

BOARD JOB DESCRIPTIONS (AY 2018-2019)

Arrow
indicates
assistance
needed

EXECUTIVE COMMITTEE (*Four Specific Board Positions – One Non-Board*)



Chair (*Desired qualification – experience on Wesley Board*)

1. Preside at all meetings of the Board of Directors and Chair the Executive Committee
2. Ensure the requirements specified in the Constitution and By-Laws are met.
3. Based on the recommendations of the Nominations Committee, appoint board members to specific committees and job.
4. Ensure the local board requirements as specified in the BHECM Handbook are met.
5. Perform the usual duties associated with the responsibilities of a chair. These include, but are not limited to:
 - a. Send written agendas for all board and executive committee meetings at least one week in advance which include:
 - Proposed resolutions for board discussion and approval
 - Items for discussion or vote including the supportive information
 - Financial Reports
 - Committee Reports – Note these should not be re-read at the meetings although questions may be asked.
 - b. Ensure Board and Executive Committee minutes are distributed within 10 days following a meeting.
6. Regularly communicate with each board member regarding their job description responsibilities and ensure they are receiving the necessary support and guidance
7. Regularly meet with the Director and LEADERSHIP TEAM President to ensure they are receiving adequate support from the board.
8. Serve as a member of the Executive Investment Committee as required by the Wesley Foundation and the Hindman Endowment Funds.
9. Be the primary advocate for board covenants and campus ministry outreach.



Vice Chair: (*Desired qualification – experience on Wesley Board*)

1. The Vice-Chair will preside in the absence of the Chair and shall assume the responsibilities of the Chair when this officer is unable to perform the duties of the office.
2. The Vice-Chair will also provide leadership and coordination for the evaluative duties of the executive committee, as well as training and development of Board members.
 - a) Ensure a new Board member orientation is provided and Board members receive continuous training; in addition the Committee will ensure appropriate participation in BHECM-mandated training;
 - b) In collaboration with the Director, participate in BHECM-mandated evaluative processes and procedures of the full ministry of the Foundation; the Committee will also ensure that staff and Board leadership participates in any ongoing assessments of those processes and procedures with the BHECM; and

- c) Conduct a Board self-evaluation including both survey-like and dialogue-based methods, results of which will be utilized for annual reporting and planning. This self-evaluation should meet any BHECM requirements and all evaluations shall include recommendations for support


Treasurer: *(Desired qualifications – knowledge of accounting practices)*

1. Pay invoices in a timely manner (If able, discounts for prompt payment should be taken advantage of.);
2. Make final payment on invoices after it is confirmed by the Director or the Property Committee Chair that the work has been completed in its entirety;
3. Deposit receipts in a timely manner with sources noted to facilitate recording in the financial statements;
4. Monitor investment accounts (e.g., money market, certificate of deposit); transfer excess operating funds to earn interest income at the direction of the Executive Committee of the Wesley Foundation Board of Directors;
5. Implement investment strategy as directed by the Board;
6. Prepare tax forms necessary at year's end for the provider of clerical or tax services;
7. Present at the regular meetings of the Board of Directors an income/expense statement. A statement of the total receipts, disbursements, resources, and liabilities shall be made annually;
8. Serve as an ex officio member of the Finance Committee; and
9. Prepare and submit required financial reports to the Board of Higher Education and Campus Ministries and other Annual Conference bodies as required.

Secretary: *(Desired qualifications – administrative experience)*

1. Draft all minutes and other reports of the Board and the Executive Committee as directed and distribute such minutes and reports as appropriate;
2. Work with the administrative staff to maintain Board records and files
3. Give due notice to all members of the Board of Directors of all meetings of the Board;
4. Immediately upon receiving information of their election, notify all newly elected members of the Board of Directors of their election and furnish each with a copy of the Constitution and the By-Laws of this body; and
5. Conduct correspondence as the Board of Directors may require from time to time.

Web Site Administrator *Could be board or non-board member (Qualifications – knowledge of web design software such as WordPress)*

- 
1. Maintain the current Wesley Foundation website to include administrative updates and content and Student Leadership Team programs
 2. Increase online presence to Wesley Foundation students, alumni, friends and partners. Develop videos and themes to support programs.

FINANCE COMMITTEE *(Two Specific Positions)*

Finance Committee Chair *(Preferred qualifications – knowledge of budgeting and non-profit board financial practices)*

1. In consultation with other Board committees, develop a financial plan and propose an annual budget at the Board's November meeting,
2. Arrange for audit of financial records annually in January and report it to the Board;
3. Prepare Funding Grant Requests, as appropriate, for Annual Conference Board of Higher Education and Campus Ministries (BHECM). The dates for the requests are specified in the BHECM Handbook.. The Funding Grant Request relates not to the coming fiscal year, but to the fiscal year following the coming year.

