

JOB DESCRIPTIONS

OUTREACH AND SERVICE COMMISSION

**OUTREACH AND SERVICE COMMISSION
2013**

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OUTREACH AND SERVICE COMMISSION DIRECTOR

I. Function

The function of the Outreach and Service Commission is to monitor and oversee the mission activities of the church in our community and around the world.

II. Organizational Relationships

A. Members of the Outreach and Service Commission are the following:

1. Commission Director
 2. Outreach Committee
 3. Mennonite Women
 4. MDS Director & MCC Great Lakes Delegate
 5. Representative to West Liberty Cares
 6. Green Hills Board of Trustees Member
 7. Green Hills Members of Council of Advisors
 8. Adriel Board of Trustees Members
 9. Mennonite Central Committee (MCC) Thrift Shop Board of Directors
- Members serve the length of their position's term

B. Commission Director

1. Appointed by the Gifts Discernment Committee for a term of two years
2. Chair the Outreach Committee
3. Member of the Church Council, and the Stewardship Committee
4. Member of Oak Grove and responsible to the Church Council

III. Responsibilities

Director

- A. Represent the Commission on the Church Council and the Stewardship Committee
- B. Attend Church Council and Stewardship Committee meetings
- C. Present a monthly report to the Church Council
- D. Review job descriptions with all commission members, and present any revision requests to the Church Council
- E. Present the Commission budget to the Stewardship Committee
- F. Prepare a report for the annual business meeting
- G. Approve payment vouchers from any commission member and give to treasurer for payment

IV. Authority

- A. Carry out the above responsibilities
- B. Give suggestions and/or direction to all commission areas

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Commitment to the importance of bringing people to Christ and integrating them into the life of the congregation.
- C. Commitment to meeting the needs of people in our community who experience suffering, loss, or stress in daily living.

1994 - First printed job description
Revised - 2000, 2002, 2006, 2008, 2012, 2015

OUTREACH COMMITTEE

I. Job Function

The function of the Outreach Commission is to establish, implement and oversee the mission of drawing people to Christ and into the life of Oak Grove, to educate the congregation in faith-sharing, leading others to Christ, and initiating them into the life of the congregation; and to promote the mission efforts of local, conference and church wide outreach.

II. Organizational Relationships

A. The committee consists of the following persons by virtue of office:

1. Commission Director
2. Pastor and/or Associate Pastor
3. An Elder
4. Mennonite Central Committee (MCC) Great Lakes Delegate and the Mennonite Disaster Service (MDS) Director
5. Representative to West Liberty Cares Committee
6. Four additional members shall be appointed by the Gifts Discernment Committee for a term of two years, two appointed each year.

B. The Outreach Committee is responsible to the Outreach and Service Commission Director.

C. The Committee is chaired by the Outreach and Service Commission Director.

III. Responsibilities

A. Director

1. Prepare agenda for committee meetings
2. Oversee and coordinate all programs and plans of the committee
3. Keep congregation informed of mission activities
4. Promote various activities of Mennonite Missions Network
5. Serve in planning the cooperative mission activities with other local churches.
6. Plan and implement Bible School follow-up
7. Submit a report to the annual business meeting

B. Committee

1. Members representing another group shall give a report of their activities at each committee meeting.
2. Plan greeter schedule for Sunday morning worship services
3. Plan visits to homes of new persons
4. Plan special mission events and services
5. Plan and implement Bible school follow-up
6. Plan advertising for special events and/or services with the pastor
7. Submit payment vouchers to Commission Director
8. Ask volunteers and supervise all persons necessary to fulfill the responsibilities outlined above
9. Choose mission projects

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Compassion for the lost in our community.
- B. Desire to see Oak Grove expand its ministry to the people of our community.
- C. Willingness to study and learn the principles of how churches grow.
- D. Concern for educating the congregation in the area of missions.
- E. Desire to fulfill the great commission of Mark 16:15 which includes sharing the gospel with people around the world as well as in our own community

1994 - First written job description
Revised - 1997, 2000, 2008, 2012

**MENNONITE DISASTER SERVICE (MDS) DIRECTOR
MENNONITE CENTRAL COMMITTEE (MCC) GREAT LAKES DELEGATE**

I. Job Function

- A. The function of the MDS Director is to take leadership in organizing help in time of disaster either locally or in other areas as requested.
- B. The MCC Great Lakes Delegate keeps the congregation informed of needs and projects of MCC Great Lakes and gives direction to projects for this area.

