

**GEORGIA CHAPTER – PAUMCS
LEADERSHIP JOB DESCRIPTIONS/DUTIES/GUIDELINES**

The Executive Committee of the Chapter shall reflect the diversity of the membership. Elements of this diversity are age, race, gender, marital status, ethnic and cultural backgrounds, people with physically challenging conditions, and geographical locations.

I. PRESIDENT

A. Chapter

1. Provide guidance and leadership to all areas of the Chapter.
2. Provide continued correspondence and personal contact with the assigned area conference, district, agency, and local church offices.
3. Nurture and assist in any new area groups in your conference.
4. Respond in a timely manner to all concerns expressed by the membership.
5. Provide an article in each issue of the Chapter newsletter.
6. Appropriately represent the organization to members and their families in times of illness, death and crisis.
7. Appoint ad-hoc committees and positions as necessary.
8. Provide treasurer with voucher receipts for all expenses for reimbursement.

B. Annual Conference

1. Provide guidance and leadership to maintain established schedule.
2. Provide agenda for annual business meeting.
3. Preside at annual business meeting using approved Robert's Rules of Order.
4. While presiding, the president has no voice or vote, shall refrain from entering the debate of questions before the assembly, and shall extend every courtesy to the opponents of a motion.
5. Communicate with interested districts regarding future annual conferences.
6. Submit an oral report at annual business meeting including a written copy to the recording secretary.
7. Once the conference is over, the president, along with APOTY committee member, will send congratulatory letters to the Staff-Parish Relations Committee chairperson, the pastor, district superintendent, and bishop with which the new APOTY serves.

C. Executive Committee

1. Provide agenda, plan, and preside over all Executive Committee meetings or conference calls.
2. Correspond with all officers providing direction and suggestions between meetings.

D. Committees

1. Ex-officio member of all committees except Nominating Committee.
2. Receive copies of all committee correspondence.

II. VICE PRESIDENT

A. Chapter

1. Provide continued correspondence and personal contact with the assigned area conference, district, agency, and local church offices.
2. Nurture and assist in any new area groups in the North and South Georgia conferences.
3. Serve as a resource person to area groups and maintain regular communication with the area leaders.
4. Maintain a current record of all Chapter officers.
5. Maintain a current Chapter handbook.
6. Provide Chapter information for each annual conference.

7. Provide treasurer with voucher receipts for all expenses for reimbursement.
 8. Submit education information for newsletter and Conference coordinated mailing.
 9. Become the interim president in case of resignation or death of the president.
 10. Exercise all duties of the president if the president should be absent for a long period (except to change or modify rules made by the president).
 11. Resign if he/she does not care to assume the office of president.
- B. Annual Conference
1. Secure speakers and assist in all arrangements for their participation.
 2. Submit check request(s) for speakers and expenses with documentation.
 3. Present ahead of time information regarding conference with hours meeting CEU requirements to the Chapter PTS Committee for approval from the National PTS Committee.
 4. Assist the Publicity Committee in preparing the annual conference banquet program.
 5. Submit an oral report at the annual business meeting including a written copy to recording secretary and president.
 6. Purchase and present plaque to outgoing president at the annual conference banquet.
 7. Serve as the liaison with the site committee.
 8. Maintain current site guidelines.
- C. Executive Committee
1. Maintain GAC-PAUMCS goals, objectives and accomplishments.
 2. Perform such duties as may be assigned by the president.
 3. Preside in the absence of the president.
- D. Committees
- Ex-officio member of the Finance Committee and PTS Committee.

The vice president cannot fill vacancies where the bylaws state that vacancies shall be filled by the president.

The office of the vice president becomes vacant when the vice president assumes the office of the president and shall be filled as instructed by the Bylaws or authorized parliamentary authority.

III. RECORDING SECRETARY

- A. Chapter
1. Maintain files of all minutes of Chapter meetings and correspondence.
 2. Provide minutes of meetings and other materials to the archivist/historian.
 3. Maintain a Policies and Procedures Manual for Chapter officers and committees.
 4. Issue all calls or notices of meetings and write such letters as the Executive Committee may designate.
 5. Arrive early for meetings.
 6. Provide treasurer with voucher receipts for all expenses for reimbursement.
- B. Annual Conference
1. Receive reports from all officers and Standing Committee chairs.
 2. Record brief extracts from speeches, but make no comments of any kind, favorable or unfavorable.
 3. Indicate in the minutes the names of persons appointed to committees and notify all persons elected to any committee.
 4. Have for reference the minute book of the organization, copy of the Bylaws and Standing Rules, book of parliamentary procedure, list of members and committees, and list of unfinished business (provide a copy for presiding officer).
 5. Perform other duties as may be assigned by the president or Executive Committee.

