

## **JOB DESCRIPTION FOR TIME BOARD MEMBER (July 10, 2016)**

### **Qualifications**

1. A Christian who lives by the principles established by the Word of God as stated in the Holy Scriptures
2. An individual who has a desire to serve Jesus Christ as a minister to the lost around the world
3. A specific interest and concern for the people of India and surrounding countries
4. A member of a local church that is missions oriented
5. A team player who is willing to work with a small (typically 5-6 member) executive board to administer the work of the organization
6. Monitor the works being performed and make suggestions for improvement
7. Person who will pray and support the organization with the resources that God has provided
8. Good Computer skills: Word Processing, Email, and capability to evaluate our website and Facebook pages in conjunction with our technical consultant (Currently Samuel Varghese)

### **Responsibilities**

1. Participate in meetings and teleconferences
  - a. Attend board meetings locally about twice per year when the president of TIME (currently Chacko Varghese) is in Minnesota.
  - b. Teleconferences scheduled about 3-4 times per year lasting about 1 hour each
2. Perform such duties as assigned by the board (or volunteered)
3. Fulfill any duties associated with an elected office such as vice-president, secretary, or treasurer
4. Good organizational skills to serve as liaison between board and associated contractors including our technical consultant (currently Samuel Varghese) and/or our tax accountant in Arizona.
5. Monitor the financial status of the organization (Monthly statements supplied by the Arizona office)