II. Organizational Relationships

- A. Appointed by the Gifts Discernment Committee for a term of three years
- B. Responsible to the Outreach Commission Director

III. Responsibilities

- A. MDS Director
 - 1. Be alert to needs in the community and other areas
 - 2. Contact members of the congregation to help with needs
 - 3. Organize and coordinate assignments for the volunteers
 - 4. Attend unit meetings
 - 5. Consult with delegates from Bethel and South Union as needed on disaster service needs
 - 6. Submit payment vouchers to commission director
 - 7. Submit a report for the annual business meeting to the Outreach and Service Commission Director
- B. MCC Great Lakes Delegate
 - 1. Report to the congregation forthcoming projects and needs
 - 2. Suggest information or ideas that would be helpful to the district office or at regularly called meetings
 - 3. Promote projects in the local congregation that are being directed by MCC Great Lakes
 - 4. Inform local newspapers of community projects
 - 5. Attend MCC Great Lakes delegate meeting
 - 6. Submit payment vouchers to commission director
 - 7. Organize and coordinate assignments for the volunteers
 - 8. Submit a report for the annual business meeting to the Outreach and Service Commission Director

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Member of Oak Grove
- B. Interest in the ministry of Mennonite Disaster Service and Mennonite Central Committee
- C. Flexible working schedule
- D. Ability to organize

1986 - First printed description
Revised - 1994, 2000, 2008

REPRESENTATIVE TO WEST LIBERTY CARES

I. Job Function

The function of West Liberty Cares Representative is to inform the congregation about activities of the West Liberty Cares Committee and to request financial assistance and accept donations/shop for items for the food pantry. The representative will serve at the food pantry during the months that Oak Grove serves and/or find volunteer workers and shoppers.

II. Organizational Relationships

- A. One representative is appointed by the Gifts Discernment Committee for a term of two years.
- B. Member of the Outreach Committee

III. Responsibilities

- A. Meet regularly with the West Liberty Cares Board
- B. Give information quarterly to the congregation about West Liberty Cares activities
- C. Ask the congregation for financial aid, food for the pantry, and other assistance as needed
- D. Make personal contact with recipient(s) when possible and invite them to church
- E. Consult with the WLC Emergency Fund coordinator/pastor when money is requested.
Coordinator will contact People's Savings and Loan to forward payment from the WLC fund.
- F. Submit payment vouchers to commission director
- G. Submit a report for the annual business meeting to the Outreach and Service Commission Director

IV. Authority

- A. Carry out the above responsibilities
- B. Give brochure to recipient as a way of inviting to one of our churches

V. Qualifications

- A. Member of Oak Grove
- B. Interest in community needs

1994 - First printed job description
Revised - 2000, 2008, 2012, 2015

GREEN HILLS BOARD OF TRUSTEES MEMBER

I. Job Function

The function of the Green Hills Board of Trustees member is to represent Oak Grove to the Green Hills Retirement Community Board.

II. Organizational Relationships

- A. The Church Council shall submit a candidate's name from the congregation for approval by the Green Hills Board.
- B. Serves a term of three years, and may serve two terms
- C. Responsible to the Green Hills Board of Trustees Chairperson.

III. Responsibilities

- A. Keep Oak Grove informed of events and happenings at Green Hills Community
- B. Attend Board meetings, committee meetings and other scheduled activities
- C. Vote on matters presented to the Green Hills Board
- D. Submit a report for the annual business meeting to the Outreach and Service Commission Director
- E. (Refer to attached Green Hills job description)

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Member of Oak Grove
- B. Interest in working on a volunteer board dealing with matters relating to the elderly

1994 - First written job description
Revised - 2000, 2008, 2013

**Job Description
for
Green Hills Board of Trustees Member**

COPY

Reports to: Board Chairperson

Purpose: To act as a voting member of the board with full authority and responsibility to govern and develop policies, procedures and regulations for the operation of Green Hills; to monitor the organization's financial health, programs, and overall performance; and to provide the President/CEO with the resources to meet the needs of the organization.

