



*A Spiritual Center for Creative Living*

## **JOB DESCRIPTION**

Approved 02/25/25

**JOB TITLE:** Board of Trustees - Member

**SUMMARY:** Unity of Bellevue is a spiritual sanctuary and a business. The Board of Trustees is a governing body responsible for overseeing Unity of Bellevue's strategic direction as defined by the vision and mission. As Trustees the members of the Board act in good faith, loyalty, care, transparency, and disclosure. Trustees collectively oversee Minister performance, policy development and adherence, and are accountable for financial stewardship. Each Board member, individually and collectively, shall demonstrate Christ consciousness and commitment to Board service.

**RESPONSIBILITY:** The following defines areas of responsibility for all Board of Trustee members.

- 1. Minister Performance.** The Board hires a Minister to be the Administrative Director, Spiritual Leader, and Administrative Trustee to run the day-to-day operation of the ministry. The Board stipulates expectations via contract then oversees performance, by conducting annual performance reviews, up to and including employment promotion or separation.

Building a strong relationship is essential and communication must remain open, honest, and transparent while assuring adherence to employment laws and compliance with all state and federal regulations for both the Minister and his/her/their staff.

- 2. Governance.** The Board is accountable for all governance in the ministry. Board Members are collectively accountable for directly approving policy as well as identifying needed Bylaw changes and presenting them for membership for approval. Ensure all governance documents align with the Ministry's vision, mission, and operational needs.
- 3. Financial Stewardship.** Board Members are accountable for the ministry's financial well-being by promoting and practicing prosperity consciousness, safeguarding and managing Unity of Bellevue's financial resources, and
  - Learning how to read financial statements and actively participate in evaluating Treasurer's financial reports in each Board meeting.
  - Participating in annual budget development, as well as short term (annual) and long-term financial planning.

4. **Demonstration of Christ Consciousness and Unity Principles.** Each Board Member shall commit fully to Board service by
  - Assuming responsibility and representing UOB's vision and mission rather than personal opinion, personal interests, or another individual member's views.
  - Being mindful of personal behavior ethics, conflicts of interest, UOB governance, and state/federal law.
  - Promoting, and personally following, Unity teachings through commitment to personal spiritual purpose and growth.
  - Representing professionalism by careful communication, being a Facilitator of the 12 powers, and promoting direct communication to discourage triangulation.
5. **Strategic Planning.** At least annually, participate in a collective review of core policies, assess the ministry's operational health, then create strategic and tactical plans for improvements and growth.
6. **Honest Appraisal and Community Transparency.** Participate in a collective self-assessment annually and obtain Board performance feedback from the congregation annually.