

## Bethlehem Ministry

<b>Job Title:</b> Board Director	<b>Term:</b> 3 years, with mutual option of one consecutive renewal term
<b>Job Description</b>	
<b>ROLE AND RESPONSIBILITIES</b> <p>Board Directors are active, unpaid volunteers who seek to fulfill the mission and vision of Bethlehem Ministry.</p> <p>Board Directors:</p> <ul style="list-style-type: none"><li>• Attend and actively participate in quarterly meetings in person or through distance conferencing</li><li>• Actively prepare for all board and committee meetings by reading materials in advance of meetings</li><li>• Cast votes on meeting and electronic motions</li><li>• Serve on a minimum of one standing board committee</li><li>• Complete committee tasks as assigned</li><li>• Positively represent Bethlehem Ministry to other organizations and individuals</li><li>• Tell the story of Bethlehem Ministry to others</li><li>• Share personal/professional expertise with the Bethlehem Ministry</li><li>• Financially support Bethlehem Ministry annually at a level that is significant to themselves and through active fundraising with outside parties</li><li>• Visit our partner organization, Esperance et Vie, in Terrier Rouge, Haiti at least once per 3-year term</li><li>• Demonstrate commitment to Bethlehem Ministry annually through one or more of the following:<ul style="list-style-type: none"><li>○ Leading a trip to Terrier Rouge,</li><li>○ Hosting a visitor from Haiti,</li><li>○ Raising a significant level of funding for the organization,</li><li>○ Recruiting additional volunteers,</li><li>○ Providing substantial technical advice/support to the organization</li></ul></li><li>• Comply with corporation's conflict of interest policy</li><li>• Understand and comply with Bethlehem Ministry's bylaws, policies and procedures</li></ul>	