



## **Board Manual 2022**

## **Mission Statement**

We share God's love through intentional relationships for the restoration of a brokenhearted world.

The "We" is you, (donors, churches, friends, volunteers, community, and Victory staff).

## **Vision Statement**

Every Life has Purpose!

## **Statement of Faith (Springfield Victory Mission, Inc. is the "we")**

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in the Trinity: Father, Son, and Holy Spirit. Together they are one God. Their mission is to glorify one another, setting an example of perfect love (John 5:20; John 14:16).

We believe Jesus, God as man, came in the flesh born of a virgin, lived a perfect life, died on the cross, and was raised on the third day paying for our sins (John 1:14; Matthew 1:18, Colossians 1:15-20, 1 Corinthians 15:4; Acts 2:23-24). We believe Jesus came to restore what was lost, to bind up the brokenhearted, and to set the captives free (Luke 4:18).

We believe all persons have sinned and fallen short of the glory of God and are in need of a Savior, who is Jesus Christ (Romans 3:23, Ecclesiastes 7:20). We believe Jesus is the way, the truth, and the life (John 14:6, John 14:3). We believe those who trust in Jesus are new creations in Jesus. The old self is gone; we can live new and purposeful lives in Jesus Christ (John 10:10, 2 Corinthians 5:17, Jeremiah 29:11, Romans 7:17, Luke 9:23, John 15:5).

We believe the Bible is the inspired, infallible, ultimately authoritative Word of God (Psalms 19:7, 2 Timothy 3:16). The Word of God is the Truth and is living and active (Hebrews 4:12).

We believe Satan is the enemy of God and His church and seeks to accuse, kill, steal and destroy all those Jesus came to save (Matthew 4:1-10, John 10:10, I Peter 5:8).

We believe through the power of the Holy Spirit, God is at work in all believers to sanctify us until the day of Christ Jesus (Philippians 1:6, Romans 8:28, Jeremiah 31:3). We believe God offers redemption and restoration to all who follow Him (Acts 3:19-21; Rom 10:9-10; 1 Corinthians 6:9-11, I John 1:9).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any

individual are to be repudiated and are not in accord with Scripture nor the doctrines of Victory Mission (John 15:9-13, Romans 12:9-10).

We believe God created and formed both males and females in the image of God to fulfill His specific purposes and plans (Genesis 1:27, Matthew 19:4, Genesis 2:7, Jeremiah 1:5).

We believe marriage is ordained by God to be a covenantal, sacred agreement between a man and woman (Genesis 2:24, Ephesians 5:25, Matthew 19:5, I Corinthians 7:2). We believe that any form of sexually immoral behavior (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, pedophilia, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20, Romans 2:26-27, 1 Cor. 6:9-10).

We believe all life is God given. Human life is of inestimable worth in all its dimensions, including pre-born babies, older adults, any person who is variously abled, and every other stage or condition from conception through natural death (Psalms 139:13-16, Jeremiah 1:5, Psalms 127:3-5).

We believe Christ followers benefit by aligning and being known in a local Bible-believing church (Proverbs 27:17, Hebrews 10:25).

### **Code of Conduct for Board, Leadership, Staff, and Key Volunteers**

Victory Mission & Ministry advocates and adheres to the highest standard of ethical and moral conduct. We are all flawed but redeemed individuals coming together for a common purpose to share the Good News of Jesus Christ. Through intentional relationships, we share God's love for the restoration of a brokenhearted world.

As a board member, employee, or key volunteer at Victory Mission, you must always be sensitive to how others see you from a biblical, spiritual and ethical point of view – twenty-four hours a day, seven days a week. Titus 2:7-8 (NKJ) says, "In all things showing yourself to be a pattern of good works; in doctrine showing integrity, reverence incorruptibility, sound speech that cannot be condemned, that one who is an opponent to you be ashamed, having nothing evil to say of you." Every employee or key volunteer (board member) every person should avoid conduct that will bring criticism and condemnation to the body of Christ and Victory Mission.