Term: Three years. Terms begin in January. Board members can serve two consecutive terms.

Expected meeting attendance:

- Regularly attend board meetings
- Be a member of one or more committees or task groups (may meet up to six times a year)
- Attend board retreats and other board/leadership development activities
- Attend and participate in special events and organization activities as needed

Obligations of the board:

- Establish policy
- Selects, supports and advises President/CEO
- Monitor finances
- Create and update a strategic long-range plan for the organization. Periodically reviews to ensure that it is relevant to changing environment.
- Adopt key operating policies and procedures (fiscal, personnel, etc.)
- Conform to the Code of Conduct for the Board of Trustees
- Works for continuous quality improvement of services
- Keep sensitive board deliberations confidential

Specific duties:

- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Know the mission of the organization
- Consider other points of view, make constructive suggestions and help the board make decisions that benefit those the organization serves
- Support the organization through peer contact and community involvement
- Assume board leadership roles when asked
- Educate yourself about the diverse needs of the organization
- Keep the President/CEO and Chair informed of any concerns or special needs
- Financially support Green Hills
- Evaluates proposals and monitors existing programs and activities to ensure that they are consistent with the mission
- Serves as Trustee of Green Hills assets
- Sets policy and purpose and propose amendments to corporate articles of incorporation and Code of Regulation
- Approves nominees for Board of Trustees and elect the Chair, Vice Chair, Secretary and Treasurer

Job Description – Board of Trustee, continued.

- Recommends the dissolution of the corporation subject to ratification by the members
- Sets budgets of the corporations, monitors operations and makes recommendations
- Develops donor links to constituencies
- Promotes Green Hills in the community
- Participates in and supports fund raising efforts locally

Rationale:

Trustees set broad policies and goals, and expect the President/CEO to implement them in the day-to-day management of the organization. Individual trustees, however, have no authority to act independently of the full board unless specific authorization has been given. Each trustee should assist the organization to carry out its mission, develop board team spirit and improve the organization's image as an advocate for the quality of life for all older Ohioans.

Trustees approve an annual budget that ensures it can meet its financial needs. In addition, trustees monitor the overall financial health of their organization by reviewing various financial reports, including the annual reports of an auditor recommended by the President/CEO.

Trustees should attend all board meetings and actively participate in them, and serve on committees. Finally, trustees have the responsibility to know and fulfill their proper role as board members, serve as an advocate for the organization, and act in the best interest of those their organization serves.

ACKNOWLEDGEMENT

I have read and understand this job description and fully understand the requirements. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Trustee

Signature: _____ Date: _____

Board Chair

Signature: _____ Date: _____

GREEN HILLS MEMBERS OF COUNCIL OF ADVISORS

I. Job Function

The function of the Green Hills Advisor is to represent Oak Grove to the Green Hills Council of Advisors

II Organizational Relationships

- A. Two representatives are appointed, one each year, by the Church Council.
- B. Serve a term of three years, and may serve two terms
- C. Responsible to the Green Hills Council of Advisors

II Responsibilities

- A. Keep Oak Grove informed of events and happenings at Green Hills Community
- B. Attend bi-annual Council of Advisors meetings

IV Authority

Carry out the above responsibilities.

V. Qualifications

- A. Member or active participant of Oak Grove
- B. Interest in working on a volunteer board dealing with matters relating to the Green Hills Community

2008 - First printing
Revised - 2013

ADRIEL BOARD OF TRUSTEES

I. Job Function

The function of the Adriel Board of Trustees member is to represent Oak Grove on the Adriel Board of Trustees.

II. Organizational Relationships

- A. One person is nominated by the Church Council to serve on the Adriel Board of Trustees. Nominee is approved by the Adriel Board of Trustees and the Mennonite Health Assembly.
- B. Serves a term of three years and may serve three terms
- C. Responsible to the Adriel Board of Trustees

III. Responsibilities

- A. Keep Oak Grove informed of events and happenings at Adriel
- B. Attend Board meetings and other committee meetings as scheduled
- C. Vote on matters presented to the Adriel Board
- D. Submit a report for the annual business meeting to the Outreach and Service Commission Director
- E. (Refer to attached Adriel Board of Trustees job description)

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Member of Oak Grove
- B. Interest in working on a volunteer board dealing with matters relating to children with behavioral challenges and their families.

