**Capital City Unity Roles and Responsibilities for**

**Board Members**

**Board President**

* Prepare agendas and run monthly board meetings
* Coordinate with Board members
* Coordinate with Speaker/Lecturer/Guest Speakers
* Communicate with Unity Worldwide Ministries and the Western Central Region
* Prepare annual Minister report to Unity Worldwide Ministries

**Treasurer**

* Work with Accountant/CPA to reconcile books quarterly and annually
* Prepare information for accountant to issue 1099s
* Prepare draft budget/treasurers report for the annual congregant and board meeting.
* Create monthly balance sheet for Board Meetings
* Compile offerings, count cash and list checks, and deposit into bank account
* Enter checks and cash into weekly and monthly database by tither
* Collect and track income from Book Table sales
* Order books and reconcile book table income with purchases
* Write monthly checks for expenses, tithes, and contractors
* Purchase office and service supplies

**Secretary**

* Weekly e-blast
* Check email daily and respond to inquiries
* Keep current web addresses/contact information
* Record minutes of monthly and annual board meetings and send out to board members within 10 days of the meeting
* Electronic archiving of all official documents

**Corresponding Secretary**

* Keep updated names and mailing addresses
* Monthly Tithe letters to people giving more than $200 (coordinate with Treasurer)
* End-of-Year Tithe letters (coordinate with Treasurer)
* Thank you letters for first time visitors (coordinate with Treasurer)
* Quarterly postcards to folks who are missing and/or ill
* Special mailings – cards, pamphlets
* Implement Capital City Unity membership policy
* Conduct Annual Membership Renewal
* Mange membership requests

**Board Member A\* -- Oversees Volunteers & Facilities**

* Coordinate with FEC and communicate when extra time is needed for events
* Back up for opening church @ 9:15 a.m. & book table set up and take down
* Coordinate Sunday Service volunteers that set up and put away after Sunday service
* Coordinate Hospitality volunteers for dates and events

**Board Member B\* -- Oversees Communications & Graphic Design**

* Prepare and print supplemental items for service (prayer cards and request slips, etc.)
* Prepare signage
* Weekly posting on Facebook
* Update Website weekly with upcoming service information, new resource/links

**Board Member C\* -- Oversees Sound**

* Oversee sound independent contractor schedule
* Schedule back up when regular sound contractor is off
* Coordinate with facility manager related to sound system, lease and extra time of use, setup, storage and maintenance
* Oversee lessons and meditations are posted on YouTube by sound contractor
* Sound recording equipment care and oversight of audio system operation

**Board Member D\* -- Oversees Membership**

*\*Vice President could be selected from one of the above four Board Members. In the by-laws VP primary responsibility is to run the meeting in the President’s absence.*