

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. Support and agree with Kairos Core Documents which include the Vision, Mission, Core Values and Statement of Faith. 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 spiritual growth and exhibit a high level of Christian faith and spirituality 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 personal, 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.

Expectations

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

1. Know and can effectively articulate Mission, Vision, Core Values, Statement of Faith, policies and programs of Kairos. Agree to lead according to our Mission, Vision, Core Values and Statement of Faith in a biblical manner. Ensure that Kairos reaches its Mission and Vision.
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

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. Suggest agenda items for Board of Directors and Committee meetings to ensure that significant policy matters are discussed.
4. Chair and/or participate on Board of Director Committees as assigned.
5. Participate in establishing and enforcing organizational policies and practices.
6. As a member of the Board of Directors, accept responsibility as a Board of Directors for Kairos financial accountability.
7. Make an annual or monthly financial contribution according to personal means.
8. Participate in Kairos fundraising activities in a variety of ways.
9. Participate in the hiring and periodic evaluation of the CEO.
10. Support and advise the CEO as appropriate.
11. Participate in assessing Kairos performance and in setting strategic goals and objectives.
12. Participate as a volunteer in at least one Ministry Program opportunity each year if possible.
13. Represent Kairos to the public in a positive manner as opportunity provides.
14. Avoid conflicts of interest and annually sign the Conflict of Interest Policy.
15. Maintain confidentiality of all Kairos Board of Directors sessions and annually sign the Confidentiality Covenant.
16. Communicate effectively, respect the diverse opinions of others, and support Board of Directors decisions.
17. Serve the ministry as a whole, rather than a special interest group, State, or Advisory Council.

Responsibilities

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

1. Setting policy, establishing direction and reviewing accomplishments.
2. Providing financial and operational oversight.

3. Ensuring stewardship of charitable gifts and resources and compliance with laws.
4. Appointing, supporting and evaluating the CEO.
5. Assuring full disclosure of all potential conflicts of interest.
6. Maintaining Board of Directors confidentiality.