Revised 2008, 2012, 2015

I.	POLICY TITLE: BOARD POLICIES	CATEGORY AND NUMBER ADMINISTRATION 300-02
II.	REFERENCES: ODMH 5122-26-03; ODJFS 5101:2-5-08	
III.	DEFINITIONS:	
IV.	POLICY:	

The Board of Trustees is the legal entity and governing body which has the responsibility of determining the broad policies under which Adriel operates. It serves as the custodian of the assets of Adriel. The Board of Trustees also determines the direction and goals of Adriel and sees that it fulfills its purpose and mission.

Board Governance

A. Board Job Descriptions

1. Each Trustee has the responsibility to serve Adriel to the best of his/her ability and to carry out his/her fiduciary and trustee functions in a manner which will avoid any conflict of interest with his/her personal affairs and which will be in the best interest of Adriel.
2. Each Trustee should attend Board meetings and see that the significant issues are brought up in these meetings and that time is given for careful discussion.
3. Each Trustee should familiarize himself/herself with the following: the field of child care in general, substitute child care in the State of Ohio; and the role of Adriel in the field of child care.
4. Each Trustee should be familiar with Adriel as it is today, as well as with its vision through reading official reports, visiting the campus, and meeting the clients and staff.
5. Each Trustee should act as an ambassador of Adriel. It is expected that he/she will use his/her influence on behalf of the agency.
6. Each Trustee should promote Adriel to his/her community and in turn, let Adriel know how it should proceed to serve and to obtain support from the Trustee's community.
7. Each Trustee should support Adriel financially through his/her personal gifts made in accordance with his/her ability. Trustees should also support the organization through influencing others who may become supporters of Adriel and through providing suggestions for the development of new sources revenue.
8. Each Trustee will take seriously their responsibility to prepare for meetings and to make attendance a high priority. All members will attend every board meeting, except for extenuating circumstances, including an annual board meeting and ice cream social in Archbold, Ohio.
9. New board members will participate in an orientation process.

B. Agenda Planning

1. The board meetings are held every other month—January, March, May, July, September, and November.
2. The agenda follows the administrative planning and budgeting cycle. All annual planning and budget work will be completed by the beginning of the fiscal year.
3. The board will attend to consent agenda items as expeditiously as possible.
4. CEO monitoring will be included on the agenda as needed.
5. The Board and CEO will establish annual continuing education for board development.

C. Board Members Code of Conduct

The Adriel Board of Trustees commits itself to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum.

1. Board members must represent unconflicted loyalty to overall purposes of Adriel and the interests of its stakeholders. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs.
2. Board members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member must excuse himself or herself without comment from not only the vote but also the deliberation.
 - b. Board members must not use their positions to obtain employment within the organization for themselves, family members, or close associates. Should a member apply for employment, he or she must first resign from the board.
 - c. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - d. Board members will annually disclose their involvement with other organizations, vendors, or any other associations that might produce a conflict.
3. Adriel board members may not attempt to exercise individual authority over the organization.
 - a. Board members' interaction with the CEO or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized. Trustees will not interfere with the CEO's duties, in day-to-day management, or undermine his/her authority with staff members.
 - b. Trustees' interactions with public, press or other entities must recognize the same limitation and inability of any board member to speak for the board except to repeat explicitly stated board decisions.
 - c. Board members will not speak publicly against decisions made by the Adriel Board of Trustees as a body, or speak in a critical way against fellow board members, the CEO, or the staff.
4. Trustees will respect the confidentiality appropriate to issues of a sensitive nature and will not discuss the confidential workings of the board outside the boardroom.
5. Trustees will actively participate in board discussions and debates. This means "speaking the truth in love" by being truthful, straightforward, and confrontive as appropriate. Board members respect different participation styles.

D. Board Committees

The Adriel By-Laws state the organizational committees and their responsibility. Additional responsibilities and committees are below.

