



**United Way**  
**Perth-Huron**

COMMUNITY IMPACT & ALLOCATIONS COMMITTEE (CIAC) MEMBER ROLE DESCRIPTION	Role Description Type: Community Impact & Allocations
Document Number: RD11	Adopted: February 5, 2015 Last Reviewed: November 2016 Approved: November 2016 Next Review: March 2016

**Reports to:** CIAC Chair  
**Recruited by:** Governance and Development Committee and CIAC Chair

**Key Responsibilities:**

**Allocations Responsibilities**

1. Be familiar with UWPH Community Impact Plan (Focus Area Framework, Action Strategies etc.). Review and approve updates/revisions as necessary.
2. Prepare for Expression of Interest (EOI) and application review meetings.
3. Review and evaluate eligible EOI and applications against UWPH's Focus Area Framework Action Plan criteria.
4. Make funding recommendations.

**Review and Evaluation Responsibilities**

1. Review, and remain current with the activities of UWPH's Supported Partners.
2. Review reports from Supported Partners according to established timelines (i.e. Final reports, annual report, etc.).
3. Ensure that required stipulations are being met and make appropriate recommendations.
4. Review submitted reports to ensure that Supported Partners are providing necessary and accurate Community Impact Measurements (Outcomes).

**Liaison Responsibilities:**

1. Attend Supported Partners annual meetings and special events as requested (based on availability).
2. Be familiar with Supported Partner facilities, programs and services.
3. Participate in site visit and citizen review teams, as necessary.

**Communications Responsibilities:**

1. Make recommendations to the Executive Director regarding communication of the impact of UWPH's investments.

**Attendance Requirements:**

1. Attend a CIAC orientation meeting.
2. Attend regular monthly meetings with a minimum of 75% attendance annually.

**Training Provided:**

An orientation will be provided by the CIAC Chair and the Executive Director or designate.

**Time Commitment:**

Up to two consecutive 3-year terms.