The Apostle Peter stressed the importance of being holy, set apart, not as we once were but as we are now in Jesus Christ. "But as He who called you is holy, you also be holy in all your conduct, because it is written, 'Be holy, for I am holy.'" (1 Peter 1:15-16, NKJ). "Therefore be imitators of God as dear children. And walk in love, as Christ also has loved us and given Himself for us, an offering and a sacrifice to God for a sweet smelling aroma." (Ephesians 5:1-2, NKJ)

I confirm I have read and accepted Victory's Statement of Faith and agree to live by the Code of Conduct as presented here. Furthermore, I believe God has called me to serve in this capacity.

## **Overview of History**

Everett and Esther Cook founded the Springfield Victory Mission in 1976. The Mission today is a multi-service Christian organization that humbly reaches out to the poor and homeless in our community. Each day the organization commits and takes action to love our neighbors. A volunteer Board of Directors governs the Mission and a committed staff and management team oversee the day-to-day operations of the multiple programs and services. We strive to maintain a Board that promotes a culture and structure to meet the new generation of nonprofit standards. We see meeting these new standards as the best way to practice our mission and keep Victory Mission (VM) healthy. This manual outlines the key aspects of Board responsibilities and activities.

**Board Responsibilities  
&  
Board Member Job Description**

## VM Roles and Responsibilities of Board

### Ten Basic Responsibilities of Nonprofit Boards

- 1. Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and the primary constituents served. The statement of mission should be a guide for planning, decision-making, initiatives and priority setting.
- 2. Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position. Prepare a comprehensive job description and determine compensation package and terms of employment.
- 3. Support the chief executive and review his or her performance.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. A formal and informal performance review process is important to ensure annual goals and objectives are moving forward and real time feedback is relevant to the health of the organization.
- 4. Ensure effective planning.** Boards must actively ensure and participate in planning, which should be in place both from an operational and strategic perspective. The board should encourage and facilitate a substantive planning process for a long range organization view, and assist in implementing and monitoring the plan's goals.
- 5. Monitor and strengthen programs and services.** The board's responsibility is to determine whether current and proposed programs and services are consistent with the organization's mission. The board must decide among competing priorities how to allocate resources. Monitoring programs and services for cost, quality and effectiveness is an important board role
- 6. Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission. The full board has a responsibility to fund raise.
- 7. Protect assets and provide proper financial oversight.** The board assists in developing and then approves the annual budget. Ensuring that proper financial controls are in place and monitoring occurs with the board's regular review of financial statements.
- 8. Build and maintain a competent board.** The board is responsible to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate the board's overall performance.

**9. Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms. The board ensures operational policies are maintained and followed.

**10. Enhance the organization's public image.** The board should clearly articulate the organization's mission, accomplishments, and goals to garner public and community support.

Adopted & Adapted from: Source: Richard T. Ingram, Ten Basic Responsibilities of Nonprofit Boards, Second Edition (Board Source 2009).

## Victory Mission Board of Director Job Description

### Overview:

Those who voluntarily serve as a board member to the Victory Mission do so to offer their knowledge, skill, expertise, resources, passion, and compassion of Christ to the life-changing ministries offered by Victory Mission. The board member is in agreement with Victory's mission and works, as a board member, to assist the community and staff to meet that mission.

### Qualifications:

The board member is in agreement with the Statement of Faith of the Victory Mission and the Christian Code of Conduct as outlined above on pages 1 and 2.

A board member will:

- Profess to be born again - John 3:3
- Have a personal ongoing, growing relationship with Jesus Christ - Ephesians 4:11
- Live out a lifestyle and attitude of service - Philippians 2:5-7
- Spend time in God's word on a regular basis - 1 Peter 2:2
- Actively fulfilling the "Great Commission" - Matthew 28:19-20 & Acts 1:8
- Spend time in prayer - Philippians 4:6
- Puts God first before everything else - Mark 12:30
- Attends and is engaged in a local church - Acts 2: 42-47 & Hebrews 10:25

A board member is a person who exhibits integrity in their life and will serve the Victory Mission with integrity.

### Duties and responsibilities:

As a board member of Springfield Victory Mission will read and uphold the Roles and Responsibilities that have been defined for the board as a whole.

