



Job descriptions for local boards are both a courtesy to those who intend to serve and a matter of good management to ensure the work of the board is competed. A job description allows each member to know what is expected of them and will serve as a tool of evaluation during their service. The sample job descriptions in this document are compatible with the Campus Ministry Local Board Guidelines, the BHECM Handbook and the Wesley Board Resources web site. The content of each job description is a suggested starting point. Each board will modify the descriptions to meet the needs of their ministry, the talents of the board members and their organizational structure. The following descriptions are included:

Officers or Executive Team:

- Board Chair
- Board Vice Chair
- Secretary
- Treasurer

Required Committees/Teams

- Finance
 - Finance Chair
 - Financial Secretary
- Property
- Personnel
- Development

Recommended Committees/Teams

- Outreach
- Missions/Service
- Hospitality
- Nominations

BOARD JOB DESCRIPTIONS

Officers or Executive Committee/Team Members

Chair: (*Desired qualification – previous experience on a campus ministry 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.
 - 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 the student leadership team president to ensure they are receiving adequate support from the board.
8. Serve as a member of the investment committee to provide oversight of investment and endowment funds.
9. Work with the director to maintain (or develop) a strategic plan for the campus ministry to include short-term and long-term goals.
10. Oversee the preparation and submission of all BHECM reports, participate in the annual evaluation conference with the district superintendent, and review the monthly Campus Ministry System report.
11. Be the primary advocate for board covenants and campus ministry outreach.

Vice Chair: (*Desired qualification – previous experience on a campus ministry 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 provide leadership and coordination for *the evaluative duties* of the executive committee, and the training and development of board members.
 - a) Ensure a new Board member orientation is provided and board members receive continuous training. Provide each member with a job description.
 - b) Work closely with the director and board chair in the development of the strategic plan and take the lead in the annual evaluation of the program and goals of the campus ministry.
 - c) Conduct a board self-evaluation and use the results for annual reporting and planning. Information on the how to evaluate both the board and the campus ministry are available on at (www.wesleyboardresources.org) under the Evaluation link.

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 normally within 20 days of the meeting.
2. Work with the administrative staff to maintain board records and files. See the IRS Compliance Guide for 501(c) (3) Charities for specific guidance.
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.

Treasurer: *(Desired qualifications – professional experience in accounting)*

Note: This job description is based on the General Board of Discipleship, "Guidelines: Handling God's Money in the Church," 2016, published by Cokesbury)

The treasurer has the responsibility of carrying out most of the financial decisions made by the board of directors and the finance committee in three general areas:

1. Fund Disbursement: The treasurer will disburse all money contributed to the causes represented in the budget and such other funds as the board may determine.
2. Reporting: The treasurer will make regular and detailed reports on funds received and expended to the finance committee and the board of directors. (More on reporting is on the next page)
3. Relationships: The treasurer will work with several persons and groups within and outside of the campus ministry.
 - The treasurer is an officer of the board of directors, a member of the executive committee, the finance committee.
 - The treasurer works with the financial secretary, receiving a deposit slip indicating the amounts deposited, along with a statement summarizing the sources of cash received and the purpose given.
 - The treasurer works with the finance chair on questions about policies or procedures in handling funds. Provides regular report to the committee that become the basis of the report from the finance committee to the board of directors.
 - The treasurer will work with the Treasurer of the Virginia Annual Conference on issues relating to conference related funding. Normally this will be property maintenance grants, and Wesley Foundation campus ministry salary grants.
 - The treasurer will prepare checks to pay the bills of the campus ministry. Normally the treasurer will not be the "single signer." Someone else should be designated such as the financial secretary. This person should approve the bills for payment. All disbursements should be supported by adequate documentation that clearly established the legitimacy of the payments to be made. This should also involve validating payments made by a campus ministry credit card. (Was the purchase authorized?) Invoices should include a description of the goods or services obtained or provided, including the names of the person or persons

initiating the purchase. Purchase orders should be used for major purchases (levels set by the finance committee), with appropriate signature of the individual authorized to approve such a purchase.