1. Finance Committee

The Finance Committee of the Board of Trustees shall:

- a. Evaluate both the annual and capital budget and present them to the full board for approval.
- b. Approve all expenditures outside of the capital budget up to \$30,000. Anything beyond \$30,000 must be approved by the entire Board.
- c. Be responsible for reviewing and approving expenses from the approved capital budget, prior to any purchase.

2. Audit Committee

The Audit Committee will provide for external reviews determined necessary by the board to assure compliance with CEO limitations policies. The committee will identify and approve audit specifications, reviewing audit findings, and report results to the entire board.

3. Governance Committee

The Governance Committee will ensure that the selection of board members includes representatives from all represented constituents. Careful attention will be given to geographic, age, gender, ethnic, racial, job experience, and denominational representation.

4. Program Committee

The Program Committee has the responsibility to review matters pertaining to the programs of intervention for the youth at Adriel. They review Adriel's Policies.

E. Emeritus Membership

After faithfully serving on the Adriel Board of Trustees, demonstrating a concern for troubled children and their families, and exhibiting a loyalty to Adriel's program, the Adriel Board of Trustees may appoint a retiring member to the status of Director Emeritus of the Adriel Board of Trustees. An Emeritus Director shall be eligible to have all the privileges and responsibilities of membership on the Board of Trustees except that he/she may not vote.

In the event that the Board of Trustees wishes to re-nominate and/or reappoint a Director Emeritus to the Board of Trustees when he/she is again eligible for service as a regular trustee, the status of Director Emeritus shall be suspended for the period of time that the member is serving as a regular trustee and will automatically be reinstated when the member again retires.

F. Adriel Board of Trustees and Logan County Educational Service Center Partnership

1. The Board Chair, CEO, Logan County ESC Chair and Logan County ESC Superintendent will meet in January of each year to discuss the collaborative history, current operations and how to keep the partnership viable.
2. The Board will meet with the Logan County ESC Board of Trustees for a meeting one time per year. This meeting is to enhance involvement and continue to build on the relationship.

Adriel Board of Trustees – CEO Linkage

The Adriel Board's sole connection to the operational organization, its achievement, and conduct will be through a Chief Executive Officer (CEO).

A. Unity of Control

Only decisions of the Adriel Board, acting as a body, are binding on the CEO.

1. Decisions of individual board members, committees, or officers are not binding on the CEO except in rare instances when the board has specifically authorized such exercise of authority.
2. The Adriel Board of Trustees will protect its group authority by discouraging individual members from requiring information from the CEO other than at Board meetings or authorized committee meetings.

B. Accountability of the CEO

The CEO is the only official connection to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the CEO.

1. The CEO is responsible for the organization design and staffing, both program and administration, of Adriel. The CEO may involve the Board in counsel and affirmation of staff appointments.
2. The Adriel Board will not evaluate, either formally or informally, any staff other than the CEO. The Board will not give directives to persons who report directly or indirectly to the CEO.
3. The Adriel Board will evaluate the CEO annually, based on organizational goals and budgets.

C. Delegation to the CEO

The Adriel Board will instruct the CEO through written policies that prescribe the limitations and scope of authority. The CEO will be allowed any reasonable interpretation of these policies that are stated from the broadest, most general level to more defined levels.

1. The CEO is authorized to establish all further policies and practices, make all decisions, and take all actions necessary to fulfill the purpose and goals of Adriel.
2. The CEO is authorized to enact an emergency policy pending the approval of the board. The full board must be notified when this action takes place.
3. The Board may adjust its executive limitations thereby shifting the boundary between the Board and CEO. By doing so, the Board changes the parameters of authority and choice given to the CEO. However, as long as any particular delegation is in place, the Board will respect and support the CEO's decisions.

D. Monitoring Executive Performance

Systematic and rigorous monitoring of the CEO's job performance will be based on the expected job outputs: organizational accomplishments, organizational operation within the boundaries established in board policies, relationships with constituency.

The board must also approve any external employment activities by the CEO to ensure they do not interfere with her/his administrative responsibilities.

