UNITED WAY
Racine County

Volunteer Title: **Volunteer Advisory Team member**
Reports to: Community Investment Committee/Chair
Date Prepared: updated November 10, 2026

United Way of Racine County (UWRC) is committed to supporting a healthy community, improving youth opportunity, and financial security for a stronger community. We know tackling our community's toughest challenges takes innovation, expertise and all of us working together to ensure everyone in our community thrives.

The community investment process is the way in which UWRC strategically invests donor contributions in programs led by local nonprofits. Trained volunteers work on teams to review and evaluate funding proposals and make funding recommendations. Individuals from all walks of life are invited to serve as volunteer advisory team members.

**Qualifications of a Successful Volunteer Advisory Team member**

- An advocate for United Way of Racine County and its work in the community.
- Passionate about making a positive difference in Racine County.
- Lives or works in Racine County.
- Committed to diversity and inclusivity.
- Knowledgeable of and eager to learn more about community needs and resources, and local data.
- Professional in their behavior (timely, respectful, considerate, completes assignments).
- Able to work well in a group setting and comfortable sharing their point of view.
- Committed to maintaining appropriate confidentiality of the team discussions and materials.
- Able to read and analyze funding proposals using the training and resources provided.
- Able to access materials via email and eCImpact (grant management software; training provided).

**Benefits to the Volunteer Advisory Team member**

- Build relationships with other community leaders.
- Strengthen analytical and decision-making skills within a dynamic team.
- Enhance understanding of the complex needs and issues within Racine County as well as potential responses to those needs.
- Help build a stronger community by ensuring resources are invested as efficiently and effectively as possible.

**Specific Responsibilities**

- Attend a mandatory in-person training session in February 2027.
- Disclose any involvement with other agencies and any possible conflicts of interest.
- Independently review and score proposals between team meetings.
- Attend and actively participate (virtually or in-person) in team meetings (up to 5 meetings) during February-April 2027.
- Invest approximately 20 hours of time over the four-month review period (approximately 10 hours reviewing materials and 7 hours participating in training and meetings).

**Meetings**

- Volunteer advisory team meetings begin at 4 p.m. on Mondays, Tuesdays, Wednesday and Thursday. Each team has a specific meeting day.
- In-person participation is encouraged; volunteers may also attend virtually.

**To Volunteer**

Contact MaryBeth Kallio, community investment director, at mkallio@unitedwayracine.org or 262-898-2247.

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**Team 1 Monday** 4:00 - 5:30 p.m.
- Feb 22 orientation and review 1 proposal
- Mar 8 and 22 review 2-3 proposals each meeting
- Apr 12 review 1-3 proposals each meeting

**Team 2 Tuesday** 4:00 - 5:30 p.m.
- Feb 23 orientation and review 1 proposal
- Mar 9 and 23 review 2-3 proposals each meeting
- Apr 6 review 1-3 proposals

**Team 3 Wednesday** 4:00 - 5:30 p.m.
- Feb 17 orientation and review 1 proposal
- Mar 3 and 17 review 2-3 proposals each meeting
- Apr 7 review 1-3 proposals

**Team 4 Thursday** 4:00 - 5:30 p.m.
- Feb 18 orientation and review 1 proposal
- Mar 4 and 18 review 2-3 proposals each meeting
- Apr 8 review 1-3 proposals

April 26 OR 29, all team members are encouraged to attend one meeting for a process retrospective of the work accomplice and discuss ways to improve the process.

**Volunteer Advisory Team member service term**
At least two, but no more than four, consecutive years.
- A volunteer may go on to serve as a co-chair for another year.
- If a volunteer rotates off a year, they may reapply in the following year.

**Volunteer Advisory Team Co-chairs**
Chairs and co-chairs are appointed and serve in a rotation that ensures that term limits are not exceeded, and that new co-chairs have at least one year of service with an experienced chair prior to assuming the chair role.

In addition to the above responsibilities:
- Facilitate volunteer advisory team meetings and encourage active engagement of all volunteers in attendance.
- Assist in the recruitment of team volunteers.
- Serve as a member of community investment committee (CIC) and share leadership of a volunteer advisory team for at least two, but no more than four, consecutive years on the same advisory team.

Co-Chair
- Chair meetings in the absence of the chair and attend community investment committee as needed.