



General Job Description for All ECD Board Members

Meetings

- All Board members are expected to attend 2 regularly scheduled Board meetings each year. Travel days are Tuesday and Saturday. The Board meets Wednesday through Friday.
- Board members must know how to use a computer and be comfortable with e-mails, video meetings/calls, and file sharing.
- The Board has monthly on-line video meeting (Zoom) for 2 hours. Attendance at those meetings is required unless you have an emergency. It may also hold occasional meeting where non-Board ECD members or guests may speak to issues of interest to them or their local congregations.
- Board members are normally expected to be available to attend General Convention every 3 years. This does not necessarily mean that every Board member will attend; the Board will decide which member(s) should represent the ECD at General Convention.
- The Board may assign one or more of its members to represent the ECD at Episcopal Church meetings and functions, or at meetings or functions of various ecumenical groups.

Other Duties

- A Board member is usually chosen to represent the ECD at ordinations of clergy who will minister with deaf people, at golden jubilees of ECD clergy, and at funerals of ECD clergy (and occasionally funerals of clergy spouses).
- At the discretion of the Board, 1 or 2 goodwill visits may be made each year to ECD congregations. These visits are usually made by Board members selected by the Board.
- When a diocese or parish requests help in establishing a ministry with deaf people, or in addressing a problem within an existing ministry with deaf people, or in filling a clergy vacancy in such a ministry, the Board may send one of its members to represent the ECD in helping with such planning or addressing such problems.
- The Board may assign its members such other duties and projects as seem necessary for the work of the ECD and the spread of the ministry with deaf people within the Episcopal Church.
- A Board member is usually chosen to be responsible in whole or part for the recruitment and training of new workers in the ministry with deaf people, including the oversight of seminarians.

Financial Aspect of Board Membership

- The expenses of travel to and from Board meetings and ECD Conventions will be reimbursed to each Board members by the ECD upon presentation of proper receipts. Airline travel will be at the Coach level unless pre-approved by the Board. Travel by car is paid per mile at the approved rate decided by the Board. Bus and train travels is also reimbursed by the ECD. Meals en route will be reimbursed with proper receipts.
- The ECD will pay for sleeping accommodations and meals for ECD Board and Conventions meetings, and for Convention registration fees, for all Board members.
- Normally, when a board member makes a trip at the request of the Board to represent the ECD at a meeting, a function or a parish visitation, expenses will be reimbursed as above. Hotel and other sleeping accommodations will be similarly reimbursed.
- Other necessary expenses for such trips, such as the use of interpreters, supplies, shipping costs for ECD property and the like, will be reimbursed as decided by the Board.

Revised 2021