

Approved July 2009

Section IV

GUIDELINES FOR OFFICERS COMMITTEES AND COUNCILS

OFFICER ELECTION/APPOINTMENT

Honorary Corporate Chairperson – The Honorary Corporate Chairperson is a title bestowed upon our founder, Joyce Bauer, in perpetuity with neither duties nor remuneration. Thereafter, the position will cease to be an office.

REGIONAL OFFICER APPOINTMENT

When an officer of a Region is no longer an APA member, and when a Regional Nominating Committee does not exist, the National Officers will appoint a slate of Interim Officers in the region until the Regional Conference is held. During the next Regional Business Meeting, the National Officers will present the slate of Interim Regional Officers to the regional membership for their approval.

In the event a new region is formed, all officers must be elected at the same time. When a new region is formed or an inactive region is reactivated, all officers must be elected with the President and President-Elect elected in even years and the Treasurer and Secretary elected in odd years.

[SEE ALSO SECTION 1, POLICIES & PROCEDURES, FORMING NEW REGIONS]

REMOVAL FROM OFFICE

National: If after 6 months of unsuccessful guidance and documentation, said person has not fulfilled their duties the person will be notified of the neglect of responsibility by letter from the highest ranking office, with 2/3 approval of the National Executive Committee, (if it is the president, the Immediate Past President would write the letter) asking the person to address the issues and make improvements. After 30 days, if no improvement has taken place, the person will be notified that they will be replaced and the replacement process will be initiated, as outlined in Article V of the APA Bylaws.

Regional: Same procedure as above, but the National Executive Board must be notified of the procedure immediately. If after 6 months, the region is unsuccessful in correcting the situation, the National Executive Board has the right to step in and handle the situation accordingly.

OFFICERS' DUTIES

NATIONAL OFFICERS - Officers of the association shall be: President, President -Elect, Immediate Past President, Treasurer and Secretary. Members can serve in only one elected or appointed position at the National level and only one elected or appointed position at the Regional level concurrently.

PRESIDENT

President shall be elected in even years
Shall serve one (1) two (2) year term

Will be reimbursed expenses from the National Treasurer in the amount specified in the annual budget to attend the National Conference where the National Business Meeting will be conducted.

Each National President should keep a three ring binder which would include a minimum of the following plus all other reports, recommendations that would be deemed helpful:

- Executive Committee Listing including all appointed chairpersons
- Minutes of the past two year's Regional/National Meetings
- Agenda for both Executive Committee Meeting and Business Meeting
- All Guidelines for Hosting both Regional and National Conferences
- A copy of the last two year's financial statements including the Regional/National Conference financial reports
- A current copy of the Policies and Procedures
- A current copy of the National APA Bylaws
- Other items as deemed important
- A copy of the Hotel Contract where last Conference was held

This notebook shall be passed on to the next elected National President to be used as a resource within thirty days of the newly elected President taking office.

PRESIDENT ELECT

President-Elect shall be elected in even years
Shall serve one (1) two (2) year term.

Will be reimbursed expenses from the National Treasury in the amount specified in the annual budget to attend the National Conference where the National Business Meeting will be conducted.

- Is a member of the Executive Board and the Executive Committee, has voice and vote.
- Is the liaison to the Communication Committee
- Chair of the Nominating Committee
- Chair of the Bylaws Committee
- Serves as a member of the Personnel Committee
- Immediately following the National Conference submit and updated Executive Committee list to all Executive Committee members and to the website manager.
- Request and follow up on Quarterly Status Reports which are due January 15, April 15, July 15 (reported at the National Conference), and October 15.
- Request suggested changes to the Bylaws and P&P as outlined in Section XIII of the Bylaws.
- Assist the President as requested
- Notify Presidents 2 years in advance of hosting the National Conference
- Review all minutes, track and follow up on outstanding items of business

IMMEDIATE PAST PRESIDENT

- Will serve as advisor on the Executive Committee for two years, or until there is a new immediate Past President.
- Will serve as chair of Personnel Committee
- Will attend the Executive Board, Executive Committee and Planning meetings
- Will be reimbursed expenses from the National Treasury in the amount as specified in the annual budget to attend the National Conference where the National Business Meeting will be conducted
- Responsible for all communication, preparation and all arrangements for the presentation of APA at the Biannual General Assembly

SECRETARY

Shall be elected in odd years

Shall be eligible to serve a second two (2) year term

- Will record minutes of all meeting (electronic or otherwise) and will distribute to all members of the Executive Committee within sixty (60) days for approval with the exception of the Annual Executive Board Meeting.
- Will send copies of National Business and Executive Committee minutes to the National Business Office for filing
- Will maintain five (5) years of minutes that are passed from secretary to secretary
- Will furnish the Host Committee minutes of both the Executive Committee and National Business Meeting to be duplicated and included in the packets of the members attending the National Conference
- Will handle correspondence as requested by the president.
- Will be responsible to house the lap top computer, printer and tape recorder and bring to each planning meeting and National Conference
- Will pass this equipment and secretarial records to the new secretary within 30 days of the end of their term
- Will be reimbursed expenses from the National Treasury in the amount specified in the annual budget to attend the National Conference where the National Business Meeting will be conducted.

