



BOD Roles – Revised 4/2019

Board of Directors Responsibilities

- Be a fatherly covering for Forerunner to ensure it is running as responsibly as possible.
- Be submitted to a Christian church body and have an active, personal relationship with Christ.
- Be willing to gently engage in constructive conflict if you see the program going away from the vision.
- Ensure, through prayer and discernment, the Lord is leading Forerunner instead of man leading Forerunner.
- Be active in spreading the vision of Forerunner to your Lake Highlands friends & neighbors.
- Make a significant personal contribution to Forerunner each year.

Commitments

- Willingness to support our Executive Director (ED)
- Willingness to serve on the Board of Directors for 2 years (1 term).
- Maximum amount of terms one board member can serve in succession is 2 terms.
- Makes room in his schedule for Forerunner lunches and meetings
- Makes room in his schedule for emails and phone calls that pertain to Forerunner.
- Attend each Forerunner programs (Family Dinner, After-School Programs, Mentor Training, Family Classes) once a year.
- Attend BOD Retreat and Fundraiser
- Spend time praying for Forerunner as the Lord leads

BOD Roles

- Chairman: Oversees Executive Committee and the connector between the CEO and BOD
 - Vice-Chairman: Sits on the Executive Committee and is the next Chairman
 - Secretary: Oversees Governance Committee
 - Treasurer: Oversees finances and leads Finance Committee
 - Executive Director: Non-voting member
 - Voting Member(s)
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BOD Committees

Governance Committee (2 members)

- Clearly informs members of expectations and roles on BOD
- Recruits, interviews, nominates and trains new BOD members
- Connect with ED to plan business meetings and board retreats
- Oversees vision of FMP
- Lead BOD in a self-evaluation
- Organizes BOD meetings and keeps minutes

Time Commitment

- Attend quarterly FMP Business Meeting
- Attend bi-monthly lunch with ED
- Recruit, interview and train new BOD members at the beginning of each fiscal year
- Availability to respond to FMP issues in a timely manner
- Attend major Forerunner events, business meetings, ED lunches, board retreats and any other board event

Development Committee (2-3 members)

- Understand the 1-3 year budget
- Create a plan to help raise funds for our 1-3 year budget
- Help staff execute Development Plan
- Keep ED accountable to execution of development plan
- Help provide connections and contacts to raise funds

Time Commitment

- Attend quarterly FMP Business Meeting
- Attend monthly lunch with ED
- Network and connect with potential donors
- Make staff aware of any grants, donors or possible giving opportunities as they come up
- Availability to respond to FMP issues in a timely manner
- Attend major Forerunner events, business meetings, ED lunches, board retreats and any other board event

Finance Committee (2 members)

- Oversee 1-3 year budget
- Create reports to present to BOD
- Forecast any potential issues
- Make sure we are financial responsible with our spending

Time Commitment

- Attend quarterly FMP Business Meeting
- Attend bi-monthly lunch with ED
- Review monthly spending report with ED
- Set budget with ED at the beginning of each fiscal year
- Availability to respond to FMP issues in a timely manner
- Attend major Forerunner events, business meetings, ED lunches, board retreats and any other board event





Executive Committee (3 members)

- Keep ED accountable as he executes strategic plan
- Support and appraise the ED in his role as well as emotionally, spiritually, and relationally.
- Evaluate ED at year's end

Time Commitment

- Attend quarterly FMP Business Meeting
- Attend monthly lunch with ED
- Review and monitor progress of strategic plan with ED
- Availability to respond to FMP issues in a timely manner
- Availability to support ED emotionally, spiritually, and relationally.
- Attend major Forerunner events, business meetings, ED lunches, board retreats and any other board event

Board Duties

Duty of Care

- Know what the organization does and be able to clearly articulate the vision and mission
- Take overall responsibilities seriously
 - Attend meetings and retreats
 - Read documents and emails
 - Ask pertinent questions
- Use good judgment, common sense and handle yourself in a Christ-Like manner

Duty of Loyalty

- Put the best interest of Forerunner over personal or business interests
 - Disclose any conflict of interest
 - Keep organization information confidential
 - Loyalty when sitting on multiple boards at the same time

Duty of Obedience

- Safeguard the vision above everything else
 - Carefully consider expansion and avoid poor decisions not aligned with the vision
- Maintain public trust
 - Comply with all federal, state, and local laws
- Manage operations and resources in accordance with vision