

# **Duties of the Board of Advisors**

## **I. Duties of Board of Advisor Officers**

### **Chair**

The Board Chair presides over the Board, chairs the Executive Committee, and is an ex officio member of all standing committees. He/she is responsible for appointing the chair and members of the standing committees and shall perform all duties assigned to such office, including, but not limited to, preparation of Board meeting agendas.

### **Vice-Chair**

The Board Vice-Chair shall perform duties as delegated by the Chair. In the absence of the Chair or if the chair is unable or unwilling to perform his/her duties, he/she shall perform all duties of the Chair. The Vice-Chair shall perform his/her duty until a new Chair is selected.

### **Secretary**

The Board Secretary shall be responsible for the giving of proper notice of all meetings of the Board of Advisor and keeping a record of the appointment of all committees of the Board. The Secretary shall be responsible for recording and preserving the minutes of all meetings of the Board and Special Committees. The Secretary will be responsible for maintaining all documents committed to the care of the Board.

## **II. Duties of Board of Advisor Members**

Advisors shall be dedicated Christians whose godliness, honesty and wisdom will enable them to contribute to the governance of the corporate mission. Any person selected for an Advisor position shall fully embrace and adhere to the College/Seminary's Doctrinal statements. Each appointed Advisor will acknowledge annually, by signature, their understanding of the importance of and willingness to adhere to these statements. Advisors may not have a conflict of interest in serving on the Board that results in financial or other personal advantage.

Advisors shall also participate in the financial support of the Seminary and encourage others to do the same.

## **Agenda**

1. Greetings and opening prayer
2. Student/Faculty testimony
3. Standing Agenda Meeting minutes from last meeting
4. Updates from Chancellor/President or Appointee
5. Updates from Standing and Special Committees
6. Break – 10 minutes (If necessary)
7. Special Discussion Topics
8. Old or New business
9. Meeting review
10. Closing prayer and adjournment

## **Spiritual Atmosphere**

- 1) Our board has a strong emphasis on prayer. We allocate appropriate times for prayer during our board meetings and encourage board members to pray for the ministry between board meetings.
- 2) Our board reads Scripture at the beginning of each board meeting and sometimes we read additional Scriptures during our meetings to listen together for God's perspective on topics of discussion.
- 3) Our board recognizes the importance of discernment in the boardroom, dedicating time for silence, expectantly listening for the Spirit to speak, listening to each other, and listening to what is going on in the depths of our own souls.
- 4) Our board members take a posture of humble service characterized by openness, mutual trust, and respect to conduct our work and relationships with Christ-centered character.
- 5) Our board preserves the unity of the Spirit and the bond of peace and demonstrates spiritual depth by holding desires and opinions lightly.
- 6) Our board members understand their spiritual gifts, strengths and social styles to help them better connect to each other and to our senior staff members.

## **Board-Top Leader Collaboration**

- 1) Our board invests time for regular fellowship with each other and the top leader to maintain healthy relationships and to nurture camaraderie and commitment.
- 2) Our board members and top leader hold each other accountable to attend to their spiritual health by practicing various soul care exercises, such as spiritual direction, devotional reading, and prayer retreats.
- 3) Our board makes it a priority to protect the top leader's personal time, ensuring the top leader has a life outside the doors of the ministry.
- 4) Our board does a self-assessment after every board meeting to enrich engagement.
- 5) Our board annually reviews and approves the compensation (including fringe benefits) of the top leader. We also assess the compensation alongside comparable data at least every three years to maintain appropriate top leader remuneration.
- 6) Our board has a written emergency plan for the top leader transition and reviews it annually.

## **Intentionality**

- 1) Our board meetings operate with a clear meeting agenda that reflects diligent preparation and aims at achieving the desired results with efficiency and effectiveness.
- 2) Our board has a dynamic written policies document such as a “Board Policies Manual” to ensure that both long-standing and any new board policies are easily accessible by the board and staff.
- 3) We use a Prime Responsibility Chart (PRC), or similar approach, to eliminate fuzziness between board and staff roles.
- 4) Our board is careful to focus on strategy and policy rather than on operational issues. Our goal is the 80/20 rule, spending 80% of our time looking ahead and 20% looking back.
- 5) Our board evaluates and prioritizes risks regularly, taking appropriate steps to mitigate significant risks, and trusting staff to address remaining risks and report accordingly.
- 6) Our board commits to protecting all of God’s children, regardless of age, within our community from abuse—verbal, emotional, physical, and sexual.

## **Faithful Administration**

- 1) Our ministry has a conflicts of interest policy and applies it in every applicable situation, including recusing board members from the vote and the meeting when appropriate.
- 2) Our board has a keen awareness of federal, state, and local laws that apply to the ministry and are informed of the ministry’s compliance with these laws.
- 3) Our board monitors temporarily restricted gift balances to ensure timely use of these funds and adopts a gift acceptance policy which stipulates gifts that require board approval.
- 4) Our board prioritizes the protection of ministry assets by implementing appropriate financial controls to prevent physical and digital fraud.
- 5) Our board annually reviews and support EBCAS operating budget that supports the school’s strategic plan, while maintaining adequate cash reserves, enabling the school to timely meet all its financial obligations. Our board receives accurate and timely reporting that communicates financial trends, financial viability, reserves, and budget compliance.
- 6) Our ministry demonstrates accountability by making financial statements available upon written request and by pursuing peer accreditation, when appropriate, related to standards of responsible stewardship.

## **Structure and Style**

- 1) The appointment of board members follows a process that aims at locating qualified servants, and the selection process for our board chair demonstrates the importance of the position.
- 2) The size of our board is conducive to efficient and effective board meetings that enable each board member to contribute. We only create and maintain standing committees that have a clear and essential function that is aligned with appropriate board governance roles and responsibilities.
- 3) The majority of our board members are independent (for example, not staff members or related to staff members or each other) and serve within term limits to ensure that the board's composition stays fresh in relationship to the governance needs of the ministry.
- 4) The frequency of our board meetings has the right pace to engage the board in meaningful and clear agendas. The length and location of our board meetings is designed to maximize the board's attention for the duration of the meeting.
- 5) For every agenda action item, the staff presents the board with the draft of a resolution to avoid crafting resolutions from scratch during a board meeting. The minutes of our board meeting are recorded on a contemporaneous basis and reviewed at a subsequent board meeting.
- 6) Our board has a formal orientation (or onboarding) process for new board members.

## **Culture**

- 1) Our board has a high passion for the school's mission, vision, and values. We ensure that our programs align with them.
- 2) All board members sign an annual commitment form to affirm in writing their willingness to fulfill their board responsibilities, including exhibiting self-discipline, trustworthiness, and proactive service by reading board materials in advance, faithfully attending, listening during meetings, and following-up on assignments.
- 3) We are lifelong learners who ask powerful questions in pursuit of information and perspectives to make informed decisions that honor our Lord Jesus Christ.
- 4) Our board members understand the difference between the advisory hat, governance hat, the volunteer hat, and the participant hat, and when to wear each hat, so their service models integrity and appropriateness.
- 5) The board demonstrates the importance of confidentiality, and members speak with one voice or not at all.
- 6) Our board members serve as role models for the school's administration, faculty/staff and students by functioning as a healthy, loving community of grace and truth.