

## **Week of Compassion Board of Stewards Job Description**

An effective Board of Stewards is essential to the success of Week of Compassion. Directors are elected to a three-year term starting January 1<sup>st</sup>. There is a maximum of three consecutive terms of service or a total of nine consecutive years. The board is responsible for governance, oversight, and support of the ministry.

### **Mission**

As the relief, refugee, and development mission fund of the Christian Church (Disciples of Christ), Week of Compassion works with partners to alleviate suffering throughout the world.

**Vision:** A world where God's people transform suffering into hope.

### **Core Values:**

**Connection:** Partner with individuals, congregations, and organizations to serve the needs of world.

**Integrity:** Honor the commitment to faithful stewardship, ensuring gifts entrusted to WOC are making the most impact.

**Accompaniment:** Embody God's grace by committing to a long-term presence with communities in need.

### **Specific Board Responsibilities**

1. Be loyal to the mission of Week of Compassion and an advocate of its work.
2. Prepare for, attend, and conscientiously participate in Week of Compassion Board meetings, in person or by video conference, on a regular basis:
  - a. The Board of Stewards meets once in the spring and once in the fall;
  - b. Familiarize oneself with Board packet sent out prior to each meeting;
  - c. Inform the Chair and Executive Director in advance if unable to attend a regularly scheduled Board or Committee meeting
3. Work with fellow Board members to establish the ministry's mission, purpose, policies, and organizational plans. Recognize that you do not have to be an expert on all aspects of Week of

Compassion work, but rather share and learn with fellow Board members to act prudently as a strategic advisor to staff.

4. Be responsible stewards of the assets entrusted to Week of Compassion. Faithfully read and understand Week of Compassion's financial statements. Ensure that the ministry complies with laws and regulations relating to nonprofit organizations.

5. Make a meaningful personal financial contribution to Week of Compassion according to your personal means.

6. Serve as ambassadors for Week of Compassion by hosting events, obtaining gifts from individuals and congregations, and promoting Week of Compassion to your region. Engage in identifying and securing financial resources and partnerships for Week of Compassion to advance its mission.

7. Be an active participant at Week of Compassion Board and committee meetings. Speak your mind during discussions but support the decision of the Board once a decision is made.

8. Participate fully on committees or task forces as needed.

9. Represent Week of Compassion and promote its mission to other individuals and groups and at appropriate events when opportunities arise.

10. Report potential conflicts of interest to the Chair of the Board of Stewards and the Executive Director. In the case of the Chair, a conflict would be reported to the Executive Director.

11. Support and assess the performance of the Executive Director if serving on the executive committee.

12. Maintain the confidentiality of all Board and committee work.

If a Board member is not able to meet these obligations, it is in the best interest of the ministry that they offer their resignation so that a replacement can be sought to fill out the term.