TREASURER

Shall be elected in odd years

Shall be eligible to serve a second two (2) year term.

- Chair the Finance Committee
- Work with Executive Board and Finance Committee to develop annual budget. Strive to develop a balanced budget with a contingency plan for expenditures that exceed amounts budgeted, to be presented during the National Business Meeting
- Receive committee requests for budgeted items
- Make recommendations regarding investments to both capital and general funds
- Ensure that restricted funds should be kept restricted for the purpose for which they are given (such as scholarships)
- Communicate quarterly with Office Manager and National Officers
- Will be reimbursed expenses from the National Treasury in the amount as specified in the annual budget to attend the National Conference where the National Business Meeting will be conducted
- Make all deposits and disbursements for APA using appropriate accounts (includes

- calculating 40% of dues and sending to regional treasurers)
- Checks will be issued if an approved budgeted expense and accompanied by authorized check request and substantiating invoices/receipts.
- Reconcile checking and savings accounts monthly
- Send/email copies of membership renewal forms and certification forms to APA Office Manager
- Track accounts and funds using appropriate accounting software
- Prepare quarterly fund and budget reports and forward copies to the Executive Board.
- Issue monthly check to Office Manager upon approval of hours from Personnel Committee Chairperson.
- Send year-end 1099 to Office Manager by January 31 of next calendar year.
- Work with Executive Board to develop annual budget prior to national meeting and send proposed budget 30 days prior to the national conference to the Executive Board and Executive Committee.
- Complete and send IRS Form 990 by required deadline annually.
- Prepare year-end Balance Sheet, Income and Expense Report and Budget Report.
- Arrange for yearly outside audit. And submit report to the National Executive Committee at the National Conference
- Send approved budget to the Office Manager for distribution to the membership upon request
- Keep abreast of the financial condition of the organization and be in consultation with the National President and Executive Committee with any concerns.
- Submit a written audit report to the National Executive Committee at the National Conference.
- Authorize the selection of three (3) signatures on the APA bank account signature card.
- Coordinate orientation and training for new Treasurer in cooperation with the outgoing Treasurer during an agreed upon time during the National Conference.

When a new treasurer is elected, a period of eight weeks will be allowed for the transition to allow time for an audit to be performed prior to the transition.

REGIONAL OFFICERS

PRESIDENT

- Will communicate at least monthly with every member of your Executive Committee
- Will be a member of the National Executive Committee, the National Nominating Committee and serve as a member of one of the National committees
- Will be reimbursed from the Regional Treasury, funds permitting, to attend the Annual Meeting where the regional business will be conducted
- Will preside at the Annual Conference Regional Business Meeting
- Will prepare annual report posted on APA web site and sent to President for inclusion in the National Annual Meeting packet within 30 days of Annual Business meeting
- Will appoint committee chairpersons, upon beginning term of office and when a vacancy occurs

- Will maintain a list of current offices and committees: will disseminate same to Regional Executive Board, National Officers and Office Manager within 30 days of Regional Business Meeting or immediately after any changes occur
- Will serve as ex officio member of all committees except Nominating Committee
- Will chair the Regional Executive Committee
- Will assume other duties as they arise
- Will be available to promote the organization whenever and wherever possible
- Will reside in the boundaries of the region
- Will abide by the national policy and procedures manual. Create and maintain policies and procedures manual for your region, which will be reviewed annually with input by the regional officers. Each officer will have a copy of the policies and procedures manual obtained from the web site

Each Regional President shall keep a three ring binder which would include a minimum of the following plus all other reports, recommendations that would be deemed helpful:

- Executive Committee Listing including all appointed chairpersons
- Minutes of the past two year's Regional/National Meetings
- Agenda for both Executive Committee Meeting and Business Meeting
- All Guidelines for Hosting both Regional and National Conferences
- A copy of the last two year's financial statements including the Regional or National Conference Financial Report
- A current copy of the Manual of Operations
- A current copy of the National APA Bylaws
- A copy of the Hotel Contract where last Conference was held

This note book shall be passed on to the next elected President. All changes and corrections will be made prior to handing over the notebook. The notebook is to be handed off within 30 days to be used as a resource.

PRESIDENT-ELECT

- Will serve when the President is unable to serve
- Will serve as chairperson of the Nominating Committee
- Will serve on the Executive Committee
- Will serve on the Regional Conference Planning Committee
- Will be available to promote the organization whenever and wherever possible
- Will be reimbursed expenses to attend the Regional Conference where the business meeting will be conducted – funds permitting

IMMEDIATE PAST PRESIDENT

- Will serve as advisor on the Executive Committee for two years or until there is a new Immediate Past President
- Will attend the Executive Committee meeting

SECRETARY

- Will record minutes of the Executive Committee Meetings and Business Meeting and distribute to all Regional members and National Executive Committee with 60 days
- Will furnish the Host Committee minutes of both the Executive Committee and Regional Business to be duplicated and included in the packets of the members attending the Regional Conference

- Will send copies of Regional Business and Executive Committee minutes to the historian for filing
- Will send a copy of the minutes of the Executive Committee Meeting and Regional Business meeting to the National Office Manager and National President within 60 days of the regional conference
- Will handle correspondence as requested by the President

TREASURER

- Will be responsible for all accounting functions of the Association
- Will report in writing to the National Treasurer the results of the annual audit
- Will receive 40% of Association dues from National Treasurer
- Will serve on the Regional Host Committee
- Will work with the Regional Conference Host Chair to facilitate an effective procedure in accurately collecting registrations and associated fees for the Regional Conference, and to do so, if assigned
- Will receive all monies from the Registration Chairperson of the annual conference, make deposits, and pay bills within 10 days of submission
- Will prepare a written report and present it orally during the annual Business Meeting

When a new treasurer is elected, a period of eight weeks will be allowed for the transition to allow time for an audit to be performed prior to the transition.

