

Duties and Responsibilities of Southern Maryland Emmaus Board Representative

The Southern Maryland Emmaus Board Representative:

- Is a member of the Board of Directors or may be a recent past Board member (*The Upper Room Handbook*, pg. 46). (Note: recent past Board member being defined as having served on the Board within the past 5 years.)
- The Board Representative is not to be assigned other roles on the team but may be asked by the Weekend Lay Director (WLD) or Weekend Spiritual Director (WSD) to fill in if necessary.
- Adds a degree of quality assurance to maintain continuity between Walks, monitors the weekend, observes problems to be avoided on future Walks, and learns of improvements that future teams could incorporate (*The Upper Room Handbook*, pg. 45).
- Ensures the Weekend stays within the guidelines of the model set forth by The Upper Room Emmaus.
- Is available before the three days to answer questions and give direction to the Lay Director and Spiritual Director. He or she participates in all team meetings.
- Acts as liaison among the various Board committee chairpersons in delivering information and items for the three days to the appropriate person (*Directors' Manual*, pg. 39).
- Serves as an advisor to the Weekend Lay and Spiritual Directors in the event that an opinion on procedure is required or in the rare circumstance that a Weekend Lay and/or Spiritual Director violates the trust of the Board of Directors by steering a Walk in a direction of their own choosing (*The Upper Room Handbook*, pg. 45).
- Functions only in a low-key support role among the team members and sits at the back table (leaders' table) throughout the event to observe all that happens in the conference room (*The Upper Room Handbook*, pg. 46). The Board Representative will not be involved with the table dynamics/discussions.
- Should have at hand during teaming and the Walk the *Directors' Manual*, the Team Manual, *The Upper Room Handbook*, local Board policies, and other necessary documents for reference.

- Present at the Team Evaluation meeting, which is called by the Weekend Lay Director, collects the evaluations, and writes a report for the Board. The report should include in the Board Representative's own words overall comments made by the team, observations of problems observed on the walk and concludes with recommendations to the Board. Report is due to the Board one month after the Team Evaluation meeting. Team Evaluation should not exceed two pages. See enclosure (1) for a Board Report template.
- Provides Board training for the team, as outlined by the Board of Directors.
- The Board Representative for each Walk will be responsible for obtaining pilgrim and team rosters within two weeks of a completed Walk taking into consideration any relative changes, i.e., name corrections, removal of any one who did not complete the Walk, etc. Final rosters are then forwarded via email to the Communications Director, database custodian, and the Historian.
- The Board Representative will provide the Board Historian with the Walk's photo received with the 4th day packet to the next scheduled Board meeting.

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TEMPLATE
Southern Maryland Emmaus Community
Board Representative Report
Men's or Women's Walk #XX
Date:
Location:

Summary

Team Training

Strengths:
Weaknesses:

Team Experience

Strengths:
Weaknesses:

Weekend Activities

Strengths:
Weaknesses:

Please note any deviations from the model that you observed during the week-end.

Comments or Recommendations to the board:

Respectfully submitted,

Name
Board Representative
Men's/Women's Walk #XX

Enclosure (1)