C. Executive Committee

1. Record and transcribe the minutes of the Executive Committee meetings and provide copies to the Executive Committee members.
2. Serve as liaison for the archivist/historian.

GUIDELINES FOR MINUTES

The minutes shall be a record of what is done and not what is said. Minutes shall include

- A. Date, place, time of meeting, and those present (noting members as well as non-members)
- B. Name of person presiding
- C. Name of recording secretary
- D. All motions, adopted or rejected (withdrawn motions should not be recorded)
- E. The names of the persons making the motion and the second
- F. Points of order and appeals (sustained or lost)

IV. TREASURER

The treasurer is the custodian of the funds and receives and disburses them upon authority from the organization, Executive Committee or Finance Committee.

The Chapter shall authorize the medium by which bills are paid (by check or by cash, and by whom) and should either approve the budget or authorize the Executive Committee to do so. The treasurer can make all reasonable and necessary expenditures that have been included in the budget. Any expenditures requested that have not been previously budgeted for should get the approval of the Executive Committee.

A. Chapter

1. Deposit all Chapter funds in a financial institution determined by Executive Committee: reporting all receipts/disbursements quarterly/yearly, collecting vouchers, and properly filing vouchers.
2. Arrange for financial review annually.
3. Abide by the financial policies.
4. Notify the membership secretary of new memberships and renewals.
5. Make financial records available to the Finance Committee or Executive Committee upon request.

B. Annual Conference

1. Provide written and verbal financial report to general membership at the annual business meeting.
2. Acknowledge all gifts to scholarship funds.
3. Process all refunds.
4. Serve as registrar in collection of fees.

C. Executive Committee

Perform such other duties as may be assigned by president or Executive Committee.

D. Committee

Ex-officio member of Finance Committee.

V. MEMBERSHIP SECRETARY

A. Chapter

1. Maintain an accurate and current membership roster and provide reports as requested.
2. Process memberships, new and renewals.
 - a. In November, distribute reminders to total membership that dues should be paid

- by March 31st.
 - b. In March and May, distribute reminder notices to those who have not renewed.
 - c. Purge roster of those not renewing by July and distribute list of purged members to president.
 - 3. Provide a distribution list of current membership to Publicity Committee at appropriate times.
 - 4. Provide treasurer with voucher receipts for all expenses for reimbursement.
 - 5. Send new members packets immediately upon receipt of notification (welcome letter, membership list, Bylaws, Standing Rules and Guidelines, Code of Ethics, and scholarship information).
 - 6. Distribute membership roster by June 1 upon request (list updates in newsletter).
 - 7. Be responsible for membership campaign and promotion of membership in the organization in cooperation with the Publicity Committee.
 - 8. Provide new member information for newsletter.
- B. Annual Conference
 - 1. Provide verbal and written report of membership statistics to general membership at annual business meeting.
 - 2. Provide a handbook to each member.
- C. Executive Committee

Perform such duties as may be assigned by the president or Executive Committee.
- D. Committees
 - 1. Ex-officio member of Nominating Committee, Bylaws Committee.

VI. NEWSLETTER EDITOR

- A. Chapter
 - 1. Provide attractive, informative newsletters throughout the year to total membership and extended distribution list, to include but not limited to:
 - a. All GAC-PAUMCS members
 - b. All National PAUMCS officers
 - c. General Council on Finance and Administration representative to PAUMCS
 - d. The Cokesbury liaison to PAUMCS
 - e. Georgia Bishops
 - f. Georgia District Superintendents and
 - g. Conference leadership
 - 2. Set up and maintain an e-mail distribution list for sending electronic communications to participating membership.
 - 3. Submit news articles to the National PAUMCS editor, as needed.
- B. Annual Conference
 - 1 Report to general membership at the annual business meeting with a written copy to the recording secretary and president.
 - 2 Take/Gather photos for use in newsletter and other forms of publicity.
- C. Executive Committee

Perform such other duties as may be assigned by the president or executive committee.
- D. Newsletter Preparation
 - 1. Plan, compile, and generate story ideas, soliciting and writing articles, selecting artwork and/or photos.

2. Make certain copyright releases are secured before printing copyrighted materials.
3. Type, design, and lay out newsletter.
4. Distribute newsletter to all Executive Committee Members for proofing with a deadline date.
5. Edit proofed newsletter and distribute to membership and extended distribution list by stated deadline.
6. Provide treasurer with receipts for all expenses for reimbursement monthly, if applicable.
7. Advise membership secretary of all address changes.
8. Only blind copy email addresses when distributing the newsletter.

