

Job Description for Trustees
First Baptist Church, Los Alamos, New Mexico

Principal Function:

The Trustees are officers of the church as designated by Article IX of the FBCLA Constitution and Bylaws. Their principal function is to ensure compliance with all legal, contractual, and financial obligations of the church.

Organization and Membership:

- The Trustees are made up of three members, one of which shall be president and one secretary.
- The president will always be the senior person as per length of service of present term of office, and the secretary will be the junior person as per length of service of present term of office.
- The Trustees shall be nominated by the Nominating Committee and elected for three year terms of office.
- The resignation or removal of a Trustee is covered by Articles XI and XII of the Constitution/Bylaws.
- A vacancy in this position may be filled as the congregation sees fit as stated in Article XIII of the Constitution/Bylaws. Generally, this will be handled by the Nominating Committee.

Responsibilities:

- In accordance with the FBCLA Constitution/Bylaws, the Trustees shall have care, custody and control of all property of the Church and administer the same under such rules as may be prescribed by the Church.
- In accordance with the FBCLA Constitution/Bylaws, the president and secretary of the Trustees shall execute all legal instruments as may be authorized by the Church.
- The Trustees are to exercise oversight of the Church's insurance policies.
- The Trustee serving as president may sign checks.
- The Trustees Handbook shall be reviewed and updated as necessary to ensure that it contains relevant information and current policies related to the Trustees' responsibilities.
- The Trustees will review their job description periodically, revise and update as needed and present recommended changes to the Church for approval.
- The Trustees will review church policies relating to the Trustees periodically and recommend revision and updating to the congregation.