The following persons will constitute the Regional Executive Committee:

- All elected officers
- The Immediate Past President
- All Committee Chairpersons

The Regional Executive Committee will meet annually prior to the Regional Business meeting. The Regional President will set the date and time of meeting.

COMMITTEES and COUNCILS

CERTIFICATION COUNCIL

The Certification Council is responsible for offering educational courses that allow members to gain expertise in all fields associated with their position within the Presbyterian Church (USA). The Certification Council regulates all courses offered by APA and is required to approve all courses offered in all APA regions. The Certification Council will hold electronic meetings throughout the year and minutes are included in their report to the National Executive Committee for approval.

MEMBERSHIP

Certification Council Chair

Shall be appointed by the National President in even years

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Certification Council Vice-Chair

Shall be appointed by the Certification Chair with the approval of the President during odd years.

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Certification Council Members

Shall be the Certification Chairs of the regions of APA

Shall serve a four year term

Shall be eligible for renewal

Shall not exceed serving eight years consecutively

[See Manual, Section III, Certification and Section 1 Policies & Procedures]

MEMBERSHIP COUNCIL

The Membership Council is responsible for the membership of the Administrative Personnel Association of the Presbyterian Church (U.S.A.)

The National Membership Council meets as a group to make recommendations and vote on membership matters. The council will hold electronic meetings throughout the year. The council will hold electronic meetings throughout the year and the minutes these meetings are to be included in their report submitted to the National Executive Committee for approval

MEMBERSHIP

Membership Council Chair

Shall be appointed by the National President in even years

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Membership Council Vice-Chair

Shall be appointed by the Certification Chair with the approval of the President during odd years.

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Membership Council Members

Shall be the Membership Chairs of the regions of APA

Shall serve a four year term

Shall be eligible for renewal

Shall not exceed serving eight years consecutively

[See Membership Handbook and Section 1 Policies & Procedures]

NATIONAL MEMBERSHIP COUNCIL CHAIR (NMCC)

- Will have voice but vote in only tie situations during membership meetings
- Will be member of the National Executive Committee
- Will be member of the National Executive Board
- Will hold electronic meetings throughout the year with the vice-chair preparing minutes of the meetings.
- Will provide guidance and feedback in determining the future of APA and its membership.
- Will immediately provide all records to the new Chair at the end of the term as National Membership Chair.
- Prior to the National Conference, obtain a list from the National Office Manager and Regional Chairs of members in good standing. Only those who are current with dues may vote at the National or Regional Business meetings.
- Will furnish the webmaster with updates to the membership section of the web page.

National Conference

- Will request recommendations from the Regional Chairs prior to the National Conference.
- Will request prior to the national meeting, names of regional membership chairs and/or their representative who will be in attendance.
- Will request up-to-date membership lists from all regional membership chairs by December 31 of each year.
- Will coordinate the annual membership meeting and leadership training class held at the National Conference.
- Will report to the National Executive Committee at their National meeting.
- Will write the membership report for the National conference registration packets

National Membership Vice Chair (NMVC)

- Will have voice and vote at meetings of the National Membership Council.
- Will serve as a member of the National Executive Board in the absence of the chair.
- Will be responsible for annual updates to the membership handbook.
- Will serve as recording secretary for the National Membership Council, which includes electronic meetings.
- Will submit articles to the APA National Newsletter.
- Will work with the National Treasurer to maintain accurate records of members with dues in arrears and submit changes to the Office Manager.

Regional Membership Chair (RMC)

Terms of Office

- Will be appointed by the Regional President during the odd years (2007 for a four year term).
- Term is eligible for renewal.
- May serve a maximum of eight years consecutively.

Duties and Responsibilities

- Will serve as a member of the Regional Executive Board

- Will report on goals and accomplishments at the Regional Executive Board Meeting
- Will submit names of new members to the Regional President to be recognized at the Regional Conference.
- Will communicate quarterly with the National Membership Chair.
- Will maintain the regional membership database and submit changes to the National APA Office Manager and National Membership Chair in a timely manner.
- Prior to the Regional Conference, obtain a list from the Office Manager of members in good standing. Only those who are current with dues may vote at the Regional Business Meeting.
- Will submit an article for Regional newsletter and keep the web master informed of changes to the membership section of the Regional website up-to-date. Are encouraged to submit articles to the newsletters of their regions' presbyteries and synods about membership in APA, all conferences and continuing education programs that have been planned for the region.
- Will work with the Regional Treasurer to maintain accurate records of members with dues in arrears and submit changes to the National Chair and National APA Office Manager.
- Will have voice and vote at Annual meeting.

