

Camp Bethel Ministries

Job Description

October 17, 2002

Position: Executive Director

Supervisor: Board of Directors

Persons to be Supervised: Field Members, Employees & Volunteers, etc.

Summary: The Executive Director/CEO President is primarily responsible for the overall administration and management of the specific ministries, and to ensure that all Field Members are in compliance with the established polices of Camp Bethel Ministries.

Responsibilities:

1. Fulfill responsibilities contained in the "Field Members Job Description."
2. Serve as President/CEO/Executive Director for Camp Bethel Ministries.
(See Article II; §B, Par. 2e of the Constitution)
3. Implement the policies & decisions of the Board of Directors.
4. Develop organizational goals and objectives consistent with the mission and vision of Camp Bethel Ministries.
5. Pursue funding through grants, charitable donations, etc.
6. Develop and administer operational policies and procedures.
7. Act as a liaison between personnel and Board of Directors.
8. Organize daily devotions/prayer time with personnel.
9. Have a working knowledge of each ministry.
10. Submit reports to the Board of Directors at least two weeks prior to each Board meeting.
11. Assist the Treasurer of the Board in preparing a proposed annual budget.
12. Develop procedures for personnel to use when making approved purchases.
13. Meet as needed with Ministry Directors for the purpose of planning, coordination, etc.
14. Chair monthly Filed Member business meetings, and serve as an ex-officio of other Field Member committees.
15. Meet bi-annually with each Field Member and Ministry Director for the purpose of evaluating job performance, setting goals and meeting personal needs.
16. Develop, maintain and file at the Mission Office all job descriptions that have been approved by the Board of Directors.
17. As needed, pursue additional Field Members/personnel, and assist the Chairman of the Board in pursuing additional Board Members.