As a board an individual serving on the board you agree to:

- Pray regularly for all aspects of Victory staff, services, clients, and community
- Attend board meetings and participate in accordance with the board attendance policy
- Agree to and live out Victory's Statement of Faith and Code of Conduct
- Be a storyteller to those in your community and sphere of influence

- Give an annual personal contribution according to personal means and assist in getting other donations and resources through personal influence with others (corporations, individuals, foundations, etc.)
- Faithfully come to board meetings prepared by reviewing documents prior to the meeting time
- Serve on board subcommittees and take special assignments as requested
- Invite individuals to hear, see, and experience the stories of Victory
- Assist in identifying other community members who should serve on this board
- Attend VM special events, functions, fundraisers
- Commit to serve out the three year term of service
- Serve the board with a spirit of willingness and enthusiasm
- Know Victory's mission, purpose, goals, policies, programs, services, strengths and needs and assist in monitoring and reviewing each
- Follow the board policies and procedures
- Ask good questions and provide candid and constructive advice and comments
- Avoid conflicts of interest and have no excess benefit expectation

**Committee Structure**  
**Committee Responsibility**  
**Board Officers**

## The Victory Mission Board

The Board will maintain a diverse membership who will bring specific expertise and experience to the board's membership that will enhance the effectiveness of the board to govern the organization. Members shall serve a term cycle beginning at the annual meeting until the third (3rd) next occurring annual meeting of directors and membership can be renewed for one (1) additional consecutive term (for a total of two consecutive terms). This will ensure the organization's historic perspective and also ensure added new perspective through a term rotation process. The board should maintain a membership of no less than 12 and no more than 15 members.

The board terms will be staggered between members to ensure the integrity of organizational continuity and collective shared understanding from year to year. Upon the completion by a member of two consecutive three year terms the board member may remain active at Victory as a committee member and may be considered for a new cycle of Board membership following a one year sabbatical from the Board.

The Board will meet on a regular basis to effectively be informed and be available for timely organizational decisions. Meetings will be at a minimum every other month on a standard meeting date to be determined in December of every year for the following calendar year to accommodate the current board member's schedules. Currently, the board meets on the fourth Thursday of every month.

### Board Officers

The board will have the following officers who will serve a defined term for each officer position.

**Chairman of the Board** is a two-year term. The chairperson should have served on the executive committee a minimum of one year prior to assuming the chairman position. This officer will plan with the executive director and executive committee the board meeting agenda and preside over the meetings. The chairperson will ensure the activities of board development and board assessment are in place, conduct or delegate the orientation sessions for new board members and ensure organized training sessions are in place for the entire board.

**Vice Chairman** is a two-year term and may assume this position after serving in another officer position or may be appointed directly from the board membership into this office.

**Secretary** is a two-year term. The Secretary will support the documentation of meeting activity and board correspondence.

**Treasurer** is a two-year term. This officer will work with staff to present the financials to the board in a meaningful informative manner. The Treasurer will work with staff to prepare for the audit.

## Executive Committee

The Executive Committee is composed of the board officers and one at large committee chair that will rotate on to the Executive Committee each year. The Executive Committee will meet monthly and oversee the organization's governing needs and prepare the agenda for the board meetings. They will give oversight to all aspects of the organization and the board committees.

The Executive Committee will appoint a Finance Committee. The Board Treasurer will lead the group to build an annual schedule/timeline to conduct the finance committee activities including parameters for the annual budget preparation, review of the budgets prepared by staff and ensuring a consistency between the budget and the organization's plan. In the capacity of Finance Committee the members will:

- Report to the board any financial irregularities, concerns, opportunities.
- Recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount).
- Oversee short and long-term investments,
- Recommend selection of the auditor and work with the auditor.
- Oversee the audit process as needed by interviewing auditors, reviewing bids, recommending selection of an auditor to the board, receiving the auditor's report, meeting with the auditor, and responding to the auditor's recommendations.

The Executive Committee will appoint three board members each October to be the Nominating Committee. They will oversee the process of identifying new board members, using the approved board matrix format. The entire Board will be asked to make suggestions for potential new members. The Nominating Committee will follow the Board Member Recruitment Process as noted in the policy section of this manual. The Nominating Committee will also recommend board officers for each new year to be elected at the annual meeting of the Board of Directors each year.