E. Committee

1. Work in cooperation with publicity committee.
2. Ex-officio member of publicity committee.

NEWSLETTER GUIDELINES

A suggested format includes but not limited to:

- a. President's article
- b. Vice president's article
- c. Treasurer's report (balances in accounts)
- d. Membership report and new membership information
- e. Member profile and/or area spotlight
- f. Inspirational article and/or pastor's article
- g. Deadline for receipt of information for next issue
- h. Upcoming conference information – National and/or State

VII. EXECUTIVE COMMITTEE

The Executive Committee shall:

1. Have a working knowledge of the Bylaws, the Standing Rules and the Guidelines.
2. Have at least three (3) meetings annually held in the spring, fall, and summer with the summer meeting being held in conjunction with the Chapter annual conference with a fourth (4th) meeting as necessary.
3. Plan and implement the annual conference.
4. Maintain appropriate records by each committee member and transfer to the successor at the annual conference.
5. Receive reports and recommendations from committees for review and/or approval.
6. Submit an oral report at annual business meeting including a written copy to the recording secretary.
7. Be required to attend all Executive Committee meetings and fulfill their responsibilities. Members who are unable to attend a meeting shall notify the president and submit a report for the business meeting from their area of responsibility. Continual absenteeism will result in replacement by the Nominating Committee with confirmation by the Executive Committee in accordance with Bylaws Article V, Paragraph F.

VIII. FINANCE COMMITTEE

A. Committee Responsibilities

1. Have a working knowledge of the Bylaws Article IX in its entirety and Article VI, B and G.
2. Prepare a proposed operating budget annually.
 - a. Solicit budget requests from all committees and officers.

- b. Project anticipated income through information provided by treasurer.
- c. Practice good stewardship in the allocation of all funds.
- 3. Monitor expenditures during the year to make sure they are in line with the budget.
- 4. Review and approve major expenses over \$250.
- 5. Solicit contributions for the Juanita Brannen Scholarship Fund.
- 6. Review quarterly the report of the treasurer.
- 7. Review the financial reports prior to the annual business meeting and present a statement of findings at the annual business meeting.
- 8. Make recommendations to the Executive Committee concerning annual dues in accordance with the Bylaws Article IX, C.
- 9. Provide treasurer with voucher receipts for all expenses for reimbursement.
- B. Chair Responsibilities
 - 1. Preside at all committee meetings; correspond with committee members throughout the year; maintain close contact with treasurer.
 - 2. See that proposed budget is sent to newsletter editor for review by the total membership thirty (30) days prior to annual conference.
 - 3. Present proposed budget at annual business meeting with a written copy to the recording secretary and the president.
 - 4. Review all requests for scholarship aid for Georgia Chapter Annual Conference, National PAUMCS Annual Conference or Certification as received from the Scholarship Committee.
 - 5. Review and approve vouchers from expenditures by committees.
 - 6. Submit a budget request.
 - 7. Member of Executive Committee.
- C. Ex-officio members: president, vice president and treasurer

IX. NOMINATING COMMITTEE

- A. Committee Responsibilities
 - 1. Have a working knowledge of the Bylaws Article V, VI, and VII in their entirety.
 - 2. Prepare a proposed slate of leadership positions for the consideration of the membership at the annual business meeting, conforming to the Bylaws and be responsible for evaluating the qualifications of those being considered.
 - 3. Provide biographical information on proposed slate of officers to membership through packets at annual conference.
 - 4. Fill any position, which becomes vacant during the year, confirming the position with the Executive Committee until the next annual business meeting.
 - 5. Solicit profile sheets from each member through the newsletter and membership secretary communications.
 - 6. Maintain current job descriptions of all leadership positions, making them available to total membership.
 - 7. Maintain history/record of past leadership.
 - 8. Provide and tabulate ballots when necessary.
- B. Chair Responsibilities
 - 1. Preside at all committee meetings; correspond with committee members throughout the year.
 - 2. Meet with the committee to prepare a slate of leadership. Contact those selected to determine willingness to serve.
 - 3. Present proposed slate of leadership to Executive Committee.
 - 4. In accordance with the Bylaws Article VII, A, see that proposed slate of leadership is distributed by the newsletter editor for review by the total membership 30 days prior to annual conference.

