

## Casa Chirilagua Board Member - Volunteer Description

**Casa Chirilagua's Mission Statement:** Developing relationships with families to see the Chirilagua neighborhood transformed by Christ.

**Casa Chirilagua's Vision Statement:** God's Kingdom established in the Chirilagua Community.

**TIME COMMITMENT:** One 2-year term with an option of re-election. (After a year of inactivity, one can be nominated again to serve for a third term.)

**RESPONSIBILITIES:** A person qualified to serve in this capacity must possess the following traits:

- **Spiritual**
  - Is a committed Christian who has a growing relationship with God, who is being actively disciplined in their Christian faith, and holds to the beliefs of the Nicene Creed<sup>1</sup>.
  - Models biblical values and principles in daily life.
- **Leadership**
  - Demonstrates leadership ability and is respected by persons within and outside of the faith community.
  - Can be a team player and work with others to accomplish a common purpose.
- **Commitment**
  - Is committed to the purpose and philosophy of Casa Chirilagua, and to advancing the vision and mission.
  - Attends Board meetings regularly (quarterly, committee meetings-usually between board meetings, one yearly all-day planning retreat).
  - Is financially committed to the ministry, models biblical stewardship, and accepts agreed upon responsibility for helping gather the resources necessary to fulfill the mission/vision of Casa Chirilagua.
  - Is available for committee assignments or other voluntary efforts.

**All Board Members will possess the following qualifications:**

- A Christian, who is committed to the Core Values (5 R's) of Casa Chirilagua, believes in the mission and vision of Casa Chirilagua, is involved in his or her local congregation and is prayerful.
- Prays for the work and mission of Casa Chirilagua.
- A character marked by honesty, humility, integrity and a sense of humor.

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<sup>1</sup> We believe in one God, the Father Almighty, the maker of heaven and earth, of things visible and invisible. And in one Lord Jesus Christ, the Son of God, the begotten of God the Father, the Only begotten, that is of the substance of the Father. God of God, Light of Light, true God of true God, begotten and not made; of the very same nature of the Father, by Whom all things came into being, in heaven and on earth, visible and invisible. Who for us humanity and for our salvation came down from heaven, was incarnate, became human, was born perfectly of the holy virgin Mary by the Holy Spirit. By whom He took body, soul, and mind, and everything that is in man, truly and not in semblance. He suffered, was crucified, was buried, rose again on the third day, ascended into heaven with the same body, [and] sat at the right hand of the Father. He is to come with the same body and with the glory of the Father, to judge the living and the dead; of His kingdom there is no end. We believe in the Holy Spirit, the uncreate and the perfect; Who spoke through the Law, the prophets, and the Gospels; Who came down upon the Jordan, preached through the apostles, and lived in the saints. We believe also in only One, Universal, Apostolic, and [Holy] Church; in one baptism with repentance for the remission and forgiveness of sins; and in the resurrection of the dead, in the everlasting judgement of souls and bodies, in the Kingdom of Heaven and in the everlasting life.

- o Ability to listen, analyze, and problem solve.
- o Ability to think clearly, creatively and strategically.
- o Works well with people individually and in a group.
- o Willing to develop certain skills to benefit the organization, such as to cultivate and solicit funds, recruit board members and volunteers, read and understand financial statements, and learn more about the substantive program areas of the organization.

\* Family members of current staff cannot serve on the board of directors due to the conflict-of-interest policy.

**All Board Members agree to faithfully commit to the duties that follow:**

- o Attend the following:
  - Attend the following 2-hr meetings per year.
    - Q4 meeting (of previous year) last week of January
    - Q1 meeting, last week of March
    - Q2 meeting, last week of May
    - Q3 meeting, last week of September
    - October (day-long retreat)
  - Attend 50% (4 of 8) of family dinners between September and May
  - Attend one of the following community-wide events:
    - Christmas celebration in December
    - Graduation celebration in June
  - Attend committee meetings if applicable.
- o Vote in board decisions.
- o Make a serious commitment to participate actively in board activities and committee work.
- o Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- o Stay informed about board and committee matters, prepare well for meetings, and review and comment on minutes and reports in a timely manner.
- o Get to know other board and committee members and build a collegial working relationship that contributes to consensus.
- o Actively participate in the board's annual evaluation and planning efforts.
- o Participate in fundraising for the organization.
- o Make personal financial contribution(s) to Casa Chirilagua, pledged annually.
- o Suggest possible nominees to the board who will make significant contributions to the work of the board and the organization.
- o Follow conflict-of-interest and confidentiality policies.
- o Counsel the Executive Director and ministry staff.
- o Refrain from making special requests of the staff.
- o Perform other responsibilities as assigned by the board and Executive Director.

A board member can serve in the following committees:

### **Finance Committee**

DESCRIPTION: The Finance Committee is a standing committee of the Board of Directors and is typically chaired by the Board Treasurer. The committee meets on a quarterly basis between every board meeting. The Committee is responsible for recommending financial policies, goals, and budgets that support the mission and vision of the organization. The Committee also reviews the organization's financial performance against its goals and proposes major transactions to the Board. Qualified committee members are individuals who have skills and experience in financial management and stewardship, business management, accounting, budget oversight and implementation, and other financial and accounting skills.

### **Development Committee**

DESCRIPTION: The Development/Fundraising Committee is a standing committee of the Board of Directors and is chaired by the Development Committee chair, annually nominated and selected by the board of directors. The committee meets on a quarterly basis between every board meeting. The Committee is responsible for the identification and acquisition of the resources necessary for the daily functioning of and long-term plans of Casa Chirilagua to achieve its mission and vision. The Development Committee provides the board with guidance and counsel on revenue-generating plans by reviewing, discussing, evaluating and helping to implement proposed financial development strategies. Committee work is done in partnership with the Development Director and in support of assigned staff. Qualified committee members are individuals who have skills and experience in fundraising, donor management, grant writing, marketing and communications, and other related skills.

### **Strategic Direction Committee**

DESCRIPTION: The Strategic Direction Committee is a standing committee of the Board of Directors and is chaired by the Strategic Direction Committee chair. The committee meets on a quarterly basis between every board meeting. The Strategic Direction Committee provides the board with guidance and counsel on the health of Casa's programs and progress on the strategic direction and plan of the organization. It shares suggestions from the community for adjustments in programmatic commitments. Committee work is done in partnership with Casa Chirilagua staff as assigned. Qualified committee members are individuals who have skills in Christian community development, strategic planning and design, nonprofit and/or church management, and other related skills. Individuals who reside in Chirilagua and/or were once participants in a Casa Chirilagua program are highly encouraged to participate.