- It is strongly recommended that arrangements be made for payroll services with a professional payroll organization. The payroll checks should also be reviewed to approve to ensure the amount of pay is correct, and that appropriate federal taxes and Social Security (FICA) are to be withheld and paid on all employees. If state and local taxes are to be withheld, be certain that the proper procedures are followed.
- Keep track of all disbursements using accounting software, a spreadsheet, or a manual system to do so and maintain an organized filing system for backup documentation.
- Supervise cash balances to ensure that adequate cash is maintained in the checking account and recommend to the committee on finance that any excess cash be invested.

Required Teams/Committees

Finance Chair: *(Desired qualifications –experience in bookkeeping or accounting)*

Note: This job description is based on the General Board of Discipleship, “Guidelines: Handling God’s Money in the Church,” 2016, published by Cokesbury)

The chair of the finance has the broad responsibility for the financial direction of the campus ministry. The chair and committee are responsible for producing the key financial documents, working with members of the board, and implementing financial controls.

1. Key Financial Documents:

- The Annual Budget: The budget should reflect the campus ministry programs, mission, and strategic plan. The budget should also reflect the funding policies specified in Chapter 8 of the BHECM Handbook.
- The Income and Expense Report should reflect income and expenses for the previous year and the current year, to date, compared to the annual budget
- The Balance Sheet, also called the Statement of Financial Position provides the most comprehensive picture of the campus ministry’s financial situation. This document should provide a report on the assets (what is owned) and liabilities (what is owed). The net assets (also called equity, capital, retained earnings, or fund balance) represent the sum of all the annual surpluses or deficits that an organization has accumulated.

2. Relationships:

- Work with the key members of the board of directors such as the development/fundraising team, property team (as appropriate) and others to implement plans to meet the budget, which could include supporting endowment funds and program reserves to ensure the campus ministry is financially self-sustaining in the long term.
- Prepare Funding Grant Requests, as appropriate. There are Virginia Annual Conference Grant opportunities, UMC Grants for Ministries with Young People and The Foundation for Evangelism grants that could be considered, (Refer to www.wesleyfoundationresources.org Grants link for additional information).
- Make provisions for an annual financial review. (See the guidance on how to conduct the review and how to report the results on the BHECM web site (reports)).

3. Internal Controls:

- Administer the funds received according to instructions from the board of directors.
- Provide for bonding for the treasurer and others dealing with cash.
- Establish written financial policies to document internal controls.
- Review the adequacy and effectiveness of internal control policies annually.
- Designate the persons that can sign checks on behalf of the campus ministry.
- Designate the person or persons who can authorize and approve disbursements.
- Designate an individual to facilitate the monthly reconciliation of all bank accounts on a timely basis.

Financial Secretary: (*Desired qualifications – professional experience in bookkeeping*)

Note: This job description is based on the General Board of Discipleship, “Guidelines: Handling God’s Money in the Church,” 2016, published by Cokesbury

The financial secretary is charged with broad responsibility for three general areas:

1. Promptly depositing cash and checks in the bank in accordance with procedures established by the committee on finance and giving a record of each deposit to the treasurer.
2. Keeping records of contributions. A critical part of the job is keeping an accurate record of the amounts contributed to the ministry. Provide a letter acknowledging the contribution, that they can use for their tax returns. (The campus ministry, specifically the development team, should work with you to maintain an accurate “historical” donor list that reflects the amounts given each year. This list will include individuals, church groups, churches and community groups.)

3. Relationships:

- The financial secretary is a member of the committee on finance (a paid employee serves on the committee without a vote). Report to the committee the status of donations and other income monthly.
- Work with the treasurer, providing a deposit slip that indicates the amounts deposited to the bank each time income is received, along with a statement summarizing the sources of all cash received and the purpose of the income.
- Work with the chairperson of the committee on finance. Any questions about policies or procedures in handling contributions should be cleared with the chair.
- The financial secretary cannot serve as the treasurer or be closely related to the treasurer. The financial secretary cannot serve on the annual financial review committee.
- The financial secretary is authorized to perform only one of the three tasks listed below, the others must be assigned to the chair or treasurer:
 - Approve payments for expenditures
 - Sign checks
 - Reconcile bank accounts

Property: (*Desired qualification – property management experience*)

The responsibilities are divided into the categories of maintenance and utilization

Maintenance:

1. Be responsible for routine building maintenance, repair and/or replacement of equipment.
2. Conduct regular property inspections for safety and preventive maintenance.
3. Annually review local property needs and estimate maintenance costs and develop plans for implementing repairs and upkeep of local property subject to approval of the

board.