CEO Limitations

The CEO shall not cause or allow any practice, activity, decision, or organizational circumstance that is either: 1) unlawful, 2) imprudent, or 3) in violation of commonly accepted business and professional ethics and practices. This includes standards of behavior that uphold the core values and beliefs of Mennonite Church USA. These standards, values and beliefs are outlined in the *Confession of Faith in a Mennonite Perspective*.

1. The CEO shall develop and maintain plans which are adequate to guide and coordinate the activities of the organization, in order to carry out its mission.
2. He/she shall maintain a reporting and analysis system that supplies appropriate information about the scope, effectiveness and efficiency of the organization's operations.
3. The CEO shall maintain, with appropriate consultation, administrative policies and procedures sufficient for proper operations of Adriel.

A. Relationships with Constituency

The CEO shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

The CEO shall not:

1. Request information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.
3. Fail to operate facilities with appropriate accessibility and privacy.
4. Fail to establish with clients a clear understanding of what may be expected and what may not be expected from the services offered.
5. Fail to inform clients of this policy, or to provide a way to be heard from persons who believe they have not been accorded reasonable interpretation of their protections under this policy.
6. Show favoritism in valuing the work of one constituency group over another.

B. Relationships with Staff

With respect to the treatment of staff, the CEO may not cause or allow conditions that are unsafe, unfair, undignified, disorganized, or unclear.

Accordingly, he/she shall not:

1. Operate without written human resources policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions.
2. Allow illegal discrimination or any form of harassment in the workplace.
3. Discriminate against any staff member for non-disruptive expression of dissent.
4. Prevent staff from grieving to the board when internal grievance procedures have been exhausted, board policies have been violated, or board policies do not adequately protect his or her human rights.
5. Fail to acquaint staff with CEO's interpretation of their protections under this policy.
6. Fail to recruit a diverse racial/ethnic, age, and gender-balanced staff.
7. Fail to provide for the professional development of staff.

C. Financial Planning/Budgeting

The CEO shall not allow budgeting that:

1. Risks the organization incurring those situations or conditions described as unacceptable in the board's policy on Financial Condition and Activities.
2. Fails to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
3. Fails to present budget information regarding income, expenses, and equity in sufficient detail so that the board can approve the budget.

4. Fails to ensure strategic planning to provide focus on fiscal management and other aspects of organizational management.
5. Fails to ensure regular reviews of its insurance coverage.
6. Fails to ensure risk management activities.

D. Financial Condition and Activities

The CEO shall not:

1. Fail to build sufficient equity in order to maintain overall fiscal stability, preserve the capacity to respond to unexpected events or emergency situations, and take advantage of program opportunities which benefit stakeholders.
2. Fail to settle payroll and debts in a timely manner.
3. Fail to aggressively pursue receivables after a reasonable grace period.
4. Allow government-required filings and payments to be overdue or inaccurately filed.
5. Spend more than \$15,000, outside of the approved annual or capital budget, without approval from the Finance Committee.
6. Fail to ensure that the Board is given sufficient information regarding debt of all the corporations of Adriel.
7. Take out a mortgage, open a line of credit, or take out any term loans without full board approval.
8. He/she will not change the budget without board approval.

The CEO shall:

1. Make sure all expenses and revenues are posted to the appropriate journals and ledgers, as well as the appropriate corporation.
2. Make sure an independent certified audit, for all the corporations of Adriel, is conducted at the close of each fiscal year.
3. Ensure all journals, ledgers, and financial records are kept for a minimum of seven years past the end of the fiscal year.
4. Ensure that appropriate fees for services are established and approved by the board as needed.
5. Make sure that all personnel who have access to the funds of Adriel and related corporations shall be bonded for \$300,000 against fraud and other liabilities.
6. Cause funds to be set aside on an ongoing basis for depreciation. Such funds shall constitute reserves for capital acquisition.

E. CEO Succession

In order to assure continuity, and to protect the Adriel Board from sudden loss of CEO services, the CEO may have no fewer than two other staff members who are familiar with Adriel Board and CEO issues and processes, and one who is clearly designated to fill in due to a sudden loss or unavailability of the CEO.

