



**United Way
Oxford**

Board of Directors Q & A's 2025

How many Board Members are there and what is the term of office?

The Board is comprised of 15 individuals that represent the Oxford community. Board Members are elected for a 3-year term and are permitted to hold 2 consecutive terms. If a Board Member is unable to complete their term, then an alternate Board Member may be appointed to finish off that term.

How are United Way Oxford Board Members chosen?

Months prior to an Annual General Meeting (AGM) upcoming Board vacancies are advertised through a variety of means (local media, social media, workplaces, e-newsletters, website, etc.) and individuals who live and/or work in Oxford and are interested in joining the Board are invited to submit an application for consideration. The Board Development Committee is responsible for reviewing the applications and presenting a final slate of nominees for approval at the AGM. The Committee reviews applications and strives to ensure that the Board is reflective of our community. They also utilize a core-competency matrix in which identified competencies are prioritized, including, but not limited to: geographic coverage of the County by Members residence &/or employment; reflective demographic coverage; specific professional skills such as human resources, finance, marketing, communications, etc.; strong connections with local businesses, individuals, major donors and/or stakeholders; identified employment priority areas (i.e. manufacturing, automotive, agriculture, education, law, health care, etc.); strategic thinkers; previous board experience; knowledge of the community and of the social issues; etc. Based on the identified needs and current gaps, applicants may be invited to an interview.

There is a long history and strong relationship between the United Way movement and the Labour movement, with common goals such as all people are important and deserve a good quality of life, and that all people may need help and have the potential to help. In recognition of this history, United Way Oxford holds 1 Board position that is earmarked for a representative from the Oxford Regional Labour Council (ORLC). The Council works with United Way to identify a Member of the Labour community who is interested joining the United Way Board and representing the voice and perspective of labour while also ensuring that information is shared between both organizations as required. Once the Labour Representative is appointed by the ORLC, they are then included in the slate of nominees to be approved at the AGM.

What would be my responsibilities as a United Way Oxford Board Member?

Board Members are responsible for ensuring the successful governance, management, planning and operations of United Way Oxford either directly or through delegation to and accountability of the Executive Director.

Each Board Member is responsible for ensuring they are knowledgeable about the mandate, goals and objectives of United Way Oxford and of the issues and trends that may impact the organization.

How often does the Board meet?

Regular Board meetings are held the third Wednesday of each month from approximately 5:30 to 7:00 pm. Special Board meetings may be held as determined by the Board President. There is no regularly scheduled meeting in July.

Are there any other meetings that I will have to attend?

Yes. Each Board Member is required to be a Member on at least one Committee of the Board. Those Committees consist of Community Impact & Investment, Board Development, Finance, Campaign Cabinet and other ad-hoc Committees as required. The schedule of those meetings varies based on the Committee (i.e. the Finance Committee meets monthly, the Board Development Committee may meet twice/year). As of 2025, we had added a number of new ad-hoc committees such as the Property Committee for our Transition Houses and a Coldest Night of the Year Committee for both Ingersoll and Tillsonburg.

In addition to Board and Committee meetings, are there any other expectations of Board Members?

Yes. To maintain eligibility as a Board Member, each Member is required to make a financial donation annually which can be done via a workplace payroll contribution or through a direct contribution. Board Members are expected to attend meetings, to be engaged and actively participate by sharing their time and talents to support the general work and activities of United Way and to act as champions in the community.

Does the United Way have Officers and Liability Insurance?

Yes, there is an insurance policy covering Board Members.

How do I prepare for Board meetings?

Board Members receive their package of information on the Friday prior to the meeting to allow for a thorough review. The package contains the agenda for the meeting, reports from the Committee Chairs and Executive Director, monthly financial statements, and other information that is deemed necessary for that Board meeting.

Board Members are requested to read their Board package prior to the meeting and to come to the meetings prepared to discuss agenda items. If Board Members would like more information on an agenda item, they are encouraged to contact the Executive Director or Board President to obtain that information prior to the meeting.

Are there any Board training opportunities?

An orientation session(s) is provided to new Board Members. Additionally, a Board Mentorship program is in place to match new Members with existing Members to help ensure the learning curve more manageable and comfortable.

Annually United Way Oxford organizes Seeing is Believing Tours and hosts Day of Caring activities and Board Members are encouraged to participate as a way to engage with other donors and stakeholders while developing a deeper understanding of the impact of United Way's community investment on peoples' lives and of the programs and services provided by our funded partners.

Board Members are also welcome to participate in other educational events hosted by United Way Oxford, our community partners, United Way Canada or other organizations that are designed to strengthen the volunteer sector, to enhance awareness and understanding of social issues and/or to build organizational capacity.

For additional information, please contact Kelly Gilson, Executive Director,
United Way Oxford at (519) 539-3851 or Kelly@unitedwayoxford.ca.