



Highpoint Church Geno Strong Steering Committee Position Descriptions

The key to growth and long term success for the Geno Strong Memorial Fund will be dependent upon good committee leadership long after the founding committee, people who remember Geno's ministry and family members are gone. The following reasons now require the steering committee to have specific roles and responsibilities.

- **Size and scope:** After the fund exceeded \$50,000 in principal, it now involves too many moving parts to be managed by the official Board.
- **Accountability:** To provide the extra manpower needed for internal and external accountability. The fund seems to be gaining potential to have more external donors than internal ones. To invite future donors, we will need to be able to show that the fund has structure, defined roles and responsibilities, and accountability systems set in place.
- **Sustainability:** The key to growth and long term success for the Geno Strong Fund will be dependent upon good committee leadership long after the founding committee, people who remember Geno's ministry and family members are gone.
- **Clarity:** To give committee members clear and defined roles to function as a team.
- **Leadership development:** The fund's size, scope, demand for collaboration and fair decision-making, and church wide appeal makes it a wonderful training ground for future Highpoint leaders.

In accordance with motion #D-17-82 of Highpoint Church's official board of deacons, the Geno Strong Memorial Committee shall consist of at least four (4) people. At least four committee members shall be appointed to serve as chairperson, secretary, investment analyst and treasurer with other at large members. The committee will have the following responsibilities.

A. **Chairperson.** The chairperson shall give leadership to the committee its task and agenda.

1. **Vision:** Work with other committee members to protect and ensure that the fund does not drift from its original purpose, focus and adopted guidelines.
2. **Integrity:** Protecting the fund from being unduly influenced by personal bias, student favoritism or personal relationships in the selection of applicant scholarships.
3. **Collaboration:** Work with and through the other committee members to communicate and function as a team where every member is informed and communicates through the group email: genostrong@highpointchurch.us.
4. **Meetings:** Assist the group in chairing meetings, setting meeting schedules and agenda as well as emailing them out beforehand so the group can come to the meeting having thought about issues and ready to collaborate.
5. **Briefing:** To brief Highpoint Church's Lead Pastor about all committee findings, recommendations or board action needed at least two weeks prior to Highpoint's monthly deacon meeting.

6. **Liaison.** Work with the Lead Pastor and the Roncone family regarding the annual church offering, promotional opportunities, fund raising and the families maintenance of the www.genostrong.com website.
7. **Review:** To lead the group in accomplishing the following tasks.
 - Email reporting, discussion and electronic voting
 - At least four (4) in-person meeting a year with an agenda emailed prior to the meeting. Additional interaction can and should be done through group email.
 - Annual review/initiation of the committee guidelines
 - Annual scholarship emphasis or priorities (need based, development based, recognition based , number of external scholarships for others churches or a combination of all)
 - Scholarship deadlines (applications, investment income and fund disbursements)
 - Full collaboration with Highpoint's student ministries pastor
 - application process and recommendations.
8. **Vacancies:** Keep the Lead Pastor apprised of any committee vacancies so he may make recommendations to the official board of deacons for possible replacements. All possible candidates will need to be vetted and reviewed before appointment by the official board.

B. Secretary. The secretary shall keep an accurate record of group decisions and actions.

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2. **Integrity:** Protecting the fund from being unduly influenced by personal bias, student favoritism or personal relationships in the selection of applicant scholarships.
3. **Collaboration:** Work with and through the other committee members to communicate and function as a team where every member is informed and communicates through the group email: genostrong@highpointchurch.us.
4. **Minutes:** Write minutes reflecting committee meetings, motions, electronic votes and recommendations to the board. They should be done in the same style as Highpoint Church's official board minutes and then submitted to the committee for approval before forwarding on to the Lead Pastor.
5. **Report of past action:** Report back to the committee on all motions and group decisions to make sure actions are followed through and reported in the next meeting.
6. **Guidelines:** To be the custodian of all approved guidelines, minutes and applications as well as submit them to the board for review and update at least once annually.

C. Investment Analyst. The investment analyst shall enlist and vet future investment opportunities.

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3. **Collaboration:** Work with and through the other committee members to communicate and function as a team where every member is informed and communicates through the group email: genostrong@highpointchurch.us.
4. **Research:** Study possible investment opportunities, interview prospective investment representatives on behalf of the committee and maintain a prioritized list of investment opportunities so the committee can mobilize available funds as soon as possible.

5. **Reporting:** Update the existing excel documents on a quarterly basis to reflect previous and new investments locations, balances, disbursements and projections. The report should be emailed to the entire group at least four (4) times a year or when requested by the committee chairperson, church administrator or lead pastor.

D. Treasurer. The treasure shall keep accurate financial records for reporting and accountability.

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2. **Integrity:** Protecting the fund from being unduly influenced by personal bias, student favoritism or personal relationships in the selection of applicant scholarships.
3. **Collaboration:** Work with and through the other committee members to communicate and function as a team where every member is informed and communicates through the group email: genostrong@highpointchurch.us.
4. **Records:** Keep a record/copies of funding reports and financial statements related to the fund. This will require electronic collaboration with Highpoint Church's church administrator to make sure funds are received and expensed in accordance with church policy.
5. **Annual Review:** Collaborate with the investment analyst, church administrator and chairperson to periodically review every fund transaction to ensure funds were posted appropriately and that the appropriate amount of interest income was reapplied to the principal.
6. **Reporting:** To prepare a short one page written financial summary report to the committee and Highpoint Church's board of deacons. The report should be submitted to Highpoint's executive administrator before the monthly meeting of the deacon board. In addition, all necessary documents related to the GenoStrong fund for year end audit/review should be gathered by the Highpoint Church accountants.
7. **Accountability:** Ensure that all Scholarship monies awarded have been processed to the proper entity and report back to the committee.

E. Member at Large. Members at large will assist with other tasks as needed.

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3. **Collaboration:** Work with and through the other committee members to communicate and function as a team where every member is informed and communicates through the group email: genostrong@highpointchurch.us.
4. **Assist:** Participate in meetings and assist with other tasks as assigned by the committee chairperson.

Any changes to these responsibilities would need to be reviewed and approved by the church administrator.