

Board of Trustees
**SUMMARY OF POSITION
DESCRIPTIONS**
2010 - 2011



Board officers make up the Executive Committee, which prepares the Board meeting agenda. The Board is educated about and committed to running the business of the Center through careful practice of spiritual principles, including Visioning. Every Board member also participates in non-Board activities that support the Center.

PRESIDENT - OPEN

- Sets vision for Board development and financial health of the Center
- Promotes team-building and community building
- Closely collaborates with the Senior Minister
- Chairs Executive Committee (elected officers) and Board meetings
- Prepares meeting agendas in collaboration with the Executive Committee
- Sets the tone and develops or adopts processes and materials that ensure effective meetings
- Oversees progress of Board projects and committees
- Communicates orally and in writing to Board, Senior Minister and congregation
- Co-signs checks
- Assists in writing the ministers' letters of call

VICE PRESIDENT - OPEN

- Prepares for presidency -- participates in all aspects of the President's responsibilities
- Co-creates and fulfills a personal development plan to prepare for the position of President
- Facilitates meetings upon request of the President
- Participates on various committees
- Coordinates special projects
- Acts as liaison with congregation
- Substitutes for any officer as needed

TREASURER - OPEN

- Works closely with bookkeeper, minister and Finance Committee
- Understands and explains weekly, monthly and annual financial picture
- Guides formulation of budget
- Prepares and distributes monthly financial reports via email and/or website prior to the Board meeting
- Facilitates Board financial discussion
- Helps determine weekly and monthly expenditures; oversees payment of weekly bills
- Monitors bank accounts
- Works in QuickBooks and Microsoft Excel
- Co-signs checks

SECRETARY - OPEN

- Understands contracts for running the business of the Center, e.g., office space and equipment leases, insurance, contract labor
- Chairs the By-Laws committee to amend the by-laws for updates and clarity
- Consults with the President during meetings and between meetings on Robert's Rules of Order, By-Laws and contracts
- Assists in writing the ministers' letters of call
- Ensures the accuracy and timely distribution of minutes taken by the Recording Secretary

Board of Trustees
**SUMMARY OF POSITION
DESCRIPTIONS**
2010 - 2011



The following positions are affiliated with the Board, but are not Board members. Participants become educated about and committed to running the business of the Center through careful practice of spiritual principles, including Visioning.

RECORDING SECRETARY - OPEN

- Attends monthly full Board meeting
- Takes complete, accurate minutes using the assigned template and focused on descriptions of specific issues and outcomes
- Distributes minutes for Board review within one week of the meeting, via email and/or website
- Keeps confidential any matters identified by the Board as not yet ready for publication, and also the particulars of discussion beyond the basic report.

FINANCIAL MANAGEMENT TEAM

- Works closely with the Minister, Treasurer and bookkeeper to direct the financial well-being of the Center
- Formulates the annual budget in collaboration with the Minister and the Board
- Considers identified needs for maintenance, beautification, equipment, paid staff, contract labor, etc., within and outside the parameters of the budget
- Collaborates with the Financial Growth Team to focus on goals, projections and expenditures based on the current budget

FINANCIAL GROWTH TEAM

- Works closely with the Minister to focus on the Center's growth in abundance and prosperity
- Establishes fundraising goals and creates plans to meet them
- Fundraises through special events, campaigns, grants
- Coordinates with the Financial Management and Marketing teams
- Schedules fundraising efforts to ensure a steady flow of income
- Organizes and develops fundraising activities in collaboration with the Volunteer Coordinator

MUSIC MINISTRY TEAM

- Solicits and provides feedback from the congregation on musical selections and delivery
- Provides input to the Minister, Music Director and Financial Growth and Marketing teams for most effective internal and external marketing efforts
- Identifies potential guest talent
- Assists the Music Director in recruiting musicians from the congregation
- Assists the Music Director in producing special events

MARKETING & PR TEAM

- Works closely with the Minister on creating public relations campaigns that target the congregation and "like-minded" people in the community at large
- Creates and distributes engaging and timely press releases, flyers and other materials focused on increasing consistent attendance at Sunday services, classes and special events
- Coordinates with Music Ministry and Financial Growth teams.