

Community Lay Director: position duties Specific to Upper Room SVEC 2019

Community Lay Director position may be filled from any board position and may be filled by an oncoming experienced board member.

1. The CLD is the “Chairman” of the Emmaus Board of Directors
 - Convenes regular meetings of the Board, presently following Gatherings
 - Plans the Board Agendas, requesting early input from members, and presents the detailed agenda to the Board for study at home prior to the meeting. (Includes reports from Treasurer, Secretary and any work areas.)
 - Respects the time commitment of Board members and keeps meeting focused and succinct.

2. The CLD is ultimately responsible for the function of the total Board and various work area.
 - Maintain communications and support with members, especially in regard to their work areas
 - Work to maintain all Board slots are filled with competent leaders
 - Familiar with all job descriptions and most operational aspects

3. The CLD is responsible for interacting with the National & Regional office when needed, ultimately responsible and may be required to make decisions to ensure the Emmaus Model is followed.
 - Publish SVEC Walk Dates and leadership with the Upper Room
 - Receive and forward communiqués from the Upper Room

4. The CLD represents the Community to Teams/Pilgrims/new members
 - Prepare a welcome letter thanking new teams on behalf of the Board, identifying members. Provide to Board Rep for dissemination at first Team Training.
 - Prepare welcome letter for 4th Day Packets on behalf of the Board that identifies Board Members and extends the welcome.
 - Addresses the Pilgrims and community at Closing with welcome remarks and invitation to Gatherings
 - Contributes inspiration and information for dissemination through email and the Newsletter

5. Conduct Board Member Training for new Boards