

# Unity of Oak Park

BECOMING A BOARD MEMBER

# Unity of Oak Park

- Is a Charitable Nonprofit Organization – Classified by the IRS as a “501C3” Corporation.
- Joined by other religious, social service, educational and other organizations whose purpose is to “serve the public good”.
- These organizations are required to have a Board of Directors.

# Boards of Directors

- Board members have a “fiduciary responsibility” to act and make decisions that are in the best interest of Unity of Oak Park.
- Fiduciary – comes from Latin “fiducia” meaning **Trust**.
- The congregation places the utmost trust and confidence in Board Members to make decisions that will lead to the effective management and protection of Unity of Oak Park’s property and money.

# What “fiduciary responsibility” means for Unity Board Members

1. Be Active –
  - Attend meetings of the board and committee meetings,
  - Have general knowledge/understanding of how Unity is functioning
2. Receive no material profit –
  - Only reimbursement for reasonable expensive/costs incurred in carrying out board responsibilities.
3. Put the Church’s interest before your own.
4. Exercise good judgment in overseeing the Church’s affairs.

# Unity of Oak Park – Board Member Responsibilities\*

1. Uphold the spiritual purpose of this Ministry.
2. Uphold the highest interest of the Membership in conducting the business of the ministry.
3. Be conversant with these Bylaws.
4. Be faithful in attendance at services, Board, and membership meetings of this Ministry.
5. Make determination of the business needs of this Ministry and authorize payment of monies for those purposes.

# Unity of Oak Park – Board Member Responsibilities\* (continued)

6. Administer the property of this Ministry, both real and personal.
7. Make determinations on the sale or pledge of real or personal property belonging to the Ministry...
8. Authorize the employment of all staff personnel of this Ministry and set and approve their salaries.
9. Select a qualified accountant (other than a board member) to audit the financial records of the Ministry at the end of every third fiscal year and submit a detailed report of the audit to the Board of trustees.

# Unity of Oak Park – Board Member Responsibilities\* (continued)

10. Approve applicants for memberships in accordance with Section 3.02.
11. Elect officers of the Board, and their successors to fill any unexpired term when necessary...
12. Consider other duties brought to their attention by the Minister(s) and other Trustees.

\* Selected board responsibilities from the Unity of Oak Park Bylaws.

# Unity of Oak Park

- Candidates must be a Unity member for at least one year.
- Live according to Unity Principles.
- Demonstrate leadership capabilities as well as being a “team player”.
- Be willing to share your gifts/talents as a board member.
- Be willing to actively participate as a board member.
- Be committed to upholding your “fiduciary responsibility” as a Unity Board Member.



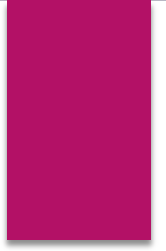
# Next Steps...If Interested

- Please complete the Application Form.
- Place your completed Application Form in a sealed envelope addressed to “Unity Nominating Committee”.
- Return your completed application to either the Church Office or to any of the Board Nominating Committee Members (Jo Crawford or John O’Rourke).
- Applications are due by midnight **Sunday, February 2nd**.
- The Nominating Committee will contact you to confirm that we’ve received your application.

## Next Steps...If Interested (continued)

- The Nominating Committee will **review all applications, receive Board approval and** develop the Slate of Board Candidates by **February 10th**.
- Candidates will be notified after Board Approval of the Slate.
- Slate of Candidates will be introduced to the congregation on **February 16th and 23rd** at the 10 am service.
- The Annual Meeting is the first Sunday in March.

Any  
Questions?



On Behalf of  
the  
Board  
Nominating  
Committee

**THANK YOU FOR  
YOUR INTEREST**