

## Kairos Prison Ministry International, Inc.



"I was in prison and you visited me." Matthew 25:36

## Kairos Board of Directors Member Qualifications, Expectations and Responsibilities

### Qualifications

Kairos Board of Directors is seeking to elect members to the Board of Directors who:

1. Accept and support all provisions of the Kairos Core Documents which include its Vision, Mission, Core Values, Statement of Faith, and Code of Conduct. Members of the Kairos Board of Directors are expected to honor and live the teachings of the Bible and our Lord and Savior, Jesus Christ.
2. Participate in activities of continuing ministry and spiritual growth (such as Fourth Day Programs, Accountability Groups, Bible Studies, Mission Work, etc.) and exhibit a high level of Christian maturity in discourse with other volunteers and staff.
3. Will promote the policies, programs, and identified best practices of Kairos to operate the ministry with excellence.
4. Have a visionary outlook for Kairos Prison Ministry and have displayed this quality on the local level.
5. Are competent, results oriented individuals who place the interest of the Ministry above their personal agenda, as well as their local, or specific program interests.
6. Provide constructive feedback in all situations.
7. Understand the basic principles of business, management, fiduciary responsibilities, and the fundamentals of a non-profit organization and are willing to both apply and expand that knowledge.

### Expectations

Kairos Board of Directors is seeking to elect members to the Board of Directors who:

1. Know and can effectively articulate the Mission, Vision, Core Values, Statement of Faith, and Code of Conduct through the policies and programs of Kairos and agrees to lead according to those principles.

2. Will attend Board of Directors meetings faithfully (100%, extenuating circumstances accepted) and actively participate in the proceedings. The Board of Directors holds standing monthly zoom or teleconference meetings as necessary with a minimum of five per year. There are three face-to-face meetings which include a spring retreat, Kairos Annual Conference, and a fall retreat.
3. Chair and/or participate on monthly Board of Director Committees as assigned.
4. Participate in establishing and enforcing organizational policies and practices.
5. Make an annual or monthly financial contribution according to personal means.
6. Participate in Kairos fundraising activities in a variety of ways.
7. Support and advise the CEO as appropriate.
8. Participate in assessing Kairos' performance and in setting strategic goals and objectives.
9. Participate as a ministry volunteer when feasible.
10. Represent Kairos to the public in a positive manner as opportunity provides.
11. Maintain confidentiality of all Kairos Board of Directors sessions and annually sign the Confidentiality Covenant.
12. Communicate effectively, respect the diverse opinions of others, and support Board of Directors decisions.
13. Serve the ministry as a whole, rather than as an advocate for any particular program, special interest group, State, or Advisory Council, in order to ensure that Ministry operations are in compliance with the Kairos Core Documents and policies.

### Responsibilities

Kairos Board of Directors members, among other things, are responsible to the ministry for:

1. Setting policy, establishing vision priorities, and reviewing accomplishments and opportunities.
2. Kairos governance, risk management, fiduciary, financial and legal compliance understanding that the Board acts only as an entity and not through its individual Board Members.
3. Ensuring stewardship of charitable gifts and resources are in compliance with the law.

4. Recruitment, evaluation, and support of the CEO.
5. Maintaining Board of Directors confidentiality. Execution of a Confidentiality Covenant to discharge this responsibility.
6. Avoidance of conflicts of interest. Annually sign the Conflicts of Interest Policy and make full disclosure of all potential conflicts of interest.

I understand and agree to the above Qualifications, Expectations, and Responsibilities for service as a Board Member of Kairos Prison Ministry International, Inc. and am willing to serve as a Director under this framework.

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Signature

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Printed Name

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Date