REPORTS

Quarterly Committee Reports are due October 15, January 15, April 15 and July 15 (prepared for the National Conference) from the following committees:

- Bylaws
 - Certification Council
 - Communications
 - Life Membership
 - Membership Council
 - Personnel
 - Scholarship
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LIFE MEMBER COMMITTEE

The committee is responsible for communication with all life members of the organization. They are responsible for monitoring and approving scholarship requests and for soliciting funds to support these efforts.

Committee Chair

Shall be appointed by the National President
 Shall serve a two year term
 Shall be eligible for renewal
 Shall not exceed serving four years consecutively

Committee Members

Shall be two at-large members appointed by the chair with the approval of the President
 Shall serve a two year term
 Shall be eligible for renewal
 Shall not exceed serving four years consecutively

LIFE MEMBERSHIP CHAIR

- Main objective is to get Life members to actively participate in APA.
 - Shall assist other committees as needed
 - Keep current records on all APA Life members and communicate changes to National Office Manager
 - Obtain new Life member information from National Office Manager quarterly.
 - Submit articles to APA newsletter.
 - Correspond with Life members at least quarterly by e-mail or letter.
 - Design and implement a survey to be sent to current Life members then to new Life members as they receive this recognition.
 - At the National Conference, arrange a meeting with all Life members in cooperation with the Executive and Host Committees.
 - Report goals and accomplishments at the Annual National Executive Committee Meeting.
 - Urge Life Members to serve on APA National Task Forces and Committees.
 - Will use same guidelines as the Joyce Bauer Scholarship Fund in issuing scholarships from Life Member Scholarship Fund until Life Member guidelines can be established.
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PARLIAMENTARIAN

- Must possess a thorough understanding of Robert's Rules of Order and the ability to interpret those rules as needed.
- Ensure the process is utilized in all areas of APA business.
- Assist the President as needed during business meetings with correct procedures.
- Advise the President regarding order of business, etc.
- Assist the National Certification Chair during annual meeting as needed.
- The President will appoint a certified or licensed Parliamentarian for a two year term in even years.

NATIONAL CONFERENCE CHAPLAIN

- It is recommended that the Chaplain wear a type of insignia/pin which will make that person readily distinguishable from the other attendees.
 - The Chaplain will be responsible for all worship and devotional times, except for that which is led by a Minister of the Word and Sacrament.
 - The Chaplain will be available for emergencies.
 - The Chaplain may be asked to be available 24/7 during the time of the conference.
 - The Chaplain will check the message board regularly for special requests.
 - The Chaplain may choose to advertise specific times of availability Information for the hosting region:
 - The Chaplain should be introduced at the President's Reception and at the first breakfast of the conference.
 - The Chaplain's name should be placed in the front of every registrant's packet.
 - The hosting region should have available information for the chaplain on that state's laws regarding reporting cases of abuse.
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BYLAWS COMMITTEE

The Bylaws committee shall have the responsibility of soliciting changes prior to the National Conference and keeping the Bylaws up-to-date.

MEMBERSHIP

Committee Chair

Shall be the President-Elect

Committee Members

Shall have at least two at-large members appointed by the chair with the approval of the President.

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

COMMUNICATIONS COMMITTEE

The Communications Committee works as a team to provide APA with a professional image and keeping the lines of communication open to our members and potential members.

The national communications team is responsible for all APA national communications to members and for getting the word out about APA to all churches, presbytery, and synods. The national communication chair would be responsible for working with the national communications team to accomplish the following:

MEMBERSHIP:

Committee Chair

Shall be appointed by the National President

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Committee Members

Shall be at least two at-large members appointed by the chair with the approval of the President

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

- Redesigns of brochures and posting to the website
- The production and dissemination of APA material either in hard copy or electronically
- Creating fill in the blank forms for all APA form documents and provide on the website
- Taking initiative in making design changes for documents and finding ways to promote APA
- Any and all mailings
- The electronic distribution of information
- Creatively promoting future National Conferences via the website
- Updating all documents posted to the website i.e., officers list, regional officers lists
- The creating of long distance education in conjunction with the Certification Council Chair

- Quarterly email blasts to members, middle governing bodies etc.
- Creating a conference brochure template that regions may use when hosting a conference
- Selecting website host and making proposals when a new vendor is necessary

COMMUNICATIONS COMMITTEE CHAIR

- Will prepare a procedures manual including all functions of the communications team
- Work as a team (Newsletter Editor, Website Manager and Yahoo Email Manager) to develop a process for dissemination of information.
- Assist regions when needed to ensure the publication of at least one annual regional newsletter and post on website.
- Any changes to the current information on the website need to be sent to the Communications Chair who will coordinate with the website manager to effectively implement.
- Monitor links to regional websites and ensure that their information is updated in a timely manner.
- Establish communications team deadlines for the year.
- Ensure deadlines are met.
- Initiate creative ways to communicate about APA.
- Publish the National APA newsletter quarterly and post it on the APA website.
- Make arrangements to have the newsletter sent out electronically to members and mailed to others.
- Periodically review and update website design in conjunction with the website coordinator to make it visually appealing and user friendly.
- Communicate with regional presidents for regional events

NEWSLETTER EDITOR

- Establish deadlines for the year and communicate to the membership.
- Responsible for the accuracy of all communications content.
- Reminders about the upcoming newsletter deadlines are sent a few weeks before the deadline to all members.
- Gather information from National officers as well as Regional information from Regional Presidents.
- If there is any concern about appropriateness of the content in an article, the national officer who is responsible for the specific subject referred to in the article would be contacted for permission or clarity, this typically has been done via email.
- When newsletter is ready, a copy is forwarded to the National President for final permission to go to print.
- When permission is given, the newsletter is then forwarded to the National Office Manager for production and mailing.

