



2015 Community Investment Advisory Board (CIAB) Committee Duties & Schedule

The role of the CIAB member is to recommend funding levels for United Way partner agencies. Each CIAB member will be assigned 2-8 grants to review.

Duties:

- Attend CIA Committee member Orientation (1.5 hrs)
- Review 2-10 grant proposals submitted by UW partner agencies (on your own – 2 - 5 hours)
- Attend Agency Panel Reviews (one or two half-day sessions: a total of about 4-9 hours)

Total Time Commitment: 10 – 15 hours

Financial Advisor:

The role of the Financial Advisor is to review and report on the fiscal health of agencies applying for United Way funding. Each financial advisor will be assigned 2 -8 requests for funding to review.

Duties:

- Attend CIA Committee member Orientation (1.5 hrs)
- Review proposals and financial documents submitted by partner agencies and prepare a short summary of financials for CIA Board members (on your own - 2-5 hrs)
- Attend Agency Panel Review (one or two afternoon sessions totaling 4-9 hrs)

Total Time Commitment: 10 – 15 hours

Schedule of CIA Committee Trainings and Meetings:

Date	Time	Activity	Location
April 16, 2015	4:00 – 5:30 pm	CIA Committee Training	United Way Office 220 Central
May 11 – 15, 2015	Will Advise	Agency Panel Interviews	United Way Office 220 Central Ave