- All Executive Team Members are familiar with the Adriel Board and CEO issues and processes. They include: Director of Clinical and Residential Services, Director of Foster Care and Adoption, Director of Program Development, Director of Development and the Controller.
- CEO designee for fill in due to sudden loss or unavailability of the CEO Chief Operating Officer (Kay Wyse) is the Director of Clinical and Residential Services.

F. Asset Protection

The CEO shall not allow the assets of Adriel to be unprotected, inadequately maintained, or unnecessarily risked.

The CEO may not:

1. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses to board members, staff, and the organization itself.
2. Unnecessarily expose the organization, its board, or staff to claims of liability.
3. Fail to protect intellectual property, information, and files from loss or significant damage.
4. Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
5. Make a loan of money or property, or any advance for services to be performed in the future (with the exception of travel advances) to any officer or director.
6. Endanger the public image or creditability of Adriel, particularly in ways that would hinder carrying out its mission and goals.

The CEO shall:

1. Ensure that all cash and pledges designated to building and equipment funds and/or endowment funds are restricted to their designated use.
2. Ensure that all endowment funds are invested as outlined in the Adriel Foundation guidelines and policies.

G. Compensation and Benefits

The CEO shall not:

1. Change his/her own compensation and benefits package.
2. Promise or imply permanent or guaranteed employment.
3. Establish or change benefits so as to cause unpredictable or inequitable situations including incurring unfunded liabilities.
4. Create compensation obligations over a longer period than revenues can be safely projected.
5. Establish compensation and benefit levels that are inconsistent with other Mennonite Health Service organizations.
6. Establish or change retirement benefits so as to cause unpredictable or inequitable situations to occur, including incurring unfunded liabilities.

H. Communication and Support to the Board

The CEO shall not permit the board to be uninformed or unsupported in its work.

He/she shall not:

1. Neglect to submit monitoring data required by the board in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.
2. Let the board be unaware of relevant trends, anticipated adverse media coverage, and material external and internal changes, and changes.
3. Fail to collect and present for the board as many staff and external points of view, issues, and options as needed for fully informed board choices.
4. Present information in unnecessarily complex or lengthy form.
5. Fail to provide a mechanism for official board, officer and committee communications.
6. Fail to deal with the board as a whole, except when fulfilling individual requests for information or responding to trustees or committees authorized by the Board.
7. Fail to report, in a timely fashion, any actual or anticipated non-compliance with any policy of the board.
8. Fail to invite appropriate staff participation in board meetings based on board agenda.
9. Fail to ensure the generation of an annual report that details organizational activities.

The undersigned, being the duly elected and qualified Secretary of the Adriel Board of Trustees, does hereby certify that the above is a true and correct copy of the policy adopted by this organization on the 19th day of January, 2012.

TO CERTIFY WHICH, witness my hand this 19th day of January, 2012.

Linda MacGillivray, Secretary

MENNONITE CENRTAL COMMITTEE (MCC) THRIFT/GLOBAL CRAFTS BOARD OF DIRECTORS

I. Function

The function of the MCC Thrift Shop/Global Crafts Board of Directors Members is to support the stated mission and purpose of MCC Thrift Shop/Global Crafts, Inc. which is to “support the worldwide relief and development programs of Mennonite Central Committee, Akron, Pennsylvania.”

II. Organizational Relationships

- A. Three persons from Oak Grove Mennonite Church shall serve as directors on the MCC Thrift Shop/Global Crafts Board. Nominees shall be affirmed or appointed from suggestions given by the MCC Thrift Shop/Global Crafts Board.
- B. The term of office shall be three years. No member shall serve more than two consecutive three-year terms.

III. Responsibilities

- A. Support the mission and purpose of MCC Thrift Shop/Global Crafts, Inc.
- B. Regularly attend Board meetings and functions
- C. Avoid conflicts of interest
- D. Be an ambassador for MCC Thrift Shop/Global Crafts, Inc., promoting its mission and purpose in the community
- E. Submit a report for the annual business meeting to the Outreach and Service Commission Director

IV. Authority

To carry out the above responsibilities

V. Qualifications

- A. Members of Oak Grove
- B. Interest in the mission of MCC Thrift Shop/Global Crafts

1995 - First printed job description
Revised - 2000, 2007, 2008, 2012