The Executive Committee will annually in November appoint a minimum of two board members to serve with the Executive Director and Fund Development Director to be the Fund Development / Fundraising Committee. This committee will give oversight to the fund development plan and ensure it is put into action.

The Executive Committee will serve as the Human Resource Committee as necessary; this includes review of employee grievances unresolved by the basic grievance policy that require an appeal. This will include the responsibility to do an annual review of salaries and positions for the successful operation of the organization.

## **Committee Duties & Annual Timeline**

### *Board Nominating Committee – appointed each October*

- To prepare priorities for board composition and recruitment
- To meet with prospective board members and recommend candidates to the board
- To recommend a slate of officers to the board

### *Fund Development and Fundraising Committee – appointed each November*

This Committee works with staff to establish a comprehensive organization fund development and fundraising plan to present to the board annually with six-month updates. This committee meets four times each year.

The Community Relations Committee will serve under the Fund and Fundraising Committee. It will support the ongoing events and community engagement activities. This includes Prayer & Church Relations to forward the purpose of the mission by the power of prayer. This committee will have a minimum of two Board members serving on this committee. The committee will design and set regular times to pray for the work of the mission. It can operate as a virtual committee. The Chair of this committee organizes a team of prayer warriors to cover the VM with prayer in an ongoing disciplined approach and calls on the full board membership and the larger community of faith to participate in seeking divine guidance and provision.

### *Programs & Services Committee*

The Committee will have three Board members on this committee and will be led by the Vice Chairman of the Board. This committee gives oversight to the education, programs and services offered by Victory Mission. The committee develops and maintains an annual process to evaluate all education, programs and services including:

- To oversee new program development, and to monitor and assess existing programs
- To initiate and guide annual program evaluations
- To facilitate discussions about program priorities for the agency.

At least one board member from the Board will serve on the Community Advisory Committee (CAC) of Victory Trade School and will serve as a liaison to this board committee from the CAC.

### *Temporary Task Force & Committees*

The Board can create a temporary task force or committee to address a special event, a specific issue, or a special need of the organization at which time it is deemed necessary or helpful. The combination of membership to each will be determined by the Board to appropriately meet the need.

# Board Calendar

## Annual Board Mile Marker Dates

### Approximate Dates

- January Annual Meeting of the Board of Directors
- January New Board Member orientation
- January New Board members come
- February Board Self Evaluation completed bi-annually odd years
- February Evaluate Executive Director & establish Executive Director's goals for next year based on organization's performance and plans
- March Board Agrees to the annual compensation plan for the Executive Director
- May Budget Process with Finance Committee
- June Approve Fiscal Year Budget
- June 30th End of Fiscal Year
- July 1st Beginning of Fiscal Year
- August Annual Board planning August-- Conduct strategic planning bi-annual odd years
- October Appoint Nominating Committee to recruit new board members Fund Development Plan Submitted
- December New Board Members selected approved in December or January

# **Board Policies & Procedures**

### **Conflict of Interest Statement Policy**

No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly by reason of his or her participation with the Springfield Victory Mission. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, a Committee or Staff who is an officer, board member, a committee member, executive leadership of Victory, or staff member of a client organization or vendor of the Springfield Victory Mission shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Leadership Staff, and certain Consultants shall refrain from obtaining any lists of clients for personal or private solicitation purposes at any time during the term of their affiliation. Each board member, committee member, or employee of Springfield Victory Mission will sign the following statement annually.

### **Conflict of Interest Agreement Statement**

At this time, I am a board member, committee member, or an employee of the Springfield Victory Mission.

This is to certify that I am not nor at any time during the past year have accepted as described below:

1. Participation, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with the Springfield Victory Mission which has resulted or could result in personal benefit to me.
2. Been a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Springfield Victory Mission.

If these statements are not fully accurate please provide an explanation as to the specifics of any variance:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

## Board Meeting Attendance Policy

This policy is intended to support full contribution of all board members as a member of Springfield Victory Mission Board of Directors. All board members receive a copy of this official policy at the time of appointment and annually when the new meeting schedule is distributed.

The policy has been reviewed and authorized by the board.

Board attendance is expected at all regular meetings. If attendance cannot be fulfilled for a specific board meeting the member should notify the board chairman and executive director at the earliest knowledge they will miss the meeting.

