

NAMMA Board Roles and Responsibilities

North American Maritime Ministry Association Board Roles and Responsibilities (Adopted 16 March 2021)

Board members are the fiduciaries who steer the North American Maritime Ministry Association (NAMMA) towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure NAMMA has adequate resources to advance its mission. One of the most important responsibilities for board members is to hire and set the compensation of the Executive Director, so he or she can run the day-to-day management activities of the organization. When there are paid staff in place, rather than steer the boat by managing day-to-day operations, board members provide foresight, oversight, and insight. Board members are key advocates for the NAMMA's mission, and should be actively involved in fundraising and securing the resources and partnerships necessary to make NAMMA's programs a success.

1. Expectations of the Board as a Whole

The mission of NAMMA, a Christian association, is to provide fellowship, encouragement, advocacy, education, spiritual and professional development for those in maritime ministry.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the Ends of the organization. Ends are defined as: What benefits for which beneficiaries at what cost or relative priority.
- Selecting and monitoring the performance of the Executive Director.
- Determining Strategic Direction (Ends) and ensuring that a strategic plan is in place which fulfills the strategic direction.
- Ensuring strong fiduciary oversight and financial management by monitoring executive limitations regarding financial policy.
- Supporting the Executive Director in fundraising and resource development.
- Monitoring the progress towards the organization's Ends and monitoring compliance with written executive limitations in achieving the Ends.
- Enhancing the organization's public image.
- Monitoring its own performance as the governing body of the organization against written governance process policy.

2. Board Member Job Description

Position: Board Member/Director (Volunteer)

Time commitment: Five to ten hours per month (meetings, preparation, events)

Term: Three years, appointed or elected at the Annual General Meeting (Term may be renewed by re-election, for a total of six consecutive years).

Accountability

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The Board of Directors is collectively accountable to members, the maritime community, funders and other stakeholders. They are accountable for NAMMA's performance in realizing its mission and achieving its goals, and for the effective stewardship of financial and human resources and for the overall quality of support to NAMMA's membership.

Authority

Individual board members have no authority to direct or make requests of the Executive Director or staff, or to speak on behalf of NAMMA unless given such authority by the full board.

Responsibility

Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to their deliberations a broad knowledge, a long-range view and openness to learning.

NAMMA members who serve on the Board are expected to keep their NAMMA Board and employing ministry support roles separate and will be treated the same as other members in matters related to the provision of NAMMA services.

Principle Duties

Every member of the Board of Directors, including the Board's officers, is expected to do the following:

- Prepare for and participate in Board meetings.
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise.
- Support governance decisions once made.
- Participate in the development of a strategic plan to help guide future decisions.
- Abide by the bylaws, code of conduct, and other policies that apply to the Board.
- Participate in the approval of the annual budget and monitor the financial performance of NAMMA in relation thereto.
- Help establish, review, and monitor operational policies including ones related to the quality of care and human resources.
- Participate in the hiring of, and if required, the releasing of, the Executive Director.
- Participate in the evaluation of the Executive Director.
- Identify prospective Board members and possibly help recruit and mentor them.
- Participate in the evaluation of the Board itself (annual Board self-evaluation).
- Contribute to the work of the Board as a member of a Board committee, as requested by the Board President.
- Attend and participate in the Annual General Meeting.
- Be an ambassador for NAMMA in the wider maritime and church community.
- Keep informed about local, national or international issues relevant to the work of NAMMA.

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Qualifications

The following are considered key job qualifications:

- Knowledge of the community and the field in which NAMMA operates.
- Commitment to organization's mission and strategic directions.
- Availability of sufficient time to devote to Board duties.
- Openness to learning.
- Membership in NAMMA for the entire period of Board service.
- A willingness to pray for all NAMMA members and associates, the larger maritime community and all seafarers and fishers.

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the entire Board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

A director may be removed from the Board, by majority vote, for not performing their duties. The process for removing a Board member is outlined in NAMMA's Bylaws.

3. Executive Committee, Board Officers and Committee Chairs

Board Executive Committee

Between meetings of the Board, it is represented by an Executive Committee consisting of the President, Vice-President, Secretary, and Treasurer. The Executive Committee meets monthly to forward the work of the Board between its meetings. These monthly meetings would normally consist of:

1. A financial update from the Treasurer.
2. A program update from the Executive Director.
3. Committee updates.
4. Review of strategic plan, policy documents or partnerships.

Annual work of the Executive Committee would include:

1. Review of Executive Director.
2. Review of candidates and selection of honorees for awards or special recognition.

Board President Job Description

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a member of the Board and the Executive Committee.
2. Serves as the chief volunteer of the organization.
3. Is a partner with the Executive Director in achieving the organization's mission.
4. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
5. Chairs meetings of the Board and Executive Committee after developing the agenda with the Executive Director.
6. Encourages the Board's role in strategic planning.

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7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Serves ex officio as a member of committees and attends their meetings when appropriate.
9. Discusses issues confronting the organization with the Executive Director.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities.
14. Along with the Executive Committee, formally evaluates the performance of the Executive Director annually and informally evaluates the effectiveness of the Board members.
15. Evaluates annually the performance of the organization in achieving its mission.
16. Performs other responsibilities assigned by the Board.

Vice President Job Description

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a member of the Board and the Executive Committee.
2. Performs chair responsibilities at meetings when the President cannot be available.
3. Reports to the Board's President.
4. Works closely with the President and other staff.
5. Performs other responsibilities as assigned by the Board.

Secretary Job Description

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a member of the Board and the Executive Committee.
2. Supports NAMMA staff in maintenance of organization's records.
3. Manages minutes of board meetings.
4. Ensures minutes are distributed to the Executive Committee shortly after each meeting.

Treasurer Job Description

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a member of the Board and the Executive Committee.
2. Manages finances of the organization.
3. Administers fiscal matters of the organization.
4. Provides annual budget to the Board for members' approval and provides monthly financial updates to the Executive Committee.
5. Ensures development and Board review of financial policies and procedures.
6. Manages annual Audit or Review.
7. Keeps a calendar of annual filing requirements for IRS or other official agencies and assigns responsibility, in consultation with the Executive Director.

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Committee Chair Job Description

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a member of the Board.
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Board's President.
6. Reports to the full Board on committee's decisions/recommendations.
7. Works closely with the Executive Director and other staff as agreed to by the Executive Director.
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.