

**United Way of Buffalo & Erie County**  
**ALICE Community Advisory Council Roles and Responsibilities**

The Mission of United Way of Buffalo & Erie County is to **bring people, organizations and resources together to create systemic community change. We envision an equitable, thriving and united community achieved through collaborative leadership.** United Way is committed to listening to and raising the voices of people in the community with lived experience who benefit from our work. One of our focus areas is on households we call ALICE® (Asset Limited, Income Constrained, Employed). ALICE represents households that, despite working hard, live paycheck to paycheck and struggle to afford necessities such as housing, food, childcare, transportation, technology and healthcare. This demographic represents about 1 in 3 households in Erie County that have earnings above the Federal Poverty Level but below a basic cost-of-living. We are inviting you to join an ALICE Advisory Council based on your expertise gained from living in an ALICE household in Western New York.

Our goal is to positively impact the lives of ALICE households by improving their financial stability and ultimately reducing the number of ALICE households in Erie County. To do this, we aim to work together with members of ALICE households to find out their greatest needs and their ideas for ways to make life easier and more fulfilling. We are creating this ALICE Advisory Council so that ALICE members can help direct the work of United Way going forward. Members are expected to serve for one year at a time and may recommit for the subsequent year.

<b>Responsibility</b> ALL members are responsible for:	<b>Time Commitment (1 year) *</b>
<p><i>ALICE Advisory meetings</i></p> <ul style="list-style-type: none"> <li>● The Council meets monthly during the evening. <ul style="list-style-type: none"> <li>○ It is expected that members attend at least 75% of monthly meetings each year (8 of 11 meetings). Each meeting generally lasts for 1 hour.</li> <li>○ Members who cannot join meetings are expected to notify United Way prior to the meeting and may share any comments/questions they have via email or phone with the staff to be shared at the meeting.</li> </ul> </li> <li>● All members will participate in meetings and be adequately prepared (familiar with agenda, read relevant materials).</li> </ul>	12-15 hours
<p><i>-ALICE Advisory Council Communication</i></p> <p>Members are expected to communicate with the Director as needed outside of regularly scheduled meetings. This includes notifying the Director if they cannot attend a meeting, and responding to requests for information in a timely manner (as requested)</p>	1 hour
<b>Total</b>	<b>12-15 hours</b>
<p><i>Confidentiality</i></p> <p>All discussion held during Advisory Council meetings is confidential. Any personal stories shared within the group must be held in confidence.</p>	

\* The listed hours are only an estimate provided for ALICE Advisory Council members to have clear expectations for the work involved. The actual time commitment may vary.

## Compensation

Each member will receive a stipend of \$25 per meeting and will be compensated via gift card in the week following each meeting attended.

## Size of the Council

10-15 people

## Eligibility

### Geographic

You must reside in Erie County in order to participate.

### Income Eligibility

ALICE households are individuals and families that are working hard with limited assets but do not earn enough to afford basic necessities. To determine if your household would fall within the ALICE category, please see the income thresholds below. If your household income falls below this amount, you would qualify for ALICE Advisory Council. However, this is not exact or a strict cut-off.

If you have questions or would like help determining if you qualify, you may contact Mary K. Comtois at [mary\\_k.comtois@uwbec.org](mailto:mary_k.comtois@uwbec.org)

ALICE Household Survival Budget, Erie County, New York, 2018						
	Single Adult	Two Adults	Two Adults Two School-Age Children	Two Adults, Two in Child Care	Single Senior	Two Seniors
Housing	\$745	\$767	\$928	\$928	\$745	\$767
Child Care	\$0	\$0	\$563	\$1,542	\$0	\$0
Food	\$276	\$572	\$955	\$834	\$235	\$487
Transportation	\$365	\$537	\$834	\$834	\$319	\$445
Health Care	\$212	\$471	\$705	\$705	\$492	\$984
Technology	\$55	\$75	\$75	\$75	\$55	\$75
Miscellaneous	\$200	\$291	\$468	\$583	\$221	\$325
Taxes	\$351	\$487	\$616	\$908	\$363	\$493
Monthly Total	\$2,204	\$3,200	\$5,144	\$6,409	\$2,430	\$3,576
Annual Total	\$26,448	\$38,400	\$61,728	\$76,908	\$29,160	\$42,912
Hourly Wage	\$13.22	\$19.20	\$30.86	\$38.45	\$14.58	\$21.46

## Location

Meetings are currently held on a virtual platform (ZOOM or Google Hangout)

## Meeting Times

United Way will poll Council members to determine the day and time that works well for the most

people to accommodate the schedule of working families. Meetings may occur during the early evening hours.

**Contact**

Mary K. Comtois, Director of Health Initiatives  
716-310-3126  
[mary\\_k.comtois@uwbec.org](mailto:mary_k.comtois@uwbec.org)

**ADVISORY COUNCIL AGREEMENT**

I, \_\_\_\_\_ am a member of an ALICE household and have read the roles and responsibilities of the ALICE Advisory Council.

I, \_\_\_\_\_, understand that as member of the ALICE Advisory Council, I have a responsibility to ensure that the organization does the best work possible in pursuit of its goals. As part of my responsibilities as an advisory council member:

1. I will communicate my needs and values to the organization, speak out for my interests and that of my community and on their behalf.
2. I will attend at least 75 percent of advisory council meetings.
3. I will participate in meetings and will not stay silent if I have questions or concerns.
4. I will work in good faith with staff and other council members as partners toward achievement of our goals.
5. If I don't fulfill these commitments to the organization, I will expect a staff member of United Way to call me and discuss my responsibilities with me.

In turn, United Way of Buffalo & Erie County will be responsible to me in the following ways:

1. I will receive a stipend of \$25 per meeting attended via gift card.
2. My opinions and recommendations, along with those of my fellow council members, will be valued and receive consideration in United Way's decision-making process.

Signed: by \_\_\_\_\_, ALICE Advisory Council Member

Date: \_\_\_\_\_

Signature: \_\_\_\_\_