

Job Descriptions Board of Directors Helena Walk to Emmaus / Chrysalis

All Board positions are chosen during the June meeting, with seniority determining who first chooses the committee that they will chair. An exception to this is the Chairperson position, which is voted on by the current Board. New Board members start their terms in August.

Chairperson

Your responsibilities as Chairperson are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Complete all paperwork and covenants for the Upper Room.
- Organize and facilitate all Board meetings.
- Act as a contact person for Emmaus and Chrysalis issues and correspondence.
- Oversee and participate as a member of all standing committees.
- Lead the Lay Director Team Selection Committee.
- Review and edit Board minutes and distribute to the Board within two weeks of meeting.
- Keep the timelines for the Board, Chrysalis, and Walks updated and ensure that they are followed and provided to Board members on the Board Google Drive.
- Call for nominations for Board members from the Community in accordance to the timeline.
- Work with the Board to update Board job descriptions, event job descriptions, Board bylaws, and Board policies.
- Work with the Vice Chair to provide training for new Board members.
- Provide for Lay Director Training.
 - Training should be in late summer or early fall.
 - Training should be facilitated by one or more past Lay Directors who have been actively involved in the Community, served on the Board in recent years, and must be approved as the trainer(s) by the Board.
 - Training is meant to offer guidance and direction to the Lay Directors. There should be discussion about the Upper Room guidelines, the Board bylaws, the Board policies, and the responsibilities as Lay Director. Upper Room handbooks should be distributed at this time if they have not been handed out earlier.

- The Chairperson is a vital role on the Board. It is your job to set the tone and mood of the meetings. You are the leader for the Community. It is very important that you represent the Community and the Board with the utmost integrity and respect. You are to follow and support the guidelines of the Upper Room and the Board.

Vice Chair

Your responsibilities as Vice Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Facilitate meetings in the absence of the Chairperson.
- Work with the Chairperson and Past Chairperson on Board issues.
- Work with the Chairperson to provide training for new Board members.
- Support and help the Chairperson in whatever way needed.
- This position will assume the role of Chairperson the following year.
- Update the <http://helenaemmaus.org> website as needed.
- Report any ideas, or problems, with regard to the <http://helenaemmaus.org> website to the Board.
- The webmaster is a vital link between the Board and the members of this Community. It is the link that allows members to share important information with other members of our Community. Timeliness is of utmost importance with this job so that information can reach the correct people in the needed timeframe.
- The role of the Vice Chair is a vital position for the Board. This position serves in a support capacity for the Chairperson.

Secretary

Your responsibilities as Secretary are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Take detailed minutes at all Board meetings.
- Find a replacement to take minutes if you cannot be at a meeting.

- Provide copies of minutes to the Chairperson within one week of meeting. The Chairperson reviews and sends back any amendments for the Secretary to review then approves changes prior to minutes being sent out to the Board.
- Save all agendas, minutes, and other documents to the Board Google Drive.
- Detailed and accurate minutes are a vital component of the work of the Board. It is the record of decisions made and the history of the work of the Board.

Treasurer

Your responsibilities as Treasurer are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Keep detailed records of all money coming in and going out of the Community's account.
- Pay all Emmaus and Chrysalis bills.
- Reimburse members of the Community for approved expenses.
- Provide financial reports at all Board meetings and at any other time upon request of the Board.
- Save financial reports to the Board Google Drive.
- Facilitate an annual financial audit as directed by the Board.
- Orders supplies through the Upper Room.
- Check the post office mailbox often and refer items to the correct member, including volunteer forms for Team Selection.
- Collect money from the Assistant Vice Lay Directors (Vice Lay Director for Chrysalis) for team dues or other collections.
- Collect Walks and Chrysalis contributions from mail, direct donations, and online payments and deposit.
- File nonprofit status paperwork every two years with the Secretary of State's Office
- Submit required IRS reporting.
- Maintaining detailed and accurate financial records are a vital component of the work of the Board.

Team Selection

Your responsibilities as Team Selection Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.

- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Walk to Emmaus Events:
 - Form a committee consisting of the three current Lay Directors, the Spiritual Director, two past Lay Directors (men for men, women for women) preferably to include recent past Lay Directors, the Chairperson, and yourself.
 - Set a date for each team selection meeting (one for men and one for women) in September. Make sure to pick a date that works for all committee members.
 - Collaborate with the Vice Chair to post information on the website and the Communications and Registrar Chair to post information on Facebook along with an email to the Community regarding due dates for online volunteer forms.
 - Collect any hard copy volunteer forms handed in throughout the year and review the online forms. Coordinate with the Lay Directors and Treasurer to obtain any forms they may have received. Each Lay Director is responsible for ensuring that forms are sent to the Team Selection Chair, or directing volunteers to the online volunteer form.
 - Organize the material from the volunteer forms as to the preferences made by individuals. This can be done on a flip chart, or as a spreadsheet (a copy of the volunteer form spreadsheet can be made from the Board Google Drive as a starting point). It needs to be clear to everyone what the preferences are of each person that filled out a volunteer form.
 - Facilitate each meeting keeping within the guidelines of the Upper Room and the Board bylaws.
- Chrysalis Events (follow all above responsibilities, but replace the first two bullets as follows):
 - Form a committee consisting of the four current Lay Directors (youth and adult), the Spiritual Director, two past Lay Directors preferably to include recent past Lay Directors, the Chairperson, and yourself.
 - Set a date for the team selection meeting in June. Make sure to pick a date that works for all committee members.
- The Team Selection committee is responsible for choosing the in-room team as well as committee chairpersons for all of the other committee's for each event.
- It is important that committee members not come to the Team Selection meeting with their team already chosen. It is acceptable for committee members, especially the Lay Director, to have some ideas for certain positions; however, it is the decision of the committee as to who will fill each position.
- As the Team Selection committee is filling each position, it is important to use the volunteer forms that have been submitted. Whenever possible, try to look at each individual preference and place them accordingly. However, the best overall interest of the event is important and if it is not appropriate to place an individual where they chose, then look to their second, third and fourth choices. This is especially

important if a person has been in the same position the year before, or on a regular basis, then they will most likely not be chosen to serve in that position for the current year.

- The in-room team should have an equal balance of old-timers, new members and those in between. This will differ slightly for Chrysalis, but do the best you can. It is desirable to pair a new person with an experienced one at each of the tables so that the new person is mentored by the experienced person.
- Be sure to choose enough people to over fill certain positions, especially in-room team positions, so that in the case of someone saying no, the Lay Director has more people to choose from. Each position should have at least two to three names to work from. It is best not to approve a large list of names without particular committees assigned to them. For example, you should have a list of 12 people on the list approved to give a talk, 12 people for Assistant Table Leaders, and two to four people on each committee chairperson list. It is important to remind the Lay Directors that if they go through their entire list of people for a particular position, they must come to the Team Selection committee, or the Board, for more approved people, they may not choose people without committee or Board approval.
- The most important thing to remember is that our events are bigger than any one of us and all the choices should be made with the best interest of the Community and event in mind. Lead with your heart and always keep in mind the guidelines set forth by the Upper Room and the Board.

Training

Your responsibilities as Training Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Organize the following trainings and meetings:
 - Event kick-off meetings
 - In-room team training sometime during the team preparation meetings
 - Sponsor training
 - Committee chairperson training sometime during the team preparation meetings
- It is recommended that all trainings be scheduled in advance to allow for notification to be posted on the website and emails to be sent out by the Communications and Registrar Chair. It is acknowledged that there will be times that trainings are set up rather quickly to accommodate a specific need.
- Kick-off meeting for Walk to Emmaus events:
 - The Board will determine the time and date of the meeting. It is usually the first or second Sunday in January from 3:00 – 6:00 p.m.

