

Born Again Emmaus Community
Responsibilities and Duties

Community Assistant Lay Director

(A Board-elected, one-year term to be held by an elected, voting member of the Community Board.)

March 2019

Responsibilities:

1. Be active in an Emmaus Reunion Group or similarly structured weekly accountability group
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings
3. Attend Board Training annually.
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL
5. Protect the intent and integrity of the Emmaus Movement and Model.

Duties:

1. Work in direct communication with the Community Lay Director for the well-being of the Born Again Emmaus Community.
2. Assist the Community Lay Director and the committees with communication.
3. Establish, maintain and encourage a committee to seek timely replacement of outgoing Board Members. Seek to find seasoned Community members to fill open Board positions. Recommend incoming candidates for approval by the Board at the October Board Meeting and as needed in the interim. Present Board approved candidates to the Community for approval at the November Gathering.
4. Report to the Community the outgoing and incoming Board membership.
5. Conduct the duties of leading the Board meetings in the absence of the Lay Director.
6. Seek to effectively encourage Community participation in Reunion Groups and Fourth Day Gatherings.
7. Conduct the Fourth Day Gathering in the absence of the Lay Director.
8. Assist and Oversee the Community Treasurer as necessary. Receive daily bank balance and transaction notices. Report any issues to the Lay Director.
9. Coordinate efforts of established Board directed positions and committees with specific assignments that support Emmaus Walks and maintain the health of the Emmaus community. Is empowered to organize non-board committee members as needed to accomplish assigned tasks.
10. Attend Fourth Day Gathering and Community Walk events.