YAHOO EMAIL GROUP MANAGER

The Yahoo Email Group Manager is responsible for approving messages before they are disseminated to the membership and potential members. Yahoo Email Group sends an email notification to the Manager when an email or potential member is pending. Emails are approved or rejected based on content. Potential members are allowed membership based on the status of their APA membership dues. Only current members of APA are allowed access to Yahoo Email Group.

Types of emails allowed:

- Prayer requests.
- Job searches or job opportunities pertaining to churches that have current members on staff, or from members that are current members (i.e., not emails from a member trying to find a friend a job).
- Emails from members of the National Executive Board (except joke forwards).
- Emails about upcoming conferences, updates to the website, etc.
- Other emails at the discretion of the National President/Executive Board.

Types of emails not allowed:

- Spam
- Forwarding of jokes
- Chain Letters
- Information that is not substantiated such as emails about viruses that have not been verified, or security issues that are "urban legends"
- Sales pitches.

The Yahoo Email Group Manager is responsible for updating the list of members when changes to email addresses come through the National Office Manager. The National Office Manager will send email updates and new member email addresses upon reception.

Process for upkeep & administration of Yahoo Email Group:

Log on to Yahoo!Groups at www.yahooqgroups.com with a user ID and password previously created.

Click on "Management" - this allows you to change group settings such as who can post to the list, whether emails go out automatically or are moderated first (this is the current setting and is the wisest way to keep only legitimate emails circulating on the list), etc. When new email addresses are provided, click on "members" then "invite members" then "add members". Be sure you remove any old email addresses under the "remove" function.

When a member responds to a message posted to the list, it goes directly to the author of the email they are responding to. This is a setting you can control under "management" if it ever needs to be altered.

WEBSITE MANAGER

- Post upcoming conference dates, locations, courses offered, etc. as they are received.
- Maintain a visually appealing and easy to navigate website.
- Responsible for the design and accuracy of web content.
- Ensure that all printable documents print on one page,
- Initiate creative ways to communicate information about APA.
- Any lists with names, addresses, etc. shall be received only from the National Office Manager.
- Post to the website any changes within 48 hours.
- Keep website registration dues current.
- Maintain communication with Presbychurch, our web site server.

CARING COMMITTEE AT NATIONAL CONFERENCE

If you are a Christian, you are a minister. Early Christians realized that they were called to minister because ministered and they were called to follow him. "For I have given you an example," he said, "that you also should do as I have done to you." (John 13:15)

While perfection in caring for people is not required, past experience has shown that a certain number of care related God-given gifts are required if one is to care effectively.

If You are a Christian Stephen Ministry

- It is recommended that members of the National Conference Caring Committee wear a type of pin or ribbon which will make those person readily distinguishable from the other attendees.
- The caring committee may choose to advertise specific times of availability.
- The Caring Committee members should check the message board regularly for meeting requests.
- The Caring Committee's function is to serve as a sounding board and try to resolve issues which occur at the National Conference.
- The Caring Committee will only deal with matters which have been put into writing. If the person or persons who wish to speak with the Caring Committee refuses, the matter ends. The Caring Committee will only deal with current issues.

Information for the hosting region:

- The Caring Committee should be introduced at the President's Reception and at the first breakfast of the conference.
 - A list of the Caring Committee's members should be placed in the front of every registrant's packet.
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FINANCE COMMITTEE

The Finance Committee is responsible for overseeing the finances of the organization. The Finance Committee is accountable to the National Executive Committee.

MEMBERSHIP

Committee Chair

Shall be the National Treasurer

Committee Members

Shall be two at-large members appointed by the chair with the approval of the President

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

FINANCE COMMITTEE CHAIR – TREASURER

- Work with Executive Board and Finance Committee to develop annual budget.
- Present the annual budget at the National Executive Committee Meeting.
- Receive committee requests for budgeted items and make recommendations to the National Executive Committee.
- Make recommendations regarding investments of both capital and general funds.
- Keep abreast of the financial condition of the organization and be in consultation with the National President and Executive Committee with any concerns.
- Recommend to the National Executive Committee the establishment of designated accounts, as required.

- The National Treasurer will make arrangements for an annual outside audit of the books of the National APA.
- Submit a written audit report to the National Executive Committee at the National Conference.
- Approve the selection of a "national" bank by the National Secretary for the purpose of banking funds within the locality of the National Treasurer; preferably a bank that will give accounts at "no charge" or where the minimum balance will produce a "no charge."
- Oversee the ACS Accounting software that will be used by each succeeding treasurer to provide uniformity,
- Authorize the selection of three (3) signatures on the APA bank account signature card.
- Coordinate orientation and training for new Treasurer in cooperation with the outgoing Treasurer during an agreed upon time during the National Conference.
- The Treasurer needs to work closely with the Finance Committee when National Funds are received. Instructions should be followed regarding "restricted" donations. These funds cannot be co-mingled with our General Fund. Rules must be established for the distribution of these funds by the Finance Committee.

