



A Spiritual Center for Creative Living

JOB DESCRIPTION

Approved 02/25/25

JOB TITLE: Board of Trustees Officer – Vice 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 Vice President's accountability to membership is defined in the bylaws.

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

1. **Board Member.** As a Board member the Vice President is responsible for compliance with all aspects of the general Board Member job description.
2. **Vice President's role.** The Vice President must be ready to perform all duties of the President in the event the President is absent or if the President's role is vacated. For this reason the Vice-President must be conversant in, and intimately knowledgeable of, the President's role and all governance documents, as well as current activities with community and Sr. Minister. Other tasks may be assigned by the President.
3. **Executive Participation.** The Vice President may be called upon to join the President in discussions with the Minister, performance evaluations, or staff/employment action planning or follow-up.
4. **Governance.** Be conversant in all Unity of Bellevue policy documents (bylaws, policy manual, etc.).
5. **Committees.** May act as Board Advisor to committees.
6. **Signatory.** May be asked to be a signer on investment accounts, signature cards, etc.
7. **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.