

Board Member Job Description St. Matthews Area Ministries

Title: Member, Board of St. Matthews Area Ministries

Reports to: Chairperson, St. MAM Board

Purpose: To serve the board and church they represent as a voting member; to develop policies, procedures and regulations for the operation of St. MAM nonprofit; to monitor finances of the organization, its programs and performance.

Term:

Article IV. Section 3. Qualifications. The lay representatives shall be members of the churches which they represent. They shall be appointed or elected by the church they represent according to that member church's procedure.

Article IV. Section 6. Term of Office. Lay members of the Board of directors shall serve a term of three years. They may serve a maximum of two successive terms.

(Pastors or Pastoral Reps have no term limits and serve indefinitely or at the wish of their respective parish/congregation).

Expected Meeting Attendance:

- Regularly attend meetings as scheduled (generally ten per year)
- Serve on a standing committee of the board as appointed.
- Participate as an ad hoc committee member if appointed.
- Attend and participate in special events as needed.

Obligations of the Board:

- Establish policy.
- Hire, supervise and evaluate the executive director.
- Secure adequate funds.
- Monitor finances.
- Maintain and update long-range plans.

Specific Duties:

- Attend meetings and show commitment to board activities.
- Be well-informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to other points of view.
- Participate in organizational decision-making.
- Contribute financial support to the organization as able.
- Assume leadership roles in board activities, including fund raising.
- Represent the organization to the public and your church.
- Educate yourself about the needs of the people served.