



**JOB DESCRIPTION  
BOARD OF TRUSTEES (MEMBER) POSITION**

**A. General Description of Position Functions**

Board members hold fiscal oversight for Unity Worldwide Ministries. They form part of the governing body of an organization, meet regularly to oversee and direct business operations, set policies, approve business decisions, evaluates President & CEO's performance, and fulfills fiduciary responsibilities.

**B. Responsibilities**

1. Keeps focused on the organization's vision, mission, purpose, and values of the organization.
2. Prepares for meetings by reviewing the agenda and supporting documentation.
3. Regularly attends board meetings, participating actively and conscientiously.
4. Keeps up with issues and trends that affect the organization.
5. Participates in the ongoing overview of the organization's operations.
6. Approves audit reports, budgets, finances, policies, and business decisions.
7. Contributes to the development of policies and strategic plans.
8. Understands the organization's financial affairs and ensures fiduciary responsibilities are met.
9. Ensures the organization complies with legal requirements.
10. Maintains confidentiality on all internal organizational affairs; honors and respects board decisions presenting a unified expression to the field.
11. Participates in an evaluation of the board and the performance of the organization and its mission.
12. Plays a leading role in revenue generation activities including cultivation and stewardship.
13. Is knowledgeable and works within the organization's Vision Traction Organizer (VTO).
14. Participates in providing input toward an annual review of the President & CEO.

### C. Prerequisites for the Position

1. Commitment and loyalty to Unity Worldwide Ministries and its programs by past demonstration of:
  - Involvement in ministry teamwork.
  - Regular attendance at regional conferences.
  - Regular attendance at annual conventions.
  - Regular financial support of Unity Worldwide Ministries.
  - Support for its policies, bylaws, and ethics.
2. Proven successful experience in field ministry, preferably for a minimum of five (5) years.
3. Continue expression of diplomacy and tact.
4. Demonstrates leadership qualities.
5. Proven ability to evaluate a situation objectively and represent the majority consensus of their constituency rather than a personal point of view.
6. Ability to maintain an even temperament during stressful situations.
7. Proven successful interpersonal relationships.
8. Demonstrated ability to support principle objectively.
9. Have the available time, freedom, willingness, and the support of their family and ministry to carry out the responsibilities of the position.
10. Every member of our Unity Worldwide Ministries Board of Trustees gives a portion of their personal tithe to the General Fund of UWM.
11. Special skills or knowledge identified by the UWM Board as needed.
12. Knowledgeable about the organization, board practices, bylaws, and policies.
13. Is knowledgeable and works within the organization's Vision Traction Organizer (VTO).
14. Ability to use Microsoft Teams, Zoom, and other software technology.
15. Previous board experience preferred.
16. Proven track record in an executive leadership role.