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| **EGPvertMLK.jpg** | **King County Employee Giving Program Committee Job Description** |

**About the Employee Giving Program:**

The King County Employee Giving Program (EGP) is prescribed in King County Code (K.C.C.) Chapter 3.36.010 to “provide a convenient and effective channel through which county employees may contribute to qualified nonprofit organizations, while minimizing disruption to the county workplace and the costs to the taxpayer that multiple charitable fund drives cause; and to enhance government and community efforts to meet charitable needs.” This includes but is not limited to the Annual Giving Drive and Natural Disaster Solicitations.

**Authority / Responsibility:**

The EGP Committee researches and makes recommendations to the Council and the Executive regarding workplace giving where appropriate; adopts bylaws and rules for all aspects of the program including the Annual Giving Drive, nonprofit eligibility, and natural disaster relief; and coordinates and facilitates the program with the Employee Giving Program Administrator. Full details can be found in K.C.C. 3.36.030

**Committee Composition:**

The EGP Committee is made up of 15 employees from all branches of King County government. The Committee is committed to inclusiveness and seeks to be representative of the diversity of the county workforce, including all levels and branches, union representation, varying work locations and employee demographics. Committee members are nominated by the Committee, appointed by the Executive and confirmed by the County Council.

**Qualifications and Time commitment:**

* Career service King County employee
* Not currently on probation or already served probation in another career service position
* Be able to commit an average of six hours per month
* Be able to serve a two-year term, and
* Have an interest in workplace giving, philanthropy, and employee engagement.

**Terms:**

Committee members serve for 2-year terms. King County employees serve without additional compensation but should be given release time from their regular duties to work on the Committee. Overtime eligible employees should ensure that their working hours, including Committee work, do not exceed approved hours.

In accordance with Executive Policy LES 7-1 (AEP) residents appointed to King County boards and commissions are limited to serving no more than two full terms, unless waived by the King County Executive. Partial terms are not counted toward the two full term limit.

**Requirements:**

* Attendance of monthly Committee meetings
* Desire to serve your community
* Interest in shaping the future of King County
* Innovative and creative thinking
* Ability to work collaboratively
* Open to new ways of doing business
* Commitment to the work of the EGP, and
* Willingness to serve and actively participate on at least one sub-committee of the board

**Major EGP Activities:**

* Use assigned King County email account to conduct EGP business only
* Attend annual retreat; create and implement Annual Work Plan
* Oversee EGP activities including Annual Giving Drive. Natural Disaster relief efforts, and nonprofit eligibility process
* Adopt rules and bylaws as necessary for the conduct of the program
* Research and report workplace giving topics as needed and make recommendations to the Executive and Council where appropriate;
* Promote Committee and program throughout the work force;
* Committed to King County’s Equity & Social Justice Initiative. Click link for more info: <http://www.kingcounty.gov/exec/equity.aspx>
* Conduct outreach to employees and nonprofits;
* Prepare for and participate in the discussions and the deliberations of the Committee;
* Foster a positive working relationship with other Committee members and the administrator;
* Participate in King County board member training sessions (Public Records Act, Equity & Social Justice, Ethics), and
* Be aware of and abstain from any conflicts of interest.

***Committee meetings are held in accessible locations. Reasonable accommodations for people with disabilities will be provided upon advance request.***

**This material is available in alternate formats for**

**persons with disabilities.**

**Please contact 206-263-9651, TTY Relay: 711, or**

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