

# United Way of Henderson County 2019 Program Evaluation Panels Panel Member Job Description



UWHC Program Evaluation Panel members agree to serve on a panel that reviews and evaluates applications for United Way funding every other year. Applications and Panels are organized by UWHC's four focus areas: Education, Income, Health, and Basic Needs/Crisis Services. Members are advocates for clients who receive services, agencies that provide services, and the community at large. In addition, members act as stewards to ensure that UWHC funds are used wisely and responsibly.

## **Responsibilities include:**

- Developing familiarity with HC2025, UWHC's ten year plan to improve life for everyone in Henderson County. Panel members should agree to support the goals of HC2025 in their volunteer service and in the community.
- Thoroughly reviewing all applications for funding and supporting documentation submitted under a specific panel's focus area (Education, Income, Health, or Crisis Services/Basic Needs). Evaluating applications in a fair and unbiased manner, based on the program's quality, scope, and alignment with UWHC's HC2025 goals.
- Using UWHC's online portal to access Program applications, supporting documents, meeting minutes, and other relevant materials. Materials will only be available through the online portal.
- Helping the Panel Chair to identify and recruit future Panel members.
- Time commitment:
  - Every other year (renewable)
  - One to two hour meetings during spring allocation season (normally a total of four to six meetings over a two to three month period, February - April)
  - 2 hour training for new volunteers (includes online access training and Henderson County 2025 training/updates)

**United Way of Henderson County  
2019 Program Evaluation Panel  
Volunteer Application**



<b>Name:</b>	
<b>Title, Employer:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>Preferred Panel:   Education   Income   Health   Basic Needs/Crisis Services</b>	
<i>If you would like your supervisor to receive a letter recognizing your participation at the end of this process, please provide the following contact information:</i>	
<b>Supervisor:</b>	
<b>Mailing Address:</b>	
<b>Briefly explain why your knowledge/experience would benefit this Panel.</b>	
<b>Conflicts of Interest: Please note below any Henderson County health or human service nonprofit where you (or an immediate family member) are an employee, volunteer, or a recipient of services.</b>	
<b>My signature below indicates that, as a UWHC Program Evaluation Panel Volunteer, I will avoid situations where my personal affiliations/relationships could have - or give the appearance of having - influence on my judgement of the merits of programs being considered for funding. I have indicated above my volunteer or professional connection to health and human service agencies that are eligible to receive United Way of Henderson County Program Funding.</b>	
<b>CONFIDENTIALITY: I agree that I will not disclose any information discussed through the UWHC investment process that is confidential, privileged, or nonpublic.</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Return completed form to Sarah Kowalak by email <a href="mailto:skowalak@liveunitedhc.org">skowalak@liveunitedhc.org</a> or fax 696-8537. Information provided by the volunteer is confidential and will be viewed only for the determination of panel assignments.</b>	