

# Board Member Job Description

## Board Manual 22-23

### Position Overview

Step By Step Board Members support the work of Step By Step by providing mission-based leadership and strategic governance with appropriate involvement in implementation of the mission, sound fiduciary practices, marketing, and fundraising efforts.

### Key Responsibilities

- Pray for the ministry including SBS moms, children, and staff daily.
- Serve on at least one Board Committee.
- Implement the Strategic Plan in decision making processes.
- Provide financial support of SBS commensurate with ability to give, with SBS in top 2 or 3 giving priorities.
- Network and advocate for SBS in the community and participate in as many of the fundraising events as possible including annual social media fundraising campaigns.

### Commitment

- Term is for 2 years with up to 3 consecutive terms allowed before cycling off for at least a year.
- Approximately 2-10 hours per month including the following:
  - Attend board meetings held the first Tuesday of every month lasting 2 hours, no more than 3 absences per year allowed.
  - Attend 2 SBS Program Nights annually.
  - Participate in fundraising events - Typically 3 major events per year.

### Qualifications

- Committed to personal spiritual growth by participating in the following:
  - Active participation in community with other believers
  - Consistent Bible reading
  - Prayer and spending time alone with God
- Maintain appropriate social media presence refraining from lewd or inappropriate content.
- Adhere to the [SBS Statement of Faith](#)
- Agrees with all the operating policies, procedures, and/or guidelines which have been duly approved by the Board, and be willing to assume responsibility and complete all given assignments as needed.
- Provide 2 personal references including 1 spiritual influence.
- Background check required.

### Skills

- Strong communication skills
- Ability to build individual relationships while maintaining healthy boundaries

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### General Board Principles and Expectations:

Consistent with accepted board principles, board activities are to remain at the strategic level, and at no time should a board member take responsibility to manage staff or operational resources of SBS. Operational concerns should be directed to the ED.

Each board member is expected to give an average between three and five hours a month in service to SBS. It is recommended that a board member not serve on more than three boards at any given time to be able to give proper attention and commitment to current boards.

Board members should have a background in the designated role. Board members serve at the pleasure of the board and without compensation.