



United Neighborhood Houses Associate Board

Roles & Responsibilities

ABOUT UNITED NEIGHBORHOOD HOUSES (UNH)

UNH was founded 100 years ago to be the voice of New York City's settlement houses and the communities they represent. We continue in this role today as the membership organization of New York's settlement houses and community centers that work with their neighborhoods using strengths-based settlement house model. In this capacity, we mobilize our members and their communities to advocate for good public policies, and we promote strong organizations and practices that keep neighborhoods resilient and thriving for all New Yorkers. Our goal is to strengthen and sustain settlement houses' contribution to the economic vitality, health, and cultures of their communities and New York City.

Today, UNH's membership includes 40 settlement houses in New York City and two in upstate New York. The work we do strengthens the capacity of more than 30,000 employees and volunteers working across 680 locations to continue providing necessary services and quality of life enrichments for over 765,000 New Yorkers who come to settlement houses each year to learn, find safety, and grow.

PURPOSE OF ASSOCIATE BOARD

UNH's Associate Board is a growing group of young professionals who are passionate about UNH's mission to promote and strengthen settlement houses' neighborhood-based, multi-service approach to improving the lives of low- and moderate-income New Yorkers and the communities in which they live. The Associate Board supports UNH's mission through its leadership in fundraising including events, volunteerism for UNH and with our members on behalf of UNH, and as ambassadors of UNH, educating their networks on the issues that are important to UNH and our members and UNH's role in strengthening New York's nonprofits. We also look to the UNH Associate Board as advisors and to their expertise to inform UNH's work at times and for specific projects.

BENEFITS OF SERVICE

UNH's Associate Board provides social, professional, and volunteer opportunities for individuals interested in developing their networks and skills. Some benefits and opportunities include:

- Developing leadership skills.
- Interacting with the staff and Board of Directors of UNH.
- Gaining hands-on experience volunteering, advocating for important issues, and planning and hosting fundraising events.
- Enhancing your resume through the Associate Board activities and regular volunteerism.
- Networking with other civic-minded young professionals through Associate Board- and UNH-led events and volunteerism.

QUALIFICATIONS

- Commitment to UNH's mission
- Early-stage career professional
- Service-oriented



- Reliable and motivated self-starter
- Willingness and desire to participate in educational activities for stronger New York City nonprofits and services that make New York a welcoming and supportive place to live for everyone.
- Interest in working in a team with other Associate Board members to promote and support UNH and our work for and with UNH members.

ASSOCIATE BOARD MEMBERS RESPONSIBILITIES

- Serve at least one term of two years.
- There will be an average of 12 meetings per year, with the full Associate Board meeting every other month and Committees meeting as needed.
- The expectation is that Associate Board members attend at least 75% of meetings, with at least 50% of these being in-person.
- Every Associate Board members will be on a Committee.
- Committee membership is at least two years.
- Commit to a personal give/get fundraising amount of \$500.
- Participate with other Associate Board members in raising an additional amount that is at the discretion of the Associate Board and is determined annually.
- Develop and conduct activities – fundraising, volunteer, social event – that will introduce and engage new contacts to UNH’s work.
- Maintain records on participation, including fundraising and volunteer activities, to report back to UNH staff.

APPLICATION PROCESS

Applications are accepted throughout the year, with two annual deadlines, January 31st and July 31st, at which time current Associate Board members, in partnership with UNH staff, will review applications, conduct interviews, and support new candidates in a vote of the full Associate Board. Applicants who submit by January 1st will receive notification by February of an invitation to interview, and applicants who submit by July 31st will receive notification by August of an invitation to interview.

Applications can be found and submitted via UNH’s website, at www.unhny.org.

Please contact Courtney Smith, UNH’s Senior Communications Associate, at (212) 967-03232 ext. 311 or csmith@unhny.org with any questions about the Associate Board and/or the application process.

A settlement house is a neighborhood-based organization that serves people of multiple generations with programs that provide skills, education, social services, health, arts, and connection to community and civic engagement opportunities. The settlement house model, which started in New York City in the late 19th century, embed organizations in neighborhoods that are “of, by, and for” the neighborhoods in which they are located. Their programs build bonds, create networks, promote advocacy, and develop connections across generational, cultural, racial, and economic divides both within their organizations and in the wider community.