

## Rappahannock United Way (RUW) Citizen Review Process FY 2013 Job Description – Panel Volunteer

**Role:** Serve as a member of the RUW Citizen Review Panel.

**Purpose:** To fully participate in the Citizen Review process; volunteers will ensure the sound investment of RUW Community Care Fund grants to Member Agencies will meet critical community needs.

**Tenure:** March through April 2012

**Time Commitment:** Approximately 12 hours

### **Responsibilities:**

- Attend Citizen Review Volunteer Training Workshop (1 ½ hours)
- Read and review Agency Applications assigned to Panel – homework (3 hours)
- Attend and participate in Panel Application Review Meeting (1½ hours)
- Attend Panel Agency Site Visits (4 hours)
- Attend and participate in Panel Deliberation Meeting (2 hours)

### **Role:**

- Participate in Panel discussions in an open, honest and objective manner
- Support high standards of financial accountability and program management and evaluation
- Commitment to measurable impact in all funding considerations and recommendations
- Champion RUW’s mission, vision and core values throughout the Citizen Review Process

### **Skills and Characteristics:**

- Integrity
- Objectivity
- Responsibility
- Understanding of Community Needs

### **Representation:**

Citizen Review Volunteers are charged with representing the interests of the community at large; they must not advocate or represent interests on behalf of community issues, political agendas and/or community organizations to which they are associated or have an affinity with.

Citizen Review Volunteers will not serve on a Panel reviewing a Member Agency for which they (or an immediate family member) serve as a director, trustee, officer, volunteer, fundraiser, financial advisor, contractor or vendor that would preclude fair and objective evaluation of a request of RUW funds.

Executive Directors, Employees and Board Chairs of Member Agencies requesting RUW Community Care Funds may not participate in the Citizen Review Process.