

## JOB DESCRIPTION

### BOARD OF TRUSTEES

**Office:**                    **Member of the Board of Trustees**

**Term:**                     **Three years (Depends on Bylaws)**

**Accountable to:**        **Board of Trustees / Membership**

**A.    General Description of Position:**

Persons elected to the Board of Trustees are an active member of the ministry. They desire to serve on the Board, endeavoring to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity. The work of the ministry will be furthered through his/her active interest, love, and support. The individual will have the demonstrated leadership capabilities, ability, time and prayerful commitment to fulfill their duties and responsibilities. He/she is sincere and a continuing student of Unity, conversant with its teachings.

**B.    Duties and Responsibilities:**

1. Uphold the spiritual purpose of this ministry.
2. Uphold the highest interest of the membership in conducting the business of this ministry.
3. Are conversant with the Bylaws.
4. Are faithful in attendance at services, Board, and Membership Meetings of this ministry.
5. Make determinations of the business needs of this ministry, and authorize payment of monies for those purposes.
6. Administer the property of this ministry, both real and personal.
7. Make determinations on the sale or pledge of real or personal property belonging to the ministry. All decisions in favor of the sale or pledge of real property exceeding \$10,000.00 in value will be presented to the membership at a properly constituted Membership Meeting to be voted on. (This figure may be revised, and should be consistent with the current Bylaws.)
8. Authorize the employment of all staff position of this ministry, and set and approve salaries. Actual selection of personnel is left to the discretion of the Minister.
9. Set dates for the fiscal year.