THE PERSONNEL COMMITTEE

Committee Chair

Shall be the Immediate Past-President

Committee Members

Shall be the National President and President-Elect

Shall be at least two at-large members appointed by the President

- The Personnel Committee is responsible for all issues pertaining to employees of the organization.
- The Committee chair will be the Immediate Past President of APA. Others on the committee shall be the President, President-Elect and a minimum of two at large members appointed by the President during even years.
- The Personnel Committee is responsible for the hiring of all APA staff.
- The Personnel Committee shall have the responsibility of providing a method by which the job performance of staff can be objectively evaluated.
- The Personnel Committee shall create and annually review employee job descriptions and update as necessary.
- The Personnel Committee shall create a written report of the evaluations and salary recommendations which the Chair shall present to the Executive Committee prior to the Executive Session of the Executive Committee at the National Conference. The salary recommendations would become effective on January 1 of the following year.
- In the event of the resignation or termination of a member of staff, the Personnel Committee shall reevaluate the position and, if appropriate, recommend to the President and interim for

the position. The President shall appoint the interim, and the Executive Committee shall approve said interim.

- The Personnel Committee shall develop and Evaluation Form based on the job description of staff and includes these in the APA Policies and Procedures.
- The Personnel Committee shall create and utilize staff evaluation forms for performance review.
- The Personnel Committee shall solicit input from the Executive Committee on staff performance prior to the annual review.
- The Personnel Committee shall perform the annual reviews prior to the National Conference via telephone conference call, if possible. If no possible, the chair will conduct the review using the approved review form and submit a written report within 30 days of the review to the personnel Committee.

PERSONNEL COMMITTEE CHAIR

- Shall annually oversee the review of employee position descriptions and update as necessary.
- Shall maintain the Personnel files on all staff.
- Shall ensure that all staff provides monthly time sheets.
- Shall ensure that all staff provides a quarterly operating report listing accomplishments, opportunities and areas of concern.
- Shall write articles for the newsletter.
- Shall report on goals and accomplishments at the National Executive Committee Meeting and in Quarterly Status Reports.
- Shall schedule committee meetings at the National Conference and throughout the year via conference call or electronically.
- Shall serve as the manager of all APA staff.
- Shall coordinate the hiring of all APA staff.
- Shall oversee the development of evaluation forms based on the job description of staff and include these in the APA Policies and Procedures.
- Shall oversee the utilization of staff evaluation forms for performance review.
- Shall oversee the solicitation of input from the Executive Committee on staff performance through the use of the Performance Evaluation Form for the Executive Committee. This will be done prior to the annual review of staff.
- Shall oversee the annual reviews prior to the National Conference via telephone conference call, if possible. If not possible, the chair will conduct the review using the approved review form and submit a written report within 30 days of the review to the Executive Committee.
- Shall moderate the meeting during which the salary of each staff person is determined. Shall provide written position descriptions, compensation package and evaluation on all staff to the National Executive Committee.

HIRING PROCESS

- The committee shall review the position description and reevaluate the duties and necessity of any vacant position.
- The committee shall determine a time frame for the hiring of each staff position.

- The committee shall advertise the open position within the membership via email. The application form will be posted to the website and a yahoo message sent to all members advising them of the process and deadline date. Position openings will be advertised in the Newsletter. The committee shall send to interested candidates a copy of the APA Position Application indicating when it is due to the committee chair. Any applications received after that deadline will be returned to the applicant with a date received stamped on it.
- All applications will be sent to the committee chair and held until all applications are received and the deadline has past.
- The committee chair will provide electronically copies of all applications received to members of the Personnel Committee.
- The committee chair shall indicate on each application which committee member will be responsible for doing the reference check.
- The committee shall determine the best candidate for the position.
- The committee chair shall present the name of the selected candidate to the Executive Committee, either in person or via email, for their approval.
- Following the Executive Committee approval, the Personnel Chair shall offer the position in writing to the selected candidate sharing the terms of employment.
- The committee chair will also notify candidates who were not selected in writing at this time.

PERSONNEL COMMITTEE TIMELINE

- The following time line shall be adhered to by the Personnel Committee:
- January 15 - shall have reviewed and updated the staff position descriptions
- February 1 - shall send staff evaluation forms to the Executive Committee.
[Attachment A]
- February 15 - shall receive all staff evaluation form from the Executive Committee
- March 1 - after having compiled all the information from the performance reviews into a document for each staff person, shall send the documents to the Personnel Committee for their input. [Attachment B] Shall send to each staff person a copy of the Staff Self-Evaluation Form [Attachment C]
- March 15 - shall receive questions from the Personnel Committee that they wish answered during the review process of each staff member.
- April 1 - 15 - shall schedule telephone and complete telephone interviews of each staff member
- April 30 - shall send a copy of the staff review documents to each staff person for their approval and signature.
- May 15 - shall send a copy of each signed document to each member of the Personnel Committee.
- June 15 - shall have determined by consensus the salary adjustment for each employee.
- July -
- Shall schedule a committee meeting at national.
- Shall present a written report to the Executive Committee

[See also Personnel Committee Handbook]

SCHOLARSHIP COMMITTEE

Scholarship Committee is responsible for monitoring and approving scholarship requests and for soliciting funds to support these efforts.

