

## BUDGET AND ALLOCATIONS COMMITTEE MEMBER RESPONSIBILITIES

United Way of the Greater Clarksville Region's Budget and Allocations Committee is comprised of community members from diverse backgrounds and professions. The committee meets each year with representatives from local non-profit agencies to determine how funds raised in the annual campaign should be allocated. The Committee represents donor investments to ensure that funds distributed will be effectively and efficiently utilized to address the most critical community needs.

The Budget and Allocations process includes the following steps:

- A. Agency site visits – allows members to see services offered first hand, view facilities and meet with organization representatives
- B. Review session with agency leaders - provides an opportunity to hear directly from the organization and improve understanding of each agency's mission and results
- C. Review of financial statements and submitted applications – analyze requests and documented impact each program provides to the community
- D. Allocated funding recommendation - drawing upon the knowledge gained during the process, the group meets to deliberate and reach a consensus on funding recommendations for each agency program, subject to the approval by the Board of Directors of United Way of the Greater Clarksville Region.
- E. Panel Chair Meeting – Panel Chairs meet to reach consensus on funding for all United Way partner program
- F. Board of Directors vote on final funding allocations

This process occurs during the months of **April-June** each campaign year. **Volunteers must be available to serve during each committee session:**

Orientation and Training	April 5	11:30 – 1:00
Agency Site Visits (2-3 hours total)	April 20 - May 13	scheduled by panel
Review Sessions (3 hours for one day)	May 16-18	TBD
Panel Chair Meeting	June 15	4:00 pm