

JOB DESCRIPTION: Members-at-Large Representative

Date: July 18, 2006

Revision: A

BASIC PURPOSE:

Maintain, control, and update the suitcases which contain all instructional material, job descriptions, and forms needed to conduct a weekend. Present suitcases to the Rector/Rectoress during the kickoff meeting as scheduled by the president couple. Arrange for the pick up of the suitcase after the weekend and prepare it for the next weekend.

NATURE AND SCOPE:

The Member Representative is a board position and is required to attend monthly board meetings on a regular basis. He/She is also responsible for making sure that all documents within the suitcases are complete, accurate, up to date and in good shape. He/She is also responsible for ensuring each Rector/Rectoress receives a complete suitcase during the kickoff meeting prior to the weekend.

ACCOUNTABILITIES:

1. Maintain contents of suitcase.

Key Measurements:

Contents of suitcase are accurate and complete when passed on to Rector/Rectoress. "Want to work" binder, Rector/Rectoress list, and key contact list is up to date.

2. Control of documents within the suitcase.

Key Measurement:

Only the latest and most accurate revisions of the material are contained in the suitcase. All materials are Decolores approved.

3. Suitcases are handed off in a timely manner

Key Measurement

Suitcases are handed out at the kickoff meeting as scheduled by the President couple and picked up at the closing of the weekend or arrangements are made for pick up shortly afterwards.



4. Actively participate in monthly board meetings and help set biblically based policy to ensure the continued growth of the DeColores community.

Key Measurement

Even tempered, not prone to undue confrontation. Open minded to other's ideas yet will stand up to non biblical ideas and behavior. Active member in a Christian church.

5. Continually improve the ease of use and management of the suitcases

Key Measurement

Develop written instructions for the use of and management of the suitcases and their contents. Make the transition of the Members Representative easier and more consistent.

Basic requirements for Members Representative

- ?? Strong Christian faith and a desire to grow in that faith
- ?? A thorough understanding of the theory and logistics of a weekend
- ?? Ability to work with people
- ?? Respected by their fellow team members
- ?? Good organization skills
- ? Ability and willingness to express ideas and thought

