



UNITED WAY OF GREATER PLYMOUTH COUNTY

Position Description

Position Title: Allocation Panelist (*Allocation Team Leader)

Reports to: Community Impact Committee

Staff Liaison: Director of Community Relations

General Description:

Allocation Panelists are volunteers appointed by the Community Impact Committee of the United Way of Greater Plymouth County. The major responsibility of allocation panelists is to review Requests for Proposals (RFP's) and make recommendations for funding of specific initiatives that will address the current need areas identified by the community.

Key Responsibilities:

- Attend Community Impact Committee meetings where team assignments will be made, team captains will be selected, instructions for conducting and completing RFP assessment will be given and RFP packets will be distributed.
- Read Request for Proposal packets.
- Assess and Score the Request for Proposal packets
- Attend site visits of funding applicants
- Meet and discuss with team members in order to reach a consensus team score for each RFP
- * Allocation team leaders will work with the Director of Community Relations and the funding applicants to schedule site visits
- * Allocation team leaders will present the results of consensus scores to the Community Impact Committee

Time Commitment

The best estimate of the time commitment is a range of 15-20 hours total over the course of the three months March, April and May, including meetings, proposals reviews and site visits.