteer advisory groups are intended to enhance the organization's understanding of community conditions and best practices in the field. Each group provides perspectives and/or advice for consideration by UWOC's staff in making decisions and implementing impact strategies throughout the community.

## 3. Purpose

Advise United Way's staff in solving problems and implementing solutions to United Way's most important and unique projects.

## 4. Equity

Equity seeks to undo discrimination and bias to create a just and fair society in which all can participate, prosper, and reach their full potential. Equity shall guide all stages of the Special Project process. This includes team formation; membership recruitment and selection; determination of meeting dates, times, and places; determination of organizational processes; distribution of member workload; and implementation or delivery of work products. UWOC is committed to cultivating equitable working environments for volunteers and staff.

## 5. Formation and Dissolution

### a. Formation

- i. Special Project Teams shall be formed by United Way of Olmsted County staff to provide recommendations on a topic of particular importance.

### b. Dissolution

- i. Special Project Teams shall be dissolved when they have delivered their recommendations to United Way staff.

## **6. Membership**

### **a. Composition**

- i. Team size shall be determined by the unique needs of each special project. Special Project Teams shall consist of a minimum of four volunteer members.
- ii. Special Project Teams shall consist of members with a variety of skills, life experiences, technical expertise, and/or passions that align with the unique goals of each special project. Membership across Special Project Teams shall appropriately reflect the diversity of identities, cultures, and families across Olmsted County.
- iii. Special Project Teams may consist of interested community members; agency representatives of United Way's funded partners; students; youth; business, religious, community, or government leaders; or other interested parties. Teams shall include a United Way staff leader.
- iv. Members may not serve concurrently on more than one Special Project Team. Members may not serve concurrently on a Special Project Team and a Funding Review Team. Members of standing volunteer teams may not serve on Special Project Teams.

### **b. Selection**

- i. Members shall be selected by United Way staff based on the principles outlined in this document.
- ii. Community members shall be invited to apply for membership when the need to convene a Special Project Team arises. Invitations may be issued to the community at large through media, including social media; the Get Connected volunteer portal; the United Way of Olmsted County website; outreach to businesses, agencies, or community organizations; or other methods. Direct invitations may also be issued to specific individuals or community groups, depending on the unique needs of each special project.
- iii. Membership recruitment and selection shall be guided by UWOC's commitment to equity as a core organizational value.

### **c. Terms**

- i. The term of membership shall be determined at the formation of the Special Project Team and will be based on the unique needs of each special project. Length of service can roughly be expected to range between three (3) and nine (9) months. Members shall serve on a Special Project Team until the Team dissolves upon the submission of its recommendations to United Way staff.

### **d. Changes in membership**

- i. New members may be selected to join an existing Special Project Team as deemed necessary by Special Project Team members and United Way staff.

## **7. Roles and Responsibilities**

### **a. Roles of Members**

- i. Special Project Team members serve in an advisory capacity to the UWOC Community Impact Team. The role is designed to provide a broad and inclusive perspective to United Way's most unique and important projects.

- b. Responsibilities of Members
  - i. Special Project Teams shall produce written recommendations on the special project topic for UWOC staff consideration.
  - ii. Members shall attend team meetings regularly. Meeting dates and times shall be determined by each team.
  - iii. Members may be expected to complete work assignments between meetings. Workload responsibilities of individual members shall be determined each Special Project Team.
  - iv. Special Project Teams shall keep regular communication about meetings, activities, and work products with UWOC staff lead and other staff members as appropriate.
- c. UWOC Staff
  - i. A UWOC Staff Leader will be assigned to each Special Project Team and will serve as the team's chairperson.
  - ii. A designated UWOC staff member will keep minutes from Special Project Team meetings, which will be conveyed to all members of the team and archived for UWOC records.
- d. Visitors
  - i. At times, a Special Project Team may invite visitors to observe or participate in team meetings or activities. Visitors may include community members or others with experience or expertise relevant to the special project. United Way staff may observe or advise Special Projects Teams as appropriate.
  - ii. Visitors shall observe the responsibilities and guidelines set forth in this document. Visitors shall also respect the organization and informal culture of the team.

## **8. Operations and Logistics**

- a. Preferences of the group
  - i. Each Special Project Team, under the guidance of United Way staff, shall establish its own operational and logistical processes specific to the unique purpose of each special project and to the needs of its members. These shall include:
    - 1. Frequency of meetings
    - 2. Meeting dates & times
    - 3. Meeting locations
    - 4. Decision-making process
    - 5. Responsibilities of members
- b. Training
  - i. Each Special Project process will begin with a thorough education of team members, orienting them regarding content and community context around the issue, organizational processes, and other relevant information.