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

- The member has two un-notified absences in a row (“un-notified” means the member did not call ahead to contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
- The member has three notified absences in a row.
- The member misses one third of the total number of board meetings in a twelve-month period.

If a board-attendance problem exists regarding a member, the Chairman of the Board will promptly contact the member to discuss the problem. The member’s response will promptly be shared by the Chairman of the Board with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member’s future membership on the board.

If the board believes the member cannot contribute at the level the board needs from the member then the board will decide to terminate the board member’s membership. Termination will be conducted per this attendance policy expectation.

The board will promptly initiate a process to begin recruiting a new board member.

## Executive Director Performance Review Policy & Process

### Overview:

The Springfield Victory Mission's Executive Director is appointed by the Board of Directors and answers to the Board for his or her performance. This position is foundational to the management of all of the operations of the Victory Mission. The mission/ purpose, culture and spirit of the organization is set by the Board and it is the expectation that the Executive Director will nurture and grow the mission/purpose, culture, and spirit. Monitoring the progress of the organization's advancement to meet the annual goals and performance expectation is the board's responsibility. The Board will follow the performance review policy to give clarity and direction annually to the Executive Director regarding his or her job performance expectations. The Board at any time throughout the year may and should address any performance issues that are problematic and detrimental to the agency and its mission.

### Process:

- The Executive Director Job Description will outline the basic expectations of the job and will be reviewed annually in January by the Executive Committee to determine any updates necessary.
- Annually in January each board member will receive a short feedback survey from the chairman of the board regarding the Executive Director's performance.
- This feedback will be reviewed by the Executive Committee for patterns or significant relevant responses and this information will be included in the performance appraisal feedback.
- The organization's performance goals and the specific performance goals for the Executive Director will be determined annually after the end of the fiscal year. (by 2<sup>nd</sup> week in February). The Executive Committee with full Board approval will develop the performance goals for the Executive Director.
- The full Board will be presented the highlights of the performance appraisal prior to the Executive Committee presenting it to the Executive Director.
- The Executive Director may give feedback to the Executive Committee regarding the status of performance goals from his or her perspective and present these to the Executive Committee prior to the finalized appraisal presentation.
- Annually performance goals will be set in February and quarterly monitoring of progress will occur between the Board and the Executive Director.

## **Executive Director Victory Mission**

### **Job Description**

**Job Title: Executive Director**

**Reports To: Board of Directors**

**Job Status: Full-time, regular – Exempt**

#### **Job Summary:**

Carries out the organizational plans and directives of the Board of Directors. Is responsible for the overall day-to-day management of all areas of Victory Mission.

#### **Job Duties & Responsibilities:**

- Ensures that the Mission continues to perform its role as God’s servant in its local community
- Assures that the Mission and its programs and services are consistently presented in strong, positive image to the local community by participating in public relations events and activities
- Approves fundraising plans to support the Mission’s goals
- Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries out plans and policies authorized by the board.
- Attends all Board of Directors meetings and participate as an ex-officio member.
- Provides the Board of Directors with information necessary to make competent decisions
- Responsible for all financial agreements and contracts, including the borrowing of money, renting of real estate, obtaining insurance and purchasing major capital assets as required to carry out the business of the Mission (in accordance with the authorization given by the Board).
- Works with the staff, Finance Committee, and the Board in preparing a budget; prudently manages the Mission’s resources within those budget guidelines.
- Maintains proper cash flow, reserves and operating funds to meet the needs of the Mission’s ongoing operations, facilities and staff.

- Effectively manages the human resources of the Mission as to the number of staff, job responsibilities and compensation
- Ensures that all staff are properly trained, evaluated and motivated to fulfill their job responsibilities so they may effectively carry out the Mission's goals
- Approves all changes to the Mission's education and ministry programs
- Fosters a nurturing Christian environment by balancing grace and truth while relying on the Spirit and Word of God.