4. Develop annual, five- year, and long-range plans for property maintenance to include recommendations for financing maintenance costs.
5. Work with the finance chair to develop plans for the property to become financially self-sustainable or independent of conference funding.
6. Organize property days to conduct minor repairs and maintenance involving board members and students.
7. Submit the property-related reports and forms specified in the BHECM Handbook.
 - a. Property Management Report on Utilization of Grant Funds (Oct 1)
 - b. Worksheet for the Annual Property Inspection (Oct 1)
 - c. Request for a Special Maintenance or Renovation Funding Grant (Oct 1)

Utilization:

1. Recommend 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

Relationships: Serve as a member of the Conference Board of Property Managers. This is an opportunity to coordinate issues with other campus ministry property managers, work with the BHECM property team on annual and long-range property issues.

Personnel (*Desired qualifications – knowledge of HRM practices*)

For Wesley Foundations it should be noted that the campus minister works for the district superintendent and the salary is administered by the Annual Conference. However, the board makes the advisory recommendation.

Specific responsibilities for the administrative staff include:

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 duties 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. In conjunction with appropriate board members evaluate the performance of staff annually.

Specific responsibilities for the campus minister include:

1. Assist the director in planning for his/her continuing education;
2. Work with the director and the board on the annual submission of the continuation preference forms due to the district superintendent on December 1st and the Directors Evaluation Report due to the BHECM on June 10th.
3. Become familiar with the provisions of Chapter 8: Funding Policies and Procedures that pertain to salary funding for Wesley Foundations and Ecumenical Campus Ministries. This chapter provides instructions for adjusting the annual salary.

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 to support the foundation. As a minimum:
 - a) Conduct an annual financial campaign to generate individual donations from campus ministry alumni and friends of the campus ministry.
 - b) Contact area churches and request that the campus ministry be included in their annual budget.
 - c) Contact church related organizations (e.g. United Methodist Men and United Methodist Women) to request financial support for campus outreach and mission related activities.
 - d) Organize a “fund raiser” to support specific campus ministry needs.
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.

Recommended Teams/Committees

Outreach: (*Preferred qualification – a campus ministry alumni*)

More than one individual will be required for effective outreach.

1. 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.
2. Serve as a liaison between the board, the director, the student leadership team and the campus ministry alumni, to communicate the vision and ideas of these individuals/groups.
3. Arrange for annual campus ministry alumni events such as homecoming open house or off-campus activities.
4. Alumni Relations
 - a. In conjunction with the Administrative Assistant maintain a current data base of campus ministry alumni.
 - b. Evaluate methods of improving cohesion among year groups.
5. Maintain the Alumni Facebook Page, adding events and items of interest
6. Publish a periodic campus ministry newsletter. For each newsletter:
 - a. Solicit input from the director, the student leadership team.
 - b. Contact alumni and ask for input for an “Alumni News” section
 - c. Using MS Publisher – prepare final copy for Administrative Assistant’s edit and publication.

Mission/Service: (*Desired qualifications – VIMS team leader training*)

1. In conjunction with the director and student leadership team, generate and assist in organizing any mission trips, as the board may deem appropriate.
2. In conjunction with the director and student leadership team, generate and

organize any projects involving community development and sustainability as the board may deem appropriate

3. Organize funding for mission opportunities through fundraising projects specifically set-up for the purpose of raising money for missions, and work with the Finance Committee in arranging for funds to be earmarked for missions' projects, to include requests for mission and travel grants.
4. Facilitate any other mission or service needs that the board deems necessary.

Hospitality: *(Desired qualifications – member of a local supporting church)*

This team ensures that major events are properly hosted primarily through the preparation and serving of food and drinks:

1. The planning should be a joint effort with the director, the student leadership team and the administrative assistant.
2. Coordinate support for weekly dinner programs, campus wide “snacks” during new student week, during exam breaks and for campus ministry alumni events.
3. Obtain support for the hospitality through members of the board, area churches and church groups to include adult Sunday school classes.

Nominations; *(Qualifications: Knowledge of board operations)*

This team ensures that all board positions, teams or committees are filled by qualified personnel:

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. Recruit 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 their skills and interests and where they have served previously. Provide a board job description and invite candidates 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 during the year.