



**Position:** Community Investment Review Panel Member

**Period:** February through June, Annually

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**Background:**

In addition to a number of community initiatives, United Way Niagara currently invests in over 100 social and human service programs delivered throughout the Niagara region. Each year, United Way Niagara accepts applications for funding in one of three priority areas:

- Healthy People, Strong Communities: Building social capital, wellbeing and resiliency - for people and for neighbourhoods;
- All That Kids Can Be: Investing in children and youth and families so they can reach their full potential; and
- From Poverty to Possibility: Meeting basic human needs and breaking the cycle to move people out of poverty.

In 2024, we will review applications for funding for programs within the Healthy People, Strong Communities priority area.

**Position Summary:**

As a Community Investment Review Panel Member, you will work with a group of volunteers to review and assess funding applications and to develop program funding recommendations for approval by the United Way Niagara Board of Directors. All Review Panel Members receive training, resources, tools and guidance to support the Panel in the recommendation and decision-making process.

**Key Responsibilities:**

- Attend all mandatory meetings as listed below
- Participate in an average of four to six application reviews and assessments
- Prepare for meetings by reviewing applications and related materials in advance
- Work collaboratively with all Review Panel Members
- Maintain confidentiality
- Declare conflicts of interest
- Be aware of bias
- Assess and evaluate applications impartially

**Important Dates:**

- Mandatory Meetings:
  - Orientation and Training Session: One session (hybrid offered) in late February or early March with United Way staff
  - Application Review Period (online review of materials): Personal review of all application items in preparation for group panel member meetings
  - Group Panel Member Meetings: Group member meetings with the application review team members (conducted as determined by the different teams)
  - Recommendations Review Meeting: All Panel Review Members Meeting with United Way staff in late May/early June
- Meetings may take place virtually, through Zoom or Teams, or at the United Way office located in St. Catharines. Members will be provided with advance notice.

**Knowledge and Interests:**

- Required:
  - Knowledge and/or interest in the non-profit, human and/or social services sector(s)
  - An understanding of Niagara's challenges and community needs
  - Strong communication and decision-making skills
- Beneficial:
  - Familiarity with United Way's role in the community
  - Knowledge and/or interest in programs serving the community
  - Knowledge and/or interest in areas of poverty reduction, community development, neighbourhood development, collaboration, innovation, etc.

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United Way Niagara engages volunteers and people in the community based on merit and is strongly committed to diversity and equity within our community and to providing a welcoming and inclusive environment. We welcome volunteer applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities. Persons with disabilities who anticipate needing accommodations for any part of the volunteer application process may contact, in confidence, [support@unitedwayniagara.org](mailto:support@unitedwayniagara.org). All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

**Contact Information:**

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