**Qualifications:**

- Spiritual Responsibility
- Adhere to the Statement of Faith and Code of Conduct
- Client relationships

**Job Skills & Requirements:**

- Bachelor's degree in business, ministry or related field or an equivalent number of years experience
- 8-10 years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity.
- Effective leadership and organizational skills
- Excellent communication skills
- Experience with financial software & proficiency in MS Office/Google Apps
- Strong commitment to serving Christ through leadership

## Board Member Recruitment Process

1. Solicit names of potential new members from Board & Ex director. (Early October)
2. Nominating committee review names of potential new members and categorize by area of expertise and other board matrix categories and rank by greatest need for board compliment. (Before October 30<sup>th</sup>)
3. Personal invitation to explore interest in VM Board participation & invitation to tour facilities, recruitment talk hosted by Ex Director or designee.
4. November or December Nominating Committee reviews all interested candidates, obtains their completed questionnaire and develops the slate to be presented to the Board for approval.
5. Offer Board membership (preferable before January board meeting)
6. Invite to the Board and arrange time for Board Orientation prior to the meeting if possible.

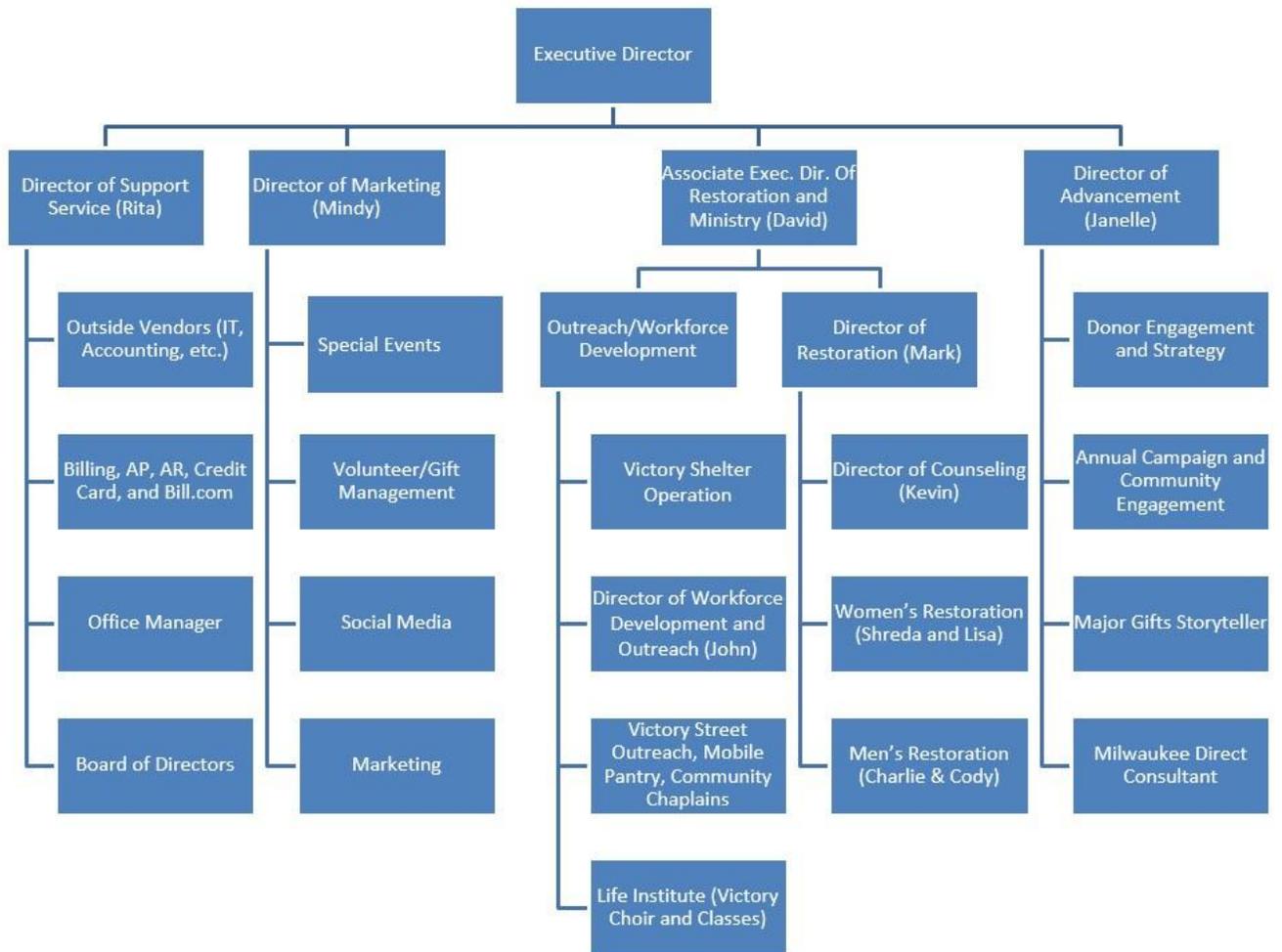
## **Executive Director Review and Compensation Process**

