

## **OUTSIDE BOARD REPRESENTATIVE**

The Emmaus Community Board of Directors makes sure at least one member of the board is on the (outside) team for each Walk in order to provide an added degree of leadership, quality assurance and to maintain continuity between Walks. The Board Representative monitors the weekend, observes problems to be avoided on future Walks, and learns of improvements that future teams could incorporate. The Board Representative is also present to serve as an advisor to the outside teams.

The Board Representative is not present to direct all outside Walk activities but is to provide leadership and guidance when required and when counsel is sought. The Board Representative is to function in a Low-Key support role among the team members.

The Outside Board Representative gender is not relevant to the walk. Board leaders should explain to potential board members the possibility that, if elected, they will need to take a turn serving as a Board Representative on a Walk. In a circumstance where no board member is available to serve in this capacity, a recent past board member familiar with the Upper Room model of The Walk to Emmaus may be asked to serve. For a board that plans ahead, these instances will be rare and infrequent.

The Board Representative is required to submit a written report to the Board at the first board meeting following the walk. Outline relevant and useful information explaining any improvements needed and problems encountered.

### Responsibilities of Outside Board Representative

1. Before the team meetings, pray for the team, pray for the pilgrims.
2. Coordinate your roll at Team meetings with the Lay Director, making sure clergy and music are covered for meetings with help of Board Directors over those areas. You will be assisting team development in leading the Training, Agape making and any other Fellowship activities while the inside team is split off.
3. Make a copy of all outside job descriptions to use in training period of team meetings. These are available on the LWE website under Support Team Information.
4. Discuss reservations and cost of housing, meals, team fees and collect from outside team members. Give money and reservations to the Registrar for them to set up appropriately for the Walk weekend
5. Assist the Registrar, Housing and Kitchen Committee Chairpersons if needed to confirm the total number of meals to be served at each mealtime as of the last team meeting and reconfirm at close of Sponsor's Hour.

Living Waters Emmaus Community of Alabama Inc  
Support Team Schedule

6. Make sure you have all supplies, needs, and cash, from Community Treasurer, for the weekend. see Supplies and Needs of the Board Rep.
7. Familiarize yourself with the Walk schedule. This allows you to plan ahead and be aware of potential problems.
8. Arrive early to become familiar with campgrounds and all used Walk areas.
9. Insure that setup is not having any problems, and there are no camp issues which need the Board Rep's involvement.
10. After Sponsor's Hour on Thursday night, you should be given a balanced sheet report of Housing and Registration finances, plus all the cash and checks received. You will be in possession of this until the time when you give it to the Community Treasurer. Any offerings collected at the Sponsor's Hour, Candlelight and Closing should be counted placed in an envelope with name of function and given to Community Treasurer also.
11. Attend Thursday and Friday night inside team meetings after Pilgrims go to bed.
12. Be aware of upcoming events (picture taking, Candlelight, Community and Pilgrims parties, etc.) and offer assistance only if requested or there is a problem.
13. Should be accessible and readily available at all times during the Walk. If not on site the 72 hours of Walk a substitute should be approved to cover hours away by the Board before walk weekend.
14. Know the weather forecast. If forecast is for potentially bad weather, see if any pre-arrangements need to be made. Use the weather radio as needed. In preparation for potential severe weather, thunderstorms, tornados, have the emergency lighting set up, make necessary phone calls, and plan for the evacuation if necessary. Stay in communication with ALD's and Camp Boothe Staff if emergency plan need to be implemented. **Candlelight will be held in the Gym if severe weather is forecasted.**  
Philip Johns – Camp Boothe staff 205-966-1162  
Joey Mojica – Camp Boothe staff 205-602-2444
15. Assist ALD's as requested.
16. Assist Agape as requested in securing walk picture from Photographer. Make sure you receive a packet with the walk picture and walk roster from Agape. Agape may also provide you with a list of items needed (i.e. large bags, medical supplies, etc). Give this list to the board person member for supplies.

Living Waters Emmaus Community of Alabama Inc  
Support Team Schedule

17. The Takedown Committee may ask you to take possession of the Technology Tubs if the board member in charge of the tubs is not at the camp on Sunday afternoon. Please make arrangements to get the tubs to the board member who will then store them at home until the next walk.
  
18. Be the last person to leave the camp on Sunday afternoon after Closing to ensure that any Outside Committee responsible for cleaning and/or returning supplies to storage (i.e. Takedown, Agape, Worship, Food Service, Kitchen, Closing, Closing Refreshments, etc) have completed their assigned tasks and the camp is returned to pre-walk condition. Help assist if needed removal of any perishable food items and their donation to the camp or other worthy charity.

Board Representative Supplies and Needs:

1. Both Reps need Inside and Outside Up-to-date Walk schedules
2. Both reps need an up-to-date Pilgrim's listing which includes:
  - a) Pilgrim's name
  - b) Camp room number
  - c) Sponsor's name and number
  - d) Emergency name and number
  - e) Any medical needs
3. Both Reps need Team roster with phone numbers and committee assignments.
4. Outside Rep Needs:
  - A list of phone numbers of Board members and Outside team committee members to call if there are "NO Shows".
  - Local Police and Fire Department Numbers
  - Access to and knowledge of, our emergency plan and emergency lighting and weather radio.
  - "anytime" Camp contact numbers
  - Cash for emergency or Walk needs by the Community Treasurer. Receipts and remaining cash will be returned to the Treasurer at end of Walk.

**DeColores!!**