

Job Description – Chair, Wesley Foundation Board of Directors

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. (See Attachment)
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
9. Be the primary advocate for board covenants and campus ministry outreach.

Local Board Responsibilities:

The following reflects the general responsibilities of local boards:

- Establishing local ministry leadership structure, goals, and approaches.
- The local board shall reflect the diverse constituencies within the campus Christian community who have a stake in campus ministry. It shall be composed of members who have a serious interest in education and campus ministry, representatives of local churches that border the campus community, local clergy, ecumenical members and student members.
- The campus ministry has a constitution that establishes the name, relationships, purpose, membership, government and professional staff.
- The campus ministry has by-laws for the board and student governing bodies that clarify overall responsibilities, officers and their election, the executive committee, standing committees and their responsibilities, and guidance pertaining to amendments, revisions and adoptions.

- Establish policies and be responsible for the direction and administration of the campus ministry under the direction of and in accordance with the policies and standards established by the Board of Higher Education and Campus Ministries of the Virginia Annual Conference.
- The campus ministry mission statement is clearly communicated and is effectively applied to every aspect of the campus ministry's programs, operation, and curriculum, along with the vision of the overall ministry.
- Hold regular sessions and make the reports as required by the Board of Higher Education and Campus Ministries of the Virginia Annual Conference.
- Plan for adequate financial support for the administration of the program of the campus ministry.
- Provide a budget for the administration of the campus ministry programs and arrange for an annual financial review.
- Provide for adequate staff to establish and supervise the program. This could include the campus minister an administrative assistant and other staff as deemed necessary by the Board.
- If authorized to own property, make provisions for adequate physical facilities after considering the recommendations of the Property Committee. The Board shall also approve permanent physical changes of the building. For additional information on property responsibilities see Chapter 9 Property Management and Wesley Foundation, Inc.
- As appropriate, interpret the relationships between the College and the campus ministry and the relationship of the campus ministry to the churches in the local community.
- Be responsible for enlisting new members for the board who can contribute to the life of the ministry.
- Provide an adequate orientation to the organization. Each new member should have a Board job description.
- Annually evaluate the campus minister's work. The evaluation should reflect the ministry setting, the length of service of the campus minister, the nature of the local ministry and its expectations and special concerns.
- Annually evaluate the program and goals of the campus ministry.