

JOB DESCRIPTION

Approved 02/25/25

JOB TITLE: Board of Trustees Officer - President

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.

The Board, as a whole is collectively responsible for overseeing Minister Performance, policy development and adherence, financial stewardship, and individual demonstration of Christ consciousness and service commitment.

The President's accountability to membership is defined in the bylaws.

RESPONSIBILITY: The following defines areas of responsibility for the Board of Trustees President.

1. **Board Member.** As a Board member the President is responsible for compliance with all aspects of the general Board Member job description.
2. **Board Chair.** Directly plans, presides over, and facilitates all Board, Membership, Executive, and community Q&A meetings.
 - *Board Meetings.* Compiles handouts/attachments, administers community participation, develops agenda with input from Board members, facilitates discussion, and collective adherence to meeting agreements.
 - *Membership Meetings.* Coordinates planning for annual Board Team Meetings as needed which includes creation of the annual meeting script, a meeting presentation using powerpoint, ensuring that bylaws deadlines are followed, and facilitation of the meeting itself.
 - *Signatory.* Primary signer on investment accounts, signature cards, and, as appropriate, new contracts.
3. **Committee Appointment.** Appoints committees (as defined in Bylaws) which includes development of committee charter. If desired, may participate as a committee member or leader in any committee except the Nomination Committee.
4. **Governance.** Be conversant in all Unity of Bellevue policy documents (bylaws, policy manual, etc.) Ensure requirements are referenced and followed for all Board activities. Assures that the Board relationship with the Minister is appropriate – providing support, feedback, and checks/balances when needed. Ensure that the affairs of the church are conducted in a manner that fulfills the core values, mission, vision and goals of the ministry.

5. **Liaison.** The President's role is to liaison between the three entities within the ministry – the Board, community, and Minister (who is accountable for employees and contractors).
 - *Board members.* Keeps pulse on the Board by staying informed about individual perspectives and taking action where needed to enhance collaboration, listening, and feedback amongst Board members. Acts as mentor for Board Advisors when needed.
 - *Community.* Keeps pulse on community by demonstrating open heart, open mind, and listening to what community may be experiencing then taking action as needed. Promotes fellowship and receives grievances. Is available to answer community questions and/or concerns as needed.
 - *Minister.* Works closely with Minister. Acts as Board Representative for direct partnership with the Sr. Minister on the daily operations of the church, staffing issues, or employment actions and, as such, may work through issues separately with the Minister prior to involving other Board members.
6. **Minister Evaluation.** Coordinates an annual performance review of the Sr. Minister and also any employment actions concerning the Senior Minister.
7. **Board Supervisor.** Oversees, coaches, and mentors Board members on conduct and behavior. If necessary, manages corrective actions if Board members are not meeting obligations. May be directly involved in ministry staffing/employment actions. Ensures the Minister receives appropriate training in employee management and is subsequently supported in addressing related actions.
8. **Coordinates Board Training.** This may include new board member orientation or collective Board training workshops and retreats.
9. **Leads Strategic Planning Events.** Administers strategic planning administration and facilitation which may be done through Board retreats (note: General Ministry, spiritual, and community retreats are a different type of retreat and are not the President's responsibility).
10. **Facilitates Stewardship.** Ensures the annual budget preparation process takes place and involves the right people. May step-in for the Treasurer as needed in front of community. Promotes abundance and prosperity consciousness.
11. **Demonstration.** Establishes a deep commitment to Board service, promotes UOB policies and prosperity consciousness, personally demonstrates Christ consciousness, and strives for spiritual and personal growth in UWW teachings. Exemplifies the idea of Servant Leadership and that a board member is "never not a Board member" outside of the Board room.
12. **Ministerial Transitions.** Accountable for notifying UWM of a ministerial vacancy. May directly supervise staff and oversee employment situations.