Committee Chair

Shall be appointed by the National President

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Committee Members

Shall be two at-large members appointed by the chair with the approval of the President

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

SCHOLARSHIP CHAIR

- Provide financial accounting for scholarships to the Executive Committee at the National Conference.
- Submit articles to the newsletter.
- Plan a fund-raising event for the National Conference.
- Arrange a Committee meeting at the National Conference.
- Determine process for granting scholarships.
- A list of scholarships awarded will be sent to the National Treasurer for distribution of funds.

SCHOLARSHIP COMMITTEE

GUIDELINES FOR ISSUING A SCHOLARSHIP

- The name will be the Joyce Bauer National Scholarship in honor of the founding member.
- Eligibility requirements are current members of Administrative Personnel Association, but not a Life Member (Life Members have a separate scholarship application)
- Amount of each individual scholarship is \$100 to offset the cost of attending the National Conference. The number of scholarships awarded will be determined by the National Scholarship Committee on an annual basis.
- Priority consideration will be given to applicants attending the National Conference for the first time
- Financial need will be a consideration when an applicant does not receive or receives limited continuing education funds.
- Ordinarily scholarships will not be awarded to an applicant in consecutive years.
- Applicant shall indicate the amount of Continuing Education money they receive from their employer and indicate on the application form.
- Applicant shall indicate the level of certification they have completed and indicate on the application form.

NOMINATING COMMITTEE

The Nominating Committee is responsible for officer elections of the organization.

Committee Chair

Shall be the President-Elect

Committee Members

Shall be the President of each region of APA

- Should the office of President-Elect become vacant, the President will appoint an interim Nominating committee chairperson from within the Nominating Committee until a new person can be elected.
- In the case of Regional, members of the nominating committee (other than president-elect) will be elected by the membership during the Regional Business meetings. They will serve in three classes, for a three-year term, (i.e., Class of 2000, 2001, 2002). There will be two members in each class, not counting the president-elect.
- The committee will meet throughout the year about possible candidates to be nominated as officers.
- Prior to the National Conference the committee will select one nominee per vacancy following the guidelines specified in the Manual.
- The committee will prepare a written report for the Executive Committee meeting including their recommendation for each vacancy and provide biographical information to the members at the National Business Meeting. Once the Executive Committee approves the recommendation, the candidate is brought forth at the Business Meeting for vote by the membership.
- The committee will fill any vacancies occurring during the year with said candidate acting as interim, until a formal election may be held.
- The nominating process is thoroughly outlined in this Manual, Section IV, Guidelines below.
- The committee is responsible for filling the following positions:
 - President (even years)
 - President Elect (even years)
 - Secretary and Treasurer (odd years)

NOMINATING PROCESS

- January 5 the process begins for vacancies. A Yahoo message will be sent to the membership explaining the process and encouraging members to apply. Any dues paying member [dues must be current] may be a candidate for any open position or the member may put their own name in for consideration. Position description information will be included in a yahoo message for each vacancy along with a Candidate Recommendation Form. If a member recommends someone other than themselves, they must have permission from the candidate.
- February 1 The Candidate Recommendation Form will be available on the website for interested parties to complete and submit to the Nominating Committee Chair. All completed forms should be due to the Nominating Committee Chair no later than February 1. Anyone seeking a second term (i.e., Secretary/Treasurer) must also complete the form for processing.

- March 1 The Chair will compile all information received and a biographical paragraph from the nominated person including why they feel called to the position which will be shared with the committee electronically for discussion. Committee members will complete a Candidate Evaluation Form on each candidate and submit their information to the Chair by March 15. A summary of the Candidate Evaluation Forms received will be shared with the committee members for discussion.
- March 20 Chair will call for a committee vote electronically.
- March 25 The Chair will notify the committee by March 25 of the results of the vote; including the number of votes each candidate received.
- March 30 the committee must have the slate prepared by March 30.
- April 15 A final vote will be taken by the committee if needed.
- April 20 The nominee to be presented at the National Conference for election shall be notified no later than April 20. Those candidates who were not selected will be notified by letter at this time.

Note: The committee reserves the right to set aside the above timeline after March 1 in order to interview candidates face-to-face at the National Conference. If this process is determined the following will be implemented during the National Conference:

- Each candidate will have a designated time to meet with the Nominating Committee during the National Conference.
- The nominating committee will have an opportunity to ask questions of each candidate.
- The Nominating Committee will then cast their vote and recommend to the membership their choice for the position
- The committee will distribute information about the candidate to the membership.

Nominations From the Floor (effective 1/1/10)

Nominations from the floor shall be in made *following* the distribution of the printed list of the proposed nominee(s) by the Nominating Committee. The following shall occur for all nominations from the floor:

- The nominating committee shall interview all eligible candidates using the same methodology as for the proposed nominee.
- Each candidate will be provided a place to meet and talk with the committee upon request.
- Anyone wishing to be nominated from the floor will need to meet with the nominating committee *prior* to the election to go through the interview process.

