

Agape Executive Board Responsibilities and Position Descriptions

The Agape Executive Board will be comprised of at least 5 and not more than 12 members.

Responsibilities may include:

1. Commit to pray and provide spiritual covering for the Agape Board, members, and volunteers.
2. Sign and adhere to the statement of faith. Be willing to be held accountable by fellow board members and hold them accountable.
3. Serve a two-year, renewable term on the Board.
4. Attend board meetings each year (80% yearly attendance required); inform Board Chairman as soon as possible of any meetings you are unable to attend.
5. Attend special activities such as board retreats, socials with leadership teams and members, and community events as able.
6. Set policies and make decisions by majority vote using a biblically-based decision making system.
7. Be willing to serve on potential committees based on Agape's needs/growth.
8. Help recruit prospective board members, committee members, and volunteers.
9. Approve the annual budget.
10. Assure the maintenance of systems and procedures for the management of funds and properties according to accepted business and accounting practices.
11. Take the responsibility for raising funds in order to keep the program operational.
12. Introduce others to Agape and function as a goodwill ambassador/spokesperson for the ministry and its programs.
13. As a board, collaboratively establish and review written policies, bylaws, and other documents as needed, defining the purpose and objectives of Agape, the services offered, eligibility and membership requirements, and financial requirements for the purpose of fulfilling the mission and vision.
14. Provide leadership for the mission and vision of the ministry in developing new and improved services for homeschool families and Christian families in Ionia and surrounding counties.
15. Financially support Agape as led by the Lord.
16. Maintain a personal relationship with Jesus Christ through church attendance, devotion, and prayer.

Board Title Descriptions

All Board positions report directly to all members on the Executive Board

Executive Chairman – The Executive Chairman is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. This person should also be familiar with legal documents such as articles, bylaws, IRS letters, etc.

Vice Executive Chairman – The purpose of Vice Chairman role is to support the Executive Chairman in the development and implementation of the organization's strategic plans and policies, and to provide leadership and direction to the other directors and personnel.

Secretary – The Secretary position plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws. Also, this person should be familiar with legal documents (articles, bylaws, IRS letters, etc.) to note applicability during meetings.

Treasurer – The primary responsibility of the Treasurer is overseeing the management and reporting of the organization's finances. The Treasurer may have many important duties specific to its role including: bank account maintenance, selecting a bank, signing checks, and investing excess funds wisely.

Director of Campus – This position will maintain the daily operating functions along with the leadership team of that campus. This is a non-elected position.

General Member Representative – This position is a generalized position focusing on representing the needs of the general membership but focused on community and unity within the general membership. This position will serve as an umbrella for potential committees based on individual gifting including but not limited to: campus development, family enrichment, fundraising, communications, and visionary development.