Investment Committee Chair *(Preferred qualifications – knowledge of investments as pertains to churches and an interest in working with the Virginia Conference United Methodist Fund) Note: These duties are specified in the endowment fund by-laws)*

Primary responsibilities deal with the Wesley Foundation Endowment Fund, the Hindman Endowment Fund and the Wesley Foundation Investment Fund.

1. The committee (specified in the By-Laws) consists of the Board Chair, the Director, and the chairpersons of the development, finance and mission's committees.
2. Report quarterly information regarding the funds to the Executive Committee and at least semi-annually to the full board the status of the funds, including an accounting of all investments, the amount of income available for distribution, and the amount of any distributions made since the last report
3. For planned giving, make recommendations to the Investment Committee to:
 - a. Accept or reject any or all gifts (including securities and/or property), pledges, contributions or donations to the Funds.
 - b. Supervise, approve and/or ratify all actions of the Investment Management Committee in managing and administering the Fund including, in lieu of or in the absence of Investment Management Committee action, taking any action specifically authorized or delegated to the Investment Management Committee.
 - c. Work with the Treasurer to ensure all administrative expenses of the fund are paid.

HOSPITALITY COMMITTEE *(Three Specific Positions)*

1. Program dinners.
2. When support beyond the board is needed for Leadership Team planned events, assist in coordinating with district churches or community groups.


Student Hospitality Coordinators: (Qualification – Leadership Team- Fellowship Co-Chairs)

1. Serve as an advisor to the committee chairs.)

2. Actively participate in the hospitality support required for the events.

MISSIONS/SERVICE – (Three Specific Positions)


Co-Chairs for Mission/Service Projects: *(Desired qualifications – VIMS team leader training)*

- 
1. In conjunction with the Leadership Team, generate and organize any Wesley Missions Teams, international and national, as the board may deem appropriate.
 2. In conjunction with the Leadership Team, generate and organize any Wesley projects involving community development and sustainability as the board may deem appropriate
 3. Organize funding for Wesley Missions opportunities through fundraising projects specifically set-up for the purpose of raising money for missions, and through work with the Finance Committee in arranging for money to be earmarked for mission projects, to include requests for mission and travel grants, such as the Spiedel Mission/Study/Travel Grant issued by the BHECM.
 4. Help to coordinate as link between Wesley and any other groups that may be participating in cooperation with the Wesley Foundation;
 5. Serve to facilitate any other mission needs that the Board deems necessary.

Student Advisor for Missions and Service (Qualification: Leadership Team Discipleship Coordinator)

1. Serve as an advisor to the committee co-chairs.
2. Actively participate in all mission committee meetings.

NOMINATIONS COMMITTEE



Nominations Committee Chair – *(Qualifications: Knowledge of WF board operations and district churches and church groups)*

1. Annually prepare a slate of officers, including committee chairs, for election at the May meeting of the Board. The list of nominees should have the concurrence of the District Superintendent.
2. Recruitment for board members based on talents needed to sustain the campus ministry. Ask potential candidates to complete a board application form to gather information about skills and interests and where they have served previously. Provide a board job description and invite to attend a board meeting or to speak with selected board members.
3. Annually recommend new Board members for election at the March meeting of the Board;
4. Nominate for election by the Board replacements for any vacancy occurring in Board offices during the year.

OUTREACH AND DEVELOPMENT COMMITTEE: Six Specific Jobs

Co-Chair for Development *(Preferred qualifications – experience in fundraising or in*

interest in learning about fundraising strategies)

1. Develop and implement a program and strategies to generate private giving and other forms of financial support from district churches, church related organizations, college organizations, community organizations and general fund raiser to support the foundation. As a minimum:
 - a) Conduct an annual financial campaign to generate individual donations from Wesley alumni and friends of Wesley.
 - b) Contact York River District Churches and request that the Wesley Foundation be included in their annual budget.
 - c) Contact church related organizations (United Methodist Men and United Methodist Women) to request financial support for campus outreach and mission related activities.
2. In conjunction with the administrative assistant and treasurer establish a method of donor tracking and communication to include furnishing a timely, written statement containing the following information:
 - a) Date of the contribution, amount of any cash contribution,
 - b) A description of non-cash contributions (but not the value),
 - c) A statement that no goods or services were provided in return for the contribution.

Co-Chair for Outreach

⇒ Formulate and implement a comprehensive program designed to interpret campus ministry and its needs to local churches, pastors, alumni, and other constituencies, this would include preparing the board and students for this task.