STAFF POSITION DESCRIPTION

OFFICE MANAGER

Purpose: To ensure a smooth flow of accurate information and data to regions, officers, General Assembly, and any other body of the Presbyterian Church (U.S.A.) deemed necessary by the APA Executive Committee.

Accountability: The *Office Manager* is supervised by *the* Personnel Committee and is accountable to the National Executive Committee through that Committee. This is a 15-hour per week position.

Responsibilities: Database

Upon receipt of copies of New Member Applications or Renewal Forms from the Treasurer, shall update the APA database. Will check original application form with information entered into Access Database by Treasurer to ensure accuracy. Copies of the database shall be sent to the National Executive Committee quarterly for their review. This database should include all current members and Life Members, as well as the National Executive Committee.

Shall update and maintain a database of Presbytery, Synod, and General Assembly Executives, representatives of boards, agencies and governing bodies and churches with a membership of 500-.

Dues

In consultation with the Treasurer, shall send a dues renewal letter at the beginning of November. This letter shall be sent to everyone who has been a member within the past two years. It shall include a section for members to return to the Treasurer along with their dues.

Procedure for receipt of membership dues

1. Dues are sent to the National Treasurer.
2. The Treasurer shall copy the New Member Application or Renewal Form along with the check to be filed by appropriate region.
3. An Access file including Name, Address, City, State, Zip, Region and the amount of payment will be created as a deposit file by the Treasurer. This file will be forwarded to the Office Manager to prepare "Thank You/ Welcome Letters".
4. Upon receipt of the new member application form from the Treasurer, the Office Manager shall add new members to the database with all pertinent information and then send a welcome letter along with a membership certificate, a certification brochure and if available Regional and National conference brochures. Additionally, the Office Manager shall notify the Regional and National Presidents. For renewing members, the Office Manager shall send a letter of acknowledgement within thirty days as well as notifying the Regional and National Presidents.

A list of all members whose dues have been paid within the current calendar year shall be sent to each member of the National Executive Committee. A complete list of membership, including Life Members, shall be provided for inclusion in the packets for the National Conference. *On or* about December 1st, shall *notify the* Membership Committee Chairs *with the names of* members

who have not renewed their dues for the current year in order that they may follow-up with non-renewing members.

Brochures

Shall provide each region and the appropriate Division of the General Assembly and the Board of Pensions with all APA brochures and certification brochures.

Shall provide mailing labels for National Conference brochures or a one-week, forty hour Certification Event to the Host Committee. Shall include labels from both databases.

Shall keep APA brochures current. Shall print at least 5,000 brochures at a time and send a sufficient number of all new brochures to each Regional President or Certification Chair. Certification brochures may be duplicated.

Newsletter

Shall arrange for the APA newsletter to be printed twice a year during January and August and then shall mail them to all members, all prospective members, all presbyteries, synods, agencies as established in both databases.

Budget

Shall communicate with the Treasurer regarding expenditures and the amount of budget used to date.

Shall refer to the Treasurer and Finance Committee Chair all questions and/or inquiries of a financial nature.

Shall be reimbursed for budgeted expenses by submitting voucher and receipts.

Shall not be reimbursed for expenses outside of approved budget without prior action of the Executive Committee. All financial requests falling outside of budget must be made to the Finance Committee with copies to the Treasurer and Presidents.

Forms

Shall draft forms for biannual Salary Surveys (e.g. 2001, 2003, 2005), scholarship applications, certification applications, and evaluation of conferences and submit to National President, Scholarship, Certification and Host chairs for input and proof-reading

Shall compile Salary Survey and print the results for distribution to membership. National conference evaluations shall be tabulated and results sent to the Executive Committee and Host Committee for next National Conference within thirty days of the meeting.

Shall maintain a supply of certificates (for Certification, Honorary Membership, Life Membership and Recognition complete with stamped seals. Make these available to Executive Committee.

Other

Correspondence, including e-mail, shall be professionally written with careful attention given to grammar and spelling. Correspondence shall not contain slang.

Shall maintain office hours, regular office hours as approved by the Personnel Committee (Example, Monday, Wednesday and Friday, 8:30 - 1:30, or Tuesday and Thursday 9:00-

5:00) Hours will be included in all information that includes contact information for the Office Manager.

Shall respond to all telephone calls, e-mails and other written communications within one week. Shall use good judgment and make appropriate referrals to chairpersons of Committees of APA with names, addresses and telephone numbers.

Shall provide an annual written report to the APA Executive Committee and APA membership to be included in the National Conference packets.

Shall maintain a file on each region with minutes and information on regional conferences. This information shall be provided by Regional Presidents or their designated person to the Office Manager.

Shall annually print lists of membership by region and distribute to Regional Presidents and Certification Chairs for their use and for verification of accuracy.

Shall work with all committees as requested,

Shall serve as the General Assembly contact person for the APA booth rental, Shall arrange with the Treasurer for payment of the booth rental. Shall forward information to the APA member currently responsible for staffing the booth.

Other reasonable dues as deemed necessary by the National President, Executive Committee and Staff Consultant.