

The Belfry Board Member Responsibilities

Board leadership of the The Belfry is vital to the life of this ministry. In addition to its fiduciary responsibility, the Board shapes the organization's strategy and policies to ensure that The Belfry is fulfilling its mission to maintain, develop and promote the ministry of the Lutheran and Episcopal Churches to students and faculty in institutions of higher learning in Davis, California, according to its program priorities.

Board members are each stewards of the organization, bringing their gifts of time, talent, and treasure. Representing and advocating for The Belfry are critical roles.

Because we serve a common goal, The Belfry Board members begin with a common understanding of our responsibilities. This document therefore outlines the expectations we have of each other in three areas: (1) personal time commitments, (2) financial support, and (3) engagement.

Thought and Participation

Thinking about the work and fellowship of The Belfry Board and its committees, and participating in that work and fellowship, are the most important contributions a Board member can make to the institution. It is essential that Board members fulfill their leadership roles by attending board meetings and working on committees. Each member's presence is needed to facilitate the mission of the The Belfry.

For the duration of each Board member's three-year term, members are expected to attend and participate in every Board meeting. The Belfry will undertake to announce Board meetings sufficiently in advance to permit members to resolve scheduling conflicts. Any members of the Board who are physically located outside the Sacramento Metropolitan region may attend board and committee meetings via electronic media.

Although it is understood that ill-health or an unavoidable or unforeseen business or personal commitment may interfere with a member's attendance at a Board meeting, any lapses in participation should be the exception and not the pattern. If during a member's term a member misses two consecutive meetings, or misses >30 percent of the Board meetings over the course of a term, the chair will contact the Board member to determine both their ongoing commitment to The Belfry and their suitability for reelection or continuing service.

Board members are allowed to serve two consecutive terms. After at least one year off the Board, a member may return.

The Essential Work of Committees

The committees of The Belfry Board oversee and assist with the work of the Board. The standing committees of the Board comprise the Executive, Finance, and Fundraising committees. Other committees may be formed as needed to accomplish the mission of the organization. Committee members propose policies to be ratified by the Board that are in accordance with the mission and vision of The Belfry. Service on committees is a vital responsibility of Board members.

Each Board member will therefore be invited to serve on one or more Board committees by the Chair of the Board: Executive, Finance, and Fundraising. Board members may indicate their committee preferences to the chair, but a member is expected to serve on at least one committee.

Financial Support

As a joint ministry of the Evangelical Lutheran Church in America and the Episcopal Church, The Belfry depends entirely on denominational grants, contractual agreements with LEVN placement sites, congregational support, and private donations to sustain its operations. The Belfry's grantors and donors are both deeply invested in knowing that Board members not only conduct their oversight responsibilities with diligence but also make financial contributions of record to the The Belfry. Donors and foundations scrutinize board giving and expect that all members of the board make a financial contribution to the organization. Continued financial support of foundations and donors for The Belfry depends mainly on Board members making a personal financial donation each year.

Board members are therefore expected to make a meaningful personal financial gift, and to raise funds to support the The Belfry mission each year they serve on the Board. Board members are expected to donate or raise an annual total of \$1800. Alternate ways of giving can be discussed and approved by the board as needed. Service on the Board comes with the expectation that The Belfry is a priority in one's annual giving. In addition, Board members are expected to be active Belfry advocates and to introduce the institution to new supporters—working closely with the The Belfry Fundraising Committee.

The Belfry Finance Committee shall make an annual report of total Board giving and present it to the entire Board at the first appropriate meeting following the close of the financial year. This report will identify direct gifts and funds raised by Board members and be made available on a confidential basis to the Board Chair, the Treasurer, the Executive Director, and the chair of the Fundraising Committee. The percentage of Board members participating will also be reported. The report will include such data in the aggregate.

Engagement with Programs

The programs of The Belfry are the living testament to its mission. The direct engagement with The Belfry programs is an important part of every Board member's responsibility of and advocacy for the institution. Personal experience with the work of The Belfry enriches Board members, partnerships, and the organization itself. Many Board members have found their visits to The Belfry's programs transformational as they seek to strengthen the organization and their participation in its work.

It is therefore expected that every Board member visit our young adult communities, both Campus Ministry and LEVN, and review with the Executive Director and/or Pastor ways in which they can assist in the mission of the The Belfry programs. Board members will be asked to identify and share other gifts and skills that they bring to the work of The Belfry and the formation of young adults.

Additionally, each member of The Belfry Board is expected to serve as a liaison between The Belfry and their congregation or organization, engaging community members in the mission of the The Belfry as appropriate and encouraging community support of the campus ministry and LEVN.

During the LEVN Volunteer recruitment season, members of the The Belfry Board are expected to engage with their communities, organizations, and congregations to explain the mission of LEVN and encourage eligible young adults to apply. Further, members of The Belfry Board commit to sharing recruitment related social media posts to their personal networks, and if appropriate, acting as a recruitment liaison with their Alma Mater and any campus ministries with which they are affiliated.

Expenses

Expenses for carrying out Board-related activities are the responsibility of the Board member. Such costs for a Board member will be considered part of their annual giving and be so recognized.

Adopted by The Belfry Board on September 11, 2018