1. Executive Director and the Executive Committee of the Board, specifically the Board Chairperson, work on this process and planning.
2. In January of each year the Executive Director will share goals for the upcoming year.
3. In January the Executive Director will give a self-evaluation of the goals for the previous year.
4. The Executive Committee will take the self-evaluation and share with the board of Directors in the February meeting.
5. In the March meeting the Executive Committee will make a recommendation on the compensation (base salary and any bonuses) to the board based on all board members' feedback and information
6. The new compensation will go into effect on July 1 of the year (New Fiscal Year).

## List Board Members

Name	Email	Phone	Organization	Title
Amy Derdall	amy.derdall@cityutilities.net	6059395582	City Utilities	CFO
Brandon Dake	bdake@dake-wells.com	4174593500	Dake Wells Architecture	Owner
Brian Hammons	bhammons49@gmail.com	4172761762	Hammons Black Walnuts	President
Candice J. Reed	candice.reed@usbank.com	4178882215	E.Wealth Management U.S.Bank	Vice President, Wealth Management Trust Advisor
Doug Healy	doug@healylawoffices.com	5733015780	Healy Law Offices	Attorney
Joe Peck	joepeck0591@gmail.com	4178275454	Great Southern Bank	Commercial Credit Analyst
John Paul Davis	johnpauldavis793@gmail.com	4174151649	SRC Heavy Duty	Tool Inventor
Josh Longanecker	Josh.Longanecker@jamesriver.church	3146083745	James River Church	Pastor
Kimberly Hammons	gintwkim@yahoo.com	4178449661	Board Member	
Lisa Odom	lodom@coxhealthplans.com	4178394192	Cox Health Plans	CFO
Margo Spilde	margospilde@gmail.com	8165190979	Keller Williams	Realtor
Missey Hayward	MHayward@sfcbank.com	4173432980	BancCorpSouth	Community Development
Phil Costello	phillycostello@gmail.com	8134420092	Link One Solutions	Ingredients Trader

# Organization Chart of Victory Mission + Ministry



## Board of Directors Self-Evaluation Questions

1. The board operates under a set of policies, procedures, and guidelines with which all members are familiar.
2. The Executive Committee reports to the board on all actions taken.
3. Standing committees of the board meet regularly and report to the board.
4. Board meetings are well attended, with near full turnout at each meeting.
5. Nomination and appointment of board members follows a clear established procedure using a known process and criteria.
6. Newly elected board members receive adequate orientation to their role and what is expected of them.
7. Each board meeting includes an opportunity for learning about the organization's activities.
8. The board fully understands and is supportive of the strategic planning process of the ministry. (Decision making framework – share the gospel, revelation, reconciliation and restoration.)
9. Board members receive meeting agendas and supporting materials in time for adequate advance review. (Executive Director report, financial report, key topic info)

## **Board Elections and Officers**

1. Board elections are held by the Nominating Committee
2. Board members are responsible for reviewing the candidates
3. Board members are presented a ballot and need to vote for the officers each feel would serve the Board of Directors the best

### **Election Process for Officers/Executive Committee**

1. Nominating committee and executive committee will review obligations with potential board members by greatest need for board compliment
2. Personal invitation to explore and pray about being on the executive committee as an officer of the Board of Directors
3. November or December Nominating Committee reviews all interested candidates and produces a ballot for the upcoming Board Meeting
4. Candidates are selected (by closed ballot if necessary)
5. Welcome the new board officers

# Other Documents to be added

1. Process and timing of review of Policies & Procedures

Updated by (Next Person): Date  
Updated by VM ED: Feb 14, 2022