

Duties and Responsibilities of Southern Maryland Emmaus Board Chair and Community Lay Director

The Southern Maryland Emmaus Board Chair and Community Lay Director:

- Develops Agenda and Chairs the Emmaus Board of Directors.
- Nominates Board members, when vacancies occur, according to the By-Laws.
- Notifies new Board members after yearly elections.
- Is a member and attends all Emmaus committee meetings.
- Attends the first Cadre meetings for upcoming weekends and provides training.
- Attends first team meeting for upcoming weekends and provides an Orientation/Overview of the 3 Days.
- Calls and invites those approved by the Board to be the upcoming Weekend Lay Directors.
- Address Community issues with the Community Spiritual Director and Board of Directors, as they arise.
- Call special meetings, as needed.
- Must be familiar with the Upper Room Emmaus *Handbook on Emmaus, The Walk to Emmaus Director's Manual, The Team Manual, and The Board of Director's* handbook.
- "With the help and support of the Community Spiritual Director, oversees and orchestrates the activities of the Emmaus community.....Plans and conducts board meetings and makes sure board members follow through on their assignments" (see *Handbook*, p. 112)..
- "Represents a mature understanding of the Walk to Emmaus Movement, the Emmaus weekend, and team formation in order to help the board make decisions that ensure that Emmaus is of high quality and a positive influence in the life of the Christian community"(see *Handbook*, p. 112).
- "When unusual problems arise in team formation or during weekends that seriously threaten the possibility of integrity of the Walk according to the community and Upper Room Ministries standards, the board has responsibility for making decisions about the situation. If that is not possible, the Community Lay Director can act with the Community Spiritual Director and the Board Representative on the team to consult with team leaders in Christian love and help them evaluate their leadership in relation to their commission from the board. In such unusual circumstances, the Community Lay and Spiritual Directors can make decisions as needed on behalf of the board. The Community Lay Director should never unilaterally or arbitrarily interfere with the appointed leadership of a Walk or with their efforts to carry out their assigned responsibilities" (see *Handbook*, p. 112).
- "Participates in Closings of Emmaus weekends, as indicated in the Closing agenda, by welcoming new pilgrims to the Emmaus Community, announcing upcoming Emmaus activities, and presenting the Weekend Lay and Spiritual Directors for the next set of Walks. If the Community Lay Director cannot be present, then he or she makes sure this role is undertaken by another appropriate lay leader on the Emmaus Board" (see *Handbook*, p. 112).
- "Represents the Emmaus community to the broader community" (see *Handbook*, p. 112).
- Carries out his or her responsibilities in a spirit of teamwork with the Board of Directors" (see *Handbook*, p. 112).

- Along with the Board of Directors, sets the agenda for Gatherings and presides over the monthly Gatherings.
- Presides over Sponsor's Hour and Candlelight during Emmaus weekends. If he or she cannot be at these events, the Community Lay Director ensures the role is undertaken by another appropriate lay leader on the Emmaus Board (usually the vice- chairperson).
- Communicates to the Community decisions the Board has made and publicizes any changes the Board deems necessary to the By-Laws, in accordance with the By-Laws.
- Every three years, the Community Lay Director notifies Upper Room Emmaus to arrange Board and Community training, according to the Walk to Emmaus Letter of Agreement (2006, 2009, 2012, etc.).
- Serves as ex-officio on the Chrysalis in Southern Maryland Steering Committee/Board.

Approved October 2008