- The meeting is for both the men and women and is a potluck.
- Work with the Vice Chair and the Communications and Registrar Chair to coordinate communication.
- Find a facilitator and location for the meeting.
- Work with the Lay Directors and Spiritual Directors as to the content and agenda.
- Organize the potluck and contact all speakers to confirm their involvement.
- Kick-off meeting for Chrysalis events (follow all above responsibilities, but replace the first two bullets as follows)::
 - The Board will determine the time and date of the meeting.
 - It will be the first team meeting for the Chrysalis team and is a potluck.
- In-room team training:
 - Determine a time, date, and location for the training that works for the Lay Directors. It is best to try and plan this within the first month of team meetings.
 - Find a qualified facilitator to run the training. It should be someone who has served as a Lay Director, has served on the Board in the past several years, has been actively involved in the Community, and preferably who has done the training in the past.
 - Work with the Chairperson, the Lay Directors, and the Spiritual Directors as to the content and agenda for this training.
- Sponsor training:
 - Work with the Board to determine the time, dates, and locations of the trainings. Offer three to five different options. Training is usually held at the retreats and in coordination with team meetings.
 - Find a qualified facilitator to run the training. It should be someone who has had experience with sponsoring, has served on the Board in the past several years, has been actively involved in the Community, and preferably who has done the training in the past.
 - The training will follow the sponsor's packet and will take one to two hours.
 - Keep track of members who have completed training and post the list to the Board Google Drive. All sponsors are required to have taken training within the past two years of sponsoring.
- Committee chairpersons training:
 - Work with the Board to determine the time, dates, and locations of the trainings. It is usually in late summer or early fall.
 - Find a qualified facilitator to run the training. It should be someone who has served as a Lay Director, has served on the Board in the past several years, has been actively involved in the Community, and preferably who has done the training in the past.
- Training is a vital part of keeping our Community informed of new information and providing quality weekend events for candidates. It is important to have experienced, knowledgeable, and informed trainers for these events.

Supplies

Your responsibilities as Supplies Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Organize and clean the supply room in Susanna's Place in order to maintain a visible and user friendly environment. Shelves should be labeled with a committee, or item, description. Ensure that all food items (excluding canned items) are in sealed containers. Discard, or recycle, outdated or unusable items.
- Inventory the supplies prior to each event and provide information to appropriate committee chairpersons.
- Inform Board of any supplies that are diminished and need to be replenished.
- Purchase basic supplies, preferably in the fall when school supplies are on sale.
 - Basic supplies: folders, college ruled loose leaf paper, pencils, pens, markers, tape, glue, manila envelopes (letter size), scissors, facial tissue, disinfectant wipes, paper towels
- Purchase gathering supplies.
 - Gathering supplies: large paper plates, small paper plates, paper bowls, hot foam cups, cold paper cups, napkins, plastic silverware
- Work with the Treasurer to order necklace crosses, hand crosses, fourth day books, and other items needed from the Upper Room.
- Provide the combination to the supply room door to the Lay Directors and select committee chairpersons (such as the Lay Coordinator Chair) prior to events.
- After the Chrysalis events and after the Men's events change the combination on the supply room door.
- It is the expectation of the Board that committee chairpersons return all items taken from the supply room and place them back in the same location.
- Supplies are a vital part of our Community and crucial to running each event. It is important to be up-to-date on what we have in the supply room so that we are not spending money on items we already have, or that we do not miss purchasing items we need for an event. We should have a current inventory at all times.

Fourth Day

Your responsibilities as Fourth Day Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.

- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Organize and update the fourth day list prior to each event, and preferably more often. Provide the updated list in .pdf format to the Vice Chair for the website. Save the list and .pdf on the Board Google Drive.
- Act as a contact person for anyone looking for a fourth day group and direct them to the current list on the website.
- Provide a list of fourth day groups at gatherings and team meetings as requested.
- Provide a current list to the Lay Coordinators for each event to include in candidate packets.
- Report any ideas, or problems, with regard to the fourth day list or formation of new groups to the Board.
- Promote formation of fourth day groups at gatherings by making announcements.
- This position has nothing to do with fourth day talks given during events.
- Respond to agape requests from other communities through email.
- Work with the Communications and Registrar Chair to provide Lay Directors the agape received from other communities prior to each event.
- This position has nothing to do with the agape committee during events.
- Report any ideas, or problems, with regard to the Community agape to the Board.
- Community agape is an important part of our events and the events of other communities. Collecting agape for our events shows candidates the love and support from far and wide and strengthens the bond they feel in this Community. The agape our Community sends is equally as important and does the same for other communities.
- Fourth day groups are vital in keeping our Community alive and bonded. Having an updated fourth day list so that any member of the Community can look for an available group is very important. Make yourself available and known to the Community so that anyone can contact you to find a group.

Gatherings

Your responsibilities as Gatherings Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Organize at least four gatherings a year, or at the direction of the Board. Gatherings should be held as follows: In October for the Chrysalis Team Commissioning, in February for the Women's and Men's Walk Team Commissioning, in March the

Sunday following the Men's Walk for the Back to the Table gathering to welcome new members to our Community and to discuss fourth day, and in May.

