

## BOARD MEMBER POSITION DESCRIPTION

**Objectives of the position:** As an ambassador of Jesus Christ, the board member is responsible for ensuring the effective oversight of the pregnancy center, including overseeing the executive director, programs, budgeting, and strategic plan of the organization. Other key duties include fundraising, marketing, media relations, and community outreach.

**Reports to:** The Board of Directors

**Supervises:** The Executive Director

**Status:** Volunteer

### Minimum Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Be able to provide spiritual leadership, discipleship, encouragement, and direction for the executive director
- Be able to work with the board to develop and implement strategic plans and goals for the center.
- Be able to chair a standing or ad hoc committee, if needed.
- Maintain necessary confidentiality concerning board activities and center information.

### Additional Qualifications/Functions by Roles:

- Board Chair -- The board chair manages the board. This role includes calling and presiding over board meetings, ensuring that all policies of the board are followed, serving as an ex-officio member of board committees when appropriate, and, along with the other board members, supervising the chief executive. Depending on what has been set in place in the bylaws, the board chair may also oversee appointing board committees with the approval of the other board members. The Board Chair is responsible for ensuring the board is functioning as a unified body, leading the center in the right direction.
- Board Vice Chair -- The vice chair acts on behalf of the board chair whenever necessary. The vice chair may also be asked to take on special responsibilities as delegated by the board chair.
- Secretary -- The secretary is responsible for taking minutes at meetings and maintaining historical documents of the organization as well as board correspondence. Board meeting minutes are taken each time the board meets, whether in person or electronically (email, skype, zoom, etc.). The organization must have documented proof about the decisions made by the board. This is mandatory for compliance with bylaws and the IRS.

- Treasurer -- The treasurer's primary responsibility is to ensure that the financial affairs of the organization are conducted in an accurate, efficient, legally compliant, and secure manner. The treasurer should also determine who will have the initial responsibility for keeping the center's books and ensuring completion of any required state charitable solicitation registrations.

## **Essential Functions:**

### I. Administration

- Provide managerial support, direction, supervision, and training to the executive director
- Conduct written and oral evaluations of executive director on a yearly basis
- Coordinate with treasurer, directors, and executive director on approving an annual budget
- Oversee and ensure that accurate and current financial records are kept
- Approve a yearly calendar for the ministry and implementation of special events
- Ensure that all center policies are carried out, as well as coordinate with appropriate staff member(s) new policies to be approved and implemented
- Attend all board meetings according to requirements in bylaws

### II. Development

- Work with committees as necessary to execute major fundraising events each year
- Work with executive director to appeal to church mission boards for financial support
- Communicate with donors as needed
- Involvement with visibility, and possible expansion of the pregnancy center ministry in the community
- As a part of annual strategic planning, help to produce long and short-term objectives to accomplish the development goals of the center

### IV. Public Relations

- Work with the executive director to educate the local community, including churches, pastors, community groups, as well as the professional community about the pregnancy center ministry with the goal of obtaining support and involvement with the ministry
- Develop and maintain ongoing relationships with pastors and churches in the community
- Work with the executive director to develop and maintain relationships with other ministries/organizations that meet client needs
- Represent the ministry and services of the pregnancy center to the community and the media as necessary
- Work closely with the executive director to promote public awareness of the ministry through advertisement and participating in church presentations

**Last Modified:** 03/29/2022

**Prepared By:** Claudia Day, Director

**Approved By:** Charles Davis, Jr, Board Chairman

**Acknowledgement:**

I have read and understand the Position Description for the position I hold at Savannah Care Center]. A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at Savannah Care Center.
2. It does not constitute an employment contract with Savannah Care Center.
3. It does not confer any employment rights.
4. It is subject to change at any time without prior notice.
5. It is the property of Savannah Care Center.

I understand and agree that my position as a board member with Savannah Care Center is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice, subject to the bylaws of Savannah Care Center.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Original:** Personnel File

**Copy:** To Board Member

**Copy:** Position Descriptions File

### BOARD MEMBER COMMITMENT

Recognizing that Savannah Care Center is a life-affirming Christian ministry, I soberly commit to fulfill the duties of a member of the board of directors for Savannah Care Center.

Before God and the members of the Board of Directors for Savannah Care Center, I commit and pledge that:

1. I have accepted Jesus Christ as my personal Savior and Lord. I seek to pursue spiritual maturity through practice of spiritual disciplines, being led by the Holy Spirit, and regular involvement in a Christian church.
2. I have read, understand, and I am in full agreement with Savannah Care Center's *Statement of Faith, Commitment of Care and Competence, Mission, Vision, and applicable principles.*
3. I will pray for the ministry of Savannah Care Center, for my colleagues on this center's Board of Directors, for the center's staff, volunteers, clients, and ministry partners.
4. I believe that God values all human life, from fertilization until natural death and as our Creator, He has a plan and purpose for all people, including the unborn. Therefore, I reject abortion as a morally acceptable option.
5. I will support Savannah Care Center in offering alternatives to abortion to women and men, including accurate information, compassionate emotional support, and spiritual guidance.
6. I will faithfully engage my responsibilities as a board member by:
  - Attending all meetings of the board unless I am hindered from doing so by a compelling reason, in which case I will notify the board chair or vice chair, in advance, of the reasons for my absence.
  - Preparing for each board meeting by reading related materials, resources, and reports.
  - Fulfilling my fiduciary duties, together with other board members, in an encouraging way, being open, positive, and teachable, seeking to maintain the unity of the Spirit in the bond of peace.
7. I will keep in STRICT CONFIDENCE all private information received in the course of my duties related to Savannah Care Center, including confidential information about board matters, as well as center personnel, donors, finances, and clients, including after I am no longer a board member at Savannah Care Center.
8. Recognizing that, as a volunteer board member at Savannah Care Center, I represent Christ and this ministry in my community, I will consistently live my life in a way that upholds Christian moral standards, including refraining from:

- substance or alcohol over-use or abuse.
- harassment of any type.
  
- child or spousal abuse or neglect.
- theft, fraud, embezzlement, corruption, bribery, misappropriations, or inappropriate removal or possession of property belonging to [CENTER], a co-worker, or a vendor.
- sexual conduct outside the biblical covenant of marriage between a man and a woman.
- malicious gossip
- physical aggression: fighting or threatening violence.

I understand that board members are vital to the ministry of Savannah Care Center, that my role at Savannah Care Center is completely voluntary and uncompensated, that no expectation of current or future employment is associated with my board membership at Savannah Care Center, and that my board service at Savannah Care Center is subject to the bylaws of Savannah Care Center. The foregoing statements reflect my considered commitment, before God, to Savannah Care Center.

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Board Member's Signature

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Date

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Board Member's Printed Name