

Duties and Responsibilities of Southern Maryland Emmaus Board Representative

The Southern Maryland Emmaus Board Representative:

- Is a member of the Board of Directors or may be a recent past board member (*Handbook*, p. 46).
- Should not serve in any other role on the weekend. However, “common sense in an extreme emergency should rule” (Ilyse Johnson, Regional Rep).
- Adds a degree of quality assurance, to maintain continuity between Walks, monitors the weekend, observes problems to be avoided on future Walks, and learns of improvements that future teams could incorporate (*Handbook*, pg. 45).
- Ensures the Weekend stays within the guidelines of the Model set forth by the Upper Room Emmaus.
- Is available before the three days to answer questions and give direction to the Lay Director and Spiritual Director. He or she participates in all team meetings.
- Acts as liaison among the various board committee chairpersons in delivering information and items for the three days to the appropriate person (*Directors’ Manual*, p. 39)/
- Serves as an advisor to the Weekend Lay and Spiritual Directors in the event that an opinion on procedure is required or in the rare circumstance that a Weekend Lay and/or Spiritual Director violates the trust of the Board of Directors by steering a Walk in a direction of their own choosing (*Handbook*, p. 45).
- Functions only in a low-key support role among the team members and sits at the back table (leader’s table) throughout the event to observe all that happens in the conference room (*Handbook*, p. 46).
- Should have at hand during Teaming and the Weekend the Directors’ Manual, local Board policies, and other necessary documents for reference.
- Present at the Team Evaluation meeting, which is called by the Weekend Lay Director, collects the evaluations, and writes a report for the Board. The report includes overall comments made by the team and concludes with recommendations to the Board.

- Provides Board training for the team, as outlined by the Board.
- Board Representatives from the last set of weekends coordinates the Fourth Day Seminar.
- The Board Representative of each Walk will be responsible for obtaining pilgrim and team rosters within two weeks of a completed Walk taking into consideration any relative changes, i.e. name corrections, removal of any one who did not complete the Walk, etc. Final rosters are then forwarded via email to the Database Lead and the Historian, with a cc to the Communications Director.
- The Board Representative will bring the Walk photo to the next Board meeting to hand over to the Historian.

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