

JOB DESCRIPTION

Job title: General Board Member

Works collaboratively with: Senior Minister and Board of Trustees

A. General Description of Position

The General Board Member and the Board of Trustees as a whole has the fiduciary responsibility for the activity and overall operations of the ministry, the responsibility to uphold the spiritual purpose of the ministry, and to work towards transforming the ministry from minister centric to mission centric. At all times, the General Board Member is to uphold the wellbeing of the ministry through full filling the Mission of “Transforming Lives, Inspiring People to Make a Positive Difference in Our World” along with the spiritual cooperative within our community of members.

And in the areas of fulfilling the above intention the following areas of accountability are identified.

B. Duties and Responsibilities

In the area of Meetings, we count on the General Board Member for:

- Attending monthly Board of Trustees’ meetings.
- Attending special Board of Trustees’ meetings.
- Attending the Annual Membership meeting.
- Following Robert’s Rules for conducting all business.

In the area of Relationship with Congregation, we count on the General Board Member for:

- Giving Board of Trustees’ updates to the congregation as assigned.
- Presenting the Board of Trustees’ update every month to keep membership informed.
- Listening to and considering issues brought to the Board of Trustees’ attention.
- Being fully prepared to speak to any and all decisions and activities going on within the ministry.
- Representing the Board of Trustees when participating in community events that involve Unity Spiritual Center.
- Being able to verbalize and understand what a Mission Centric Ministry is and support that philosophy.

In the area of Financial, we count on the General Board Member for:

- Counting monies and signing checks after Church Service as assigned.
- Establishing and maintaining a responsible operating budget for the fiscal year.
- Administering ministry real and personal property of the ministry and making decisions regarding sale or financing of ministry real and personal property including obtaining membership approval.

- Complying with IRS regulations by issuing 1099 and W2 forms and acknowledging in writing to donors to the ministry. Ensuring that the Senior Minister is monitoring bookkeeping consultant in performing and completing this task.
- Approving all new ministry staff positions, including job descriptions and salaries.

In the area of General Responsibilities, we count on the General Board Member for:

- Reporting to the Board of Trustees any assignments that have been delegated in a timely manner prior to every Board of Trustees' meeting.
- Participating in Board of Trustees' training.
- Reviewing, with the Board of Trustees, the Senior Minister's contract in April of each year and providing feedback to the Board of Trustees.
- Filling unexpired terms of Board of Trustees' vacancies, as warranted.
- Developing and maintaining a ministry strategic plan moving towards Mission Centric.
- Creating ministry teams as needed to support duties and responsibilities of the Board of Trustees and being a liaison to those teams.
- Reviewing ministry policies every July and participate in revising when necessary.
- Responding to e-mails and texts within a 24-hour period.

In the area of Relationship with the Senior Minister, we count on the General Board Member for:

- Providing oversight and direction by selecting and employing a Unity Senior Minister, setting compensation and following Unity Worldwide Ministries ("UWM") guidelines.
- Developing and implementing personnel policies and practices related to the Senior Minister.
- Reviewing the Senior Minister's contract each April, providing feedback when needed and seeking to reconcile differences as needed.
- Terminating the employment of the Senior Minister by a 2/3 vote of the Board of Trustees as outlined in USC by-laws Article VI, Section 9, Paragraph C, #3.

In the area of Membership in the Ministry, we count on the General Board Member for:

- Approving applicants for membership and providing member orientation to new members as needed.

Holding an executive position does not preclude being accountable for all the areas listed for the General Board Member.