1. Serve as a liaison between the board, the director, the Leadership Team and the Wesley Alumni, to communicate the vision and ideas of these individuals/groups.
2. Arrange for annual Wesley alumni events such as Homecoming or off-campus activities.
3. Alumni Relations
 - a. In conjunction with the Administrative Assistant maintain a current data base of Wesley Alumni.
 - b. Evaluate methods of improving cohesion among year groups.
4. Maintain the Alumni Facebook Page – adding events and items of interest

⇒ **Editor – Wesley Weavings and Wesley Update Newsletters** (*Preferred qualification – an interest in creative writing and knowledge of MS Publisher*) Serve as the editor for the Wesley Weavings, the alumni newsletter, insuring the publication and distribution of a fall and spring edition.

1. Serve as the editor of the Wesley Foundation electronic newsletter.
2. Editor coordination actions:
 - a. Solicit input from the Director, Leadership Team and work with the Co-Chair of Outreach for Alumni News
 - b. In conjunction with the Director and Leadership Team President solicit ideas for themes.

- c. Using MS Publisher – prepare final copy for Administrative Assistant’s edit and publication.

Williamsburg United Methodist Church Outreach Coordinator (*Preferred qualification – member of WUMC*)

1. Serve on the WUMC Committee on Wesley Foundation Outreach
2. Provide information on Wesley Foundation activities to the WUMC in general.
 - Wesley information on the WUMC TV screen each week
 - Wesley information in the bulletin each week
3. Ensure that WUMC members have access to the Wesley Newsletters
4. Be proactive with getting photos and publicity to the church, such as flyers in SS rooms
5. Work with the WUMC finance committee to ensure they are knowledgeable of Wesley Foundation budget requirements.

Student Advisor for Communications (*Qualification – Leadership Team Communications Coordinator*)

1. Serve as an advisor to the committee co-chairs and the newsletter editor.
2. Actively participate in all committee meetings.

Student Advisor for Outreach (*Qualifications – Leadership Team Devotions Coordinator*)

1. Serve as an advisor to the WUMC Outreach Coordinator
2. Actively participate in all committee meetings.

PERSONNEL COMMITTEE (*Two Specific Positions plus Board Chair*)

Chair Personnel Committee (*Knowledge of HRM practices*)

1. Identify and recommend to the Board the staff positions needed;
2. Develop and recommend personnel policies, employee benefits and working conditions;
3. Develop and recommend job descriptions and duty for each staff position;
4. Design and recommend procedures for filling staff vacancies (except for the director);
5. Remain available to the Director and staff for guidance and support;
6. Assist the Director in planning for his/her Continuing Education;
7. Recommend for continue service.
8. Evaluate the Director and Administrative Assistant, using procedures prescribed by the Conference Board of Higher Education and Campus Ministries and the Performance Management Plan approved by the Wesley Board.
9. Work with the Director and the Board regarding the due dates Parts I, II and III of the Performance Management Plan
10. Work with the Director and the Board on submission of the Preference Forms due to the District Superintendent on December 1st and the Director’s Evaluation Report due to the BHECM on June 10th.
11. Evaluate performance of staff employees annually and advise the Board of findings;

Student Advisor to the Personnel Committee: (*Qualifications: Leadership Team President*)

1. Serve as an advisor to the committee Chair and Board Chair.

2. Actively participate in all mission committee meetings.

PROPERTY COMMITTEE *(Three Specific Board Positions)*


Property Committee Co-Chair for Maintenance: *(Desired qualification – property management experience)*

1. Be responsible for routine building maintenance, repair and/or replacement of equipment;
2. Support the Conference Board of Property Managers through participation and any other practical means.
3. Develop five year plan for property maintenance to include recommendations for financing maintenance costs.
4. Submit the property-related reports and forms specified in the BHECM Handbook.
 - a. Report of Property Expenses (Jan 31)
 - b. Property Management Report (Oct 1)
 - c. Worksheet for Property Inspection (Oct 1)
 - d. Request for Special Maintenance/Renovation Funding (Oct 1)

Property Committee Co-Chair for Utilization: *(Knowledge of Wesley House related programs)*

1. Recommend to the Board guidelines and rules for building use.
2. Annually recommend to the Finance Committee rental fees and charges for building use for Board approval
3. Work with the Director and Administrative Assistant on processing and approving house resident applications
4. Provide support and advice to the Administrative Assistant regarding maintenance service, janitorial service and parking lot use.
5. Provide support to the Director and Administrative Assistant pertaining to the Residents Program

Local Property Management Committee: *(Desired qualifications – property management experience) Note members of this committee do not have to be board members.*

- 
- Form and maintain a local property management committee composed of three or more persons experienced in property management who need not be members of the board. This committee will:
 - a. Provide guidance and answer questions pertaining to property and building maintenance.
 - b. Annually review local property needs and estimate maintenance costs.
 - c. Develop plans for implementing repairs and upkeep of local property subject to approval of the board.
 - 2. Inspect the house and property regularly identifying the need for minor repairs.
 - 3. Organize student and board property maintenance days to conduct minor repairs.