

Job Description

Board Of Trustees

Office: Member of the Board of Trustees

Term: Three years (depends on bylaws)

Accountable to: Board of Trustees/Membership

A. General Description of Position:

Persons elected to the Board of Trustees are an active member of the ministry. They desire to serve on the board, endeavoring to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity. The work of the ministry will be furthered through his/her active interest, love, and support. The individual will have the demonstrated leadership capabilities, ability, time and prayerful commitment to fulfill their duties and responsibilities. He/she is sincere and a continuing student of Unity, conversant with its teachings.

B. Duties and Responsibilities:

1. Uphold the spiritual purpose of this ministry.
2. Uphold the highest interest of the membership in conducting the business of this ministry.
3. Are conversant with the bylaws.
4. Are faithful in attendance at services, board, and membership meetings of this ministry.
5. Make determinations of the business needs of this ministry, and authorize payment of monies for those purposes.
6. Administer the property of this ministry, both real and personal.
7. Make determinations on the sale or pledge of real or personal property belonging to the ministry. All decisions in favor of the sale or pledge of real property exceeding \$10,000.00 in value will be presented to the membership at a properly constituted membership meeting to be voted on. (This figure may be revised, and should be consistent with the current bylaws.)
8. Authorize the employment of all staff positions of this ministry, and set and approve salaries. Actual selection of personnel is left to the discretion of the minister.

9. Set dates for the fiscal year.
10. Each year prepare a complete financial statement with disclosures, which will set forth the fiscal conditions and operations of the ministry.
11. When deemed advisable, secure a fidelity bond for the treasurer, the amount to be set by the board.
12. Approve applicants for membership.
13. Act to fill the unexpired term of any trustee.
14. Elect officers of the board, and their successors to fill any unexpired term when necessary.
15. Ratify committees and their chairman as appointed by the board president.
16. Communicate with the Vice President of Minister and Ministry Services and/or the Director of Peacemaking and Transitional Services of the Association for aid in resolution of all disputes between the board of trustees and the minister concerning the minister's services.
17. Consider other duties brought to attention by the minister and other trustees.
18. Attend monthly board meetings.
19. Research and prepare for board and committee assignments.
20. Serve on ad hoc committees as deemed necessary by the board president.
21. Regularly attend ministry services.
22. Required attendance at the annual, or semi-annual, board and staff planning retreats.
23. Is visible and available as a board member to the congregation at services, classes, and activities.
24. Maintains loving, open communication with other board, staff, and committee workers.
25. Is open and receptive to service as an officer of the board of trustees.
26. Actively participates on one of the standing committees including regular attendance at all monthly and special committee meetings. Act as communications channel between the board and the committee.
27. Participate in seminars, adult classes and continuing education.