

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	United Way Loaned Executive
Purpose:	Outline the process for selection and fulfillment of the United Way Loaned Executive role

Details:

TASC supports the United Way's annual campaign by offering services through the Loaned Executive (LE) program. The LE fills a valuable role for the United Way by overseeing a portfolio of accounts, providing administrative support, securing corporate gifts and helping organizations and businesses implement a successful annual campaign. This position generally runs from late July through late November. TASC is committed to providing one LE each year either in our local or a regional location.

Approval Process

- Email request to EXO office is submitted in April annually.
- Approval obtained by the office of the CEO/President in May annually.

Application Process

- To be completed by end of May annually:
 - Upon approval, TASC Cares Administrator sends email communication to Leadership soliciting for recommendations of employees that would serve as good ambassadors for United Way and TASC in this role.
 - TC Administrator will also send email communication to all employees soliciting for interested employees that would serve as good ambassadors for United Way and TASC in this role.
 - TASC Insider articles will run throughout the month of May.
- Applications are accepted through June.

Required Skills/Qualifications

- Employee is in "good standing"
- Demonstrated outgoing personality with a passion for volunteering
- Demonstrated strong organizational and communication skills
- Demonstrated desire to learn and develop new skill sets
- Demonstrated ability to manage and prioritize multiple assignments
- Demonstrated ability to prepare and conduct presentations to convey critical objectives

Decision Process

- Applications are reviewed by the TASC Cares Program Administrator and the Director of HR.
 - If multiple candidates apply, an interview process is introduced.
- Final decision is to be completed by early July annually.
 - Once a candidate is selected and supervisor's approval is confirmed, the candidate and United Way will be notified.
- United Way will provide a United Way commitment form confirming the company's commitment to provide a Loaned Executive.
- An announcement of the new LE will be sent via email and made at the annual United Way campaign kick-off event.