



---

## **Community Review Panel Volunteer Job Description**

---

Community Review Panel Volunteers play an important role in directing United Way of York Region's ("UWYR") fundraising dollars to organizations that address the most important human service needs of York Region communities. Working on a five to six-member team, Panel Volunteers help to ensure the community receives maximum benefits from the dollars donated to UWYR.

### **General Duties of *Community Review Panel Member***

- Attend volunteer orientation and training sessions.
- Learn and use allocation policies, priorities and criteria for reviewing member agencies' applications for UWYR funding.
- Prepare for and participate in agency visits and panel interviews.
- Participate in making funding recommendations for designated member agencies.

### **Additional Duties specific to *Community Review Panel Member - Financial Analyst***

- Learn and use agency financial review guidelines for assessing agencies' financial health and management policies.
- Prepare a brief financial analysis and summary of issues for Panel Volunteers.
- Hold separate dialogue with agencies' finance personnel and review findings and questions with panel before agency interviews.

### **Additional Duties specific to *Community Review Panel - Chair***

- Lead the panel and coordinate the review activities according to UWYR guidelines.
- Prepare panel reports and present panel recommendations to the Community Investment Committee.
- Provide ongoing communication with designated agencies, Panel Volunteers and UWYR Community Investment staff during the review process.

## **Community Review Panel Volunteer Job Description – Page 2**

### **Requirements**

- Must either live or work in York Region.
- Is not a current employee or Board member of a UWYR member or funded agency.
- Must attend all scheduled meetings, training and agency visits as required.
- Must be able to provide own transportation to the meetings and agency sites.
- Must sign a “Volunteer Acknowledgement” Form that states volunteers will immediately advise UWYR of any conflict of interest or potential conflict of interest.

### **Preferred Knowledge and Experience**

- An understanding of human services and issues in York Region.
- Ability to problem-solve effectively with individuals and groups.
- Effective communication skills.
- Experience in groups and working on a team.
- Analytical skills.
- Diplomacy and judgment.
- Ability to work with people of diverse backgrounds.
- Respect for the confidentiality of this work.