

## **Board Member Job Description**

### **Function:**

Alpha's Glory is governed by an independent Board of Directors. This board is committed to the Lordship of Jesus Christ and His principles for the success of the center. In addition to administering with this common conviction, the board members each provide guidance and support in areas such as finance, administration, and policy, according to their individual fields of expertise.

### **Responsibilities:**

1. Participate actively in regular Board Meetings and the annual meeting; carefully read all materials and reports sent out before meetings and prepare questions for the meetings; give input to the Board Chairperson on agenda items for each meeting; ask questions at Board meetings which reflect role as "overseer" and "evaluator" of the organization and how it is achieving its mission; provide information and advice in your areas of expertise.
2. Serve on at least one standing committee and participate in committee meetings and specific charges for the year (i.e., president, v-p, secretary etc)
3. Be involved in the special events of the organization as it is important for the community, staff, and volunteers, to see your involvement. You are one of the key volunteer leaders of the organization. Individual Board Members may choose to be involved in different ways, depending upon your gifts and interests. Some methods of involvement include but are not limited to attending/participating and recruiting participants in the events; helping organize the events; working during the events; providing material donations for the events; contributing creative talents.
4. Support the organization financially and encourage others to contribute, commensurate with your ability. This may include a monthly or annual pledge, purchasing tickets and/or sponsoring tables or teams for events, donating "gifts in kind".
5. Support and encourage the Board President and Executive Director.
6. Participate in annual performance review of Executive Director and in hiring/firing of Executive Director if needed.

### **Special Charges**

**President:** Officiate at all regular Board meetings, the Annual meeting, and special sessions of the Board. Plan all Board meetings and special sessions, in conjunction with the Executive Director; prepare and have agenda distributed ahead of meetings. Make sure that all Board responsibilities and jobs are being carried out. In general, be the "driving force that keeps the Board operating well. Maintain a close, working relationship with the Director so that governance (vision, oversight, evaluation, planning) and implantation function smoothly.

**Vice-President:** Perform the job of the President when the President is unable to do so. Act as the prayer coordinator for the ministry to include planning an annual prayer service, organizing prayer for the salvation of the clients, and maintaining a prayer chain for the ministry. Provide specific prayer requests to the prayer team one month prior to the strategic planning meeting.

**Secretary:** Keep official minutes of all regular and special Board meetings and the Annual (Strategic Planning) meeting. Submit a written report of the minutes to the Board. After the Strategic Planning meeting, the secretary will draft the final written Planning Document and follow up on assignments.

**Treasurer:** Acts as the chief financial officer of the organization. Assures the accuracy of the official financial records. Presents and explains official financial reports to the Board. After the annual budget meeting, prepares the final budget and submits it to the board.