

Wesley Foundation Teams/Committees:

- ***Finance:*** In consultation with the campus minister, student leadership team and other committees/teams, develops a financial plan and proposes the annual budget for board approval. Arranges for an annual financial review (audit) of financial records. As a minimum there are three members: the chair, the financial secretary and the treasurer. The responsibilities are “structured” to comply with mandated financial practices.
- ***Property:*** *(for those with Wesley Foundation, Inc. property)* Manages the property and equipment entrusted to the campus ministry. Responsible for routine building maintenance, repair and/or replacement of equipment. Conducts annual property inspections, submits property-related reports to the BHECM, and works with the board to develop plans for the property to be financially self-sustaining. A second aspect is property utilization. This includes recommending guidelines and rules for building use, rental fees and charges for building use.
- ***Personnel:*** Works with the director and the board on submission of the Preference Forms that are due to the district superintendent on December 1st and the Director’s Evaluation Report due to the district superintendent and the BHECM on June 10th. Coordinates the annual performance evaluation of the campus minister and administrative staff. Typically, this team includes the vice chair and the president of the student leadership team.
- ***Development:*** This team is critical to the success of any campus ministry or non-profit organization. Cultivates relationships with individuals, churches, church groups, community members, and campus ministry alumni to raise funds for the campus ministry. This is accomplished through conducting annual financial campaigns, sponsoring fundraising events, maintaining a database of donors, and cultivating income for the campus ministry.
- ***Outreach:*** Formulates and implements a comprehensive program designed to interpret campus ministry and its needs to local churches, pastors, alumni, and other constituencies. Prepares and sends periodic newsletters and other communications to these groups. Ensures that the web site and social media support this effort. Arranges for annual alumni events such as a homecoming open-house or off-campus activities. Effective outreach is critical to effective development/fundraising. Consider combining the two.
- ***Hospitality:*** Ensures major events are properly hosted. This could include weekly dinners, speaker programs, and other student leadership sponsored events. Assists in obtaining support from district churches or community groups.
- ***Nominations:*** Recruits for board members based on talents needed to sustain the campus ministry. Annually prepares a slate of officers, including designated teams, and new board members for election. Ensures that the list of nominees has the concurrence of the district Superintendent.