- To plan all gatherings complete the following:
 - Determine a time, date, and location for the gathering.
 - Work with the Vice Chair and the Communications and Registrar Chair to coordinate communication.
 - Get volunteers (such as fourth day groups) to do the following:
 - Opening prayer
 - Scripture
 - Music
 - Closing prayer
 - Setup and cleanup
 - Organize the program (which may be a commissioning ceremony planned by Lay Directors or Spiritual Directors) such as inviting guest speakers, witness talks (which must be approved by Board), or other activities.
 - Coordinate Communion with a Spiritual Director.
 - Plan the food such as a potluck, barbeque, or snacks.
- Do the following during each gathering:
 - Welcome new members
 - Pass the basket for donations
 - Allow time for announcements
 - Start and end gatherings on time
- Report any ideas, or problems, with regard to gatherings to the Board.
- Any changes in the structure of the gatherings must be discussed and approved by the Board.
- Gatherings are an important part of the ongoing structure and commitment of this Community. They are a time for members to meet, visit, and reacquaint themselves with each other. It is a time for members to learn what is going on with our Community and to meet the leadership. Gatherings should be fun, upbeat, and informative. They should not have an agenda outside the overall scope of the meaning and intent of the Walk to Emmaus and Upper Room. They should welcome all people to be a part and should not be run by one particular religion, theological belief, or group of people. Diversity is one of the strengths of this Community.

Communications and Registrar

Your responsibilities as Communications and Registrar Chair are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.

- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Communicate with members to keep them informed, generally through email or Facebook.
- Keep a supply of business cards with all of the contact information (email address, Facebook, and website) and make sure they are distributed at gatherings, team meetings, and provided in the candidates' going home bags.
- Check the Emmaus Gmail account often and either take the action needed, or forward emails to the correct contact for action. All emails sent to the Community should be sent by selecting the addresses in the blind carbon copy (BCC) field to protect the privacy of the members' email addresses. If asked to send a prayer request, confirm that the request has been approved by the appropriate parties.
- Maintain the contact email addresses by adding, or removing, a contact when requested.
- Track candidate applications online in the Board Google Drive for each event. Email (or mail when necessary) the appropriate candidate acceptance letters and sponsor letters and packets. If the event is full, start a waiting list and email a letter explaining the waiting list process to the candidates and sponsors. If there continues to be a waiting list after the event, make sure to keep that list for the following year and share it with the Lay Directors.
- Applications are not considered accepted unless they are filled out completely online by the candidate and the sponsor and the sponsor has paid the registration fee.
- The Board is responsible for setting the deadline for accepting applications.
- Register the Board contact information and event dates with the Upper Room and keep it current.
- Provide training to Board members as needed for the Emmaus Gmail, Board Google Drive, or anything involving communication.

Lay Director

Your responsibilities as Lay Director are as follows:

- Attend as many, if not all, Board meetings and gatherings.
- Support the guidelines set forth by the Upper Room and the Helena Walk to Emmaus / Chrysalis Board.
- Work as a team with the others on the Board and always represent a united front.
- Support the decisions made by the Board, even if you personally do not agree.
- Follow the timeline for the Lay Director.
- Communicate monthly with the Board at their meetings.
- Ask the Vice Lay Director, or Assistant Vice Lay Director, to communicate to the Board if you cannot attend.
- Participate in the team selection process.

- Participate on the Lay Director Team Selection Committee.
- Attend Lay Director training.
- The Lay Director is a vital part of the Board and it is important to attend the monthly Board meetings. You are the direct liaison to the Board from the team. Always represent the Community and the Board in a positive manner and follow the guidance of the Upper Room and the Board. Communication is extremely important, particularly if there are any issues or changes needed.

Non-Voting Members

- The Vice Lay Director and Assistant Vice Lay Director positions are not official Board positions. They are always welcome and encouraged to attend all Board meetings in a non-voting capacity.
- The Historian is a position filled with a prior Board member that has attended Upper Room training(s) and has a proven history with our Community. This position advises the Board regarding policy history and is encouraged to attend all Board meetings in a non-voting capacity.
- There may be other ex-officio non-voting members as deemed appropriate by the Board. Examples of these members are the past Communications Chair and background fingerprint check specialist.