5. Present proposed slate of leadership at the annual business meeting with a written copy to the recording secretary and the president.
 6. Submit budget request to the Finance Committee by date specified.
 7. Provide treasurer with voucher receipts for all expenses for reimbursement.
 8. Member of Executive Committee.
- C. Ex-officio member: membership secretary

X. PUBLICITY COMMITTEE

- A. Committee Responsibilities
1. Have working knowledge of Bylaws, Article VI, D and G.
 2. Promote and publicize all events of the Chapter.
 3. Conduct annual membership campaign during the months of September-December.
 4. Coordinate, update, and maintain inventory of all promotional publications of the Chapter.
 - a. Membership brochure
 - b. Annual conference brochure, name tags, and logo in conjunction with the host site
 - c. Sample press release
 - d. Letterhead and envelopes
 - e. PAUMCS song
 - f. Welcome signs
 - g. Social media outlets
 5. Support newsletter editor and periodically contribute to and evaluate the newsletter.
- B. Chair Responsibilities
1. Preside at all committee meetings; correspond with committee members throughout the year.
 2. Submit report during annual business meeting with a written copy to recording secretary.
 3. Submit budget request to the Finance Committee by date specified.
 4. Provide the treasurer with voucher receipts for all expenses for reimbursement.
 5. Serve as a member of Executive Committee.
 6. Oversee promotion of the chapter at North and/or South Georgia Annual Conferences, to include reserving table and space; creating or updating display materials; and manning tables.
- C. Ex-officio members: president, newsletter editor, historian

XI. BYLAWS COMMITTEE

- A. Committee Responsibilities
1. Have a working knowledge and ability to interpret the Bylaws, the Standing Rules and the Guidelines.
 2. Receive and review written requests for amendments to the Bylaws, the Standing Rules and the Guidelines and submit recommendations to the Executive Committee for approval.
 3. Distribute proposed amendments to the membership in accordance with the Bylaws Article XIII, A.
 4. Review Bylaws, the Standing Rules, and the Standing Committee Guidelines annually and report to the annual business meeting.
- B. Chair Responsibilities
1. Submit a budget request to the Finance Committee by date specified.
 2. Submit report during the annual business meeting with a written copy to the recording secretary and the president.
 3. Provide a copy of the Chapter Bylaws to the National PAUMCS president for informational purposes.
- C. Ex-officio members: president, membership secretary

XII. ADMINISTRATIVE PROFESSIONAL OF THE YEAR COMMITTEE

A. Committee Responsibilities

1. Have a working knowledge of Bylaws Article VI, E.
2. The current APOTY will serve as chairperson of the Committee with the two most recent APOTYs as committee members
3. At the beginning of the annual conference, a time will be set aside for each attendee to complete a new sheet that will have information including scoring sheet, current information about attendee, and a paragraph statement about what working for the UMC means to them. The scoring sheets will be filled out and returned to a member of the APOTY Committee.
4. A meeting of the APOTY Committee will be held that evening to determine the three (3) highest scores from the sheets. The decision will be made at the meeting. In the event of a tie, the committee will interview each finalist as a tie breaker.
5. Note that the APOTY must be a member of the GAC-PAUMCS and previous APOTYs are not eligible. (However, after five (5) years have passed, previous APOTYs are again eligible for the honor and are reinstated.)
6. Once the conference is over, the APOTY Committee and the president will send congratulatory letters to the Staff-Parish Relations Committee chairperson, the pastor, district superintendent, and bishop with which the winner serves.

B. Chair Responsibilities

1. Prepare explanation of the selection process, present finalists with certificates, and present APOTY with plaque at the annual conference banquet.
2. Be responsible for purchasing plaque, flowers and certificate of recognition.
3. Send plaque to the new APOTY after proper engraving has been completed.

XIII. SCHOLARSHIP COMMITTEE

A. Committee Responsibilities

1. Have a working knowledge of Bylaws Article VI, F and G.
2. Publicize scholarship opportunities periodically.
3. Distribute scholarship applications and requirements to members upon request.
4. Provide recommendation(s) to Scholarship Committee chair regarding scholarship requests.
5. Serve as ushers at worship service during annual conference, count offering and present to treasurer for deposit.

B. Chair Responsibilities

1. Receive applications and distribute supporting forms to Scholarship Committee.
2. Notify treasurer of scholarship recipient(s), who will in turn make disbursement payable to appropriate organization and mail to scholarship recipient(s).
3. Submit a report at annual business meeting with a written copy to the recording secretary and the president.
4. Purchase supplies and prepare communion at the annual conference worship service.
5. Organize Scholarship Committee members to take up offering at the annual conference worship service. Count amount received and present to treasurer for deposit to Juanita Brannen Scholarship Fund.
6. Retain communion chalice and plate and have available for the annual conference worship service.
7. Within thirty (30) days after the Georgia PAUMCS Annual Conference, forward a list of scholarship recipients to new scholarship chair (as is applicable).

Funds for the scholarships are received from interest on the checking account, the worship service offering, and honorariums/memorials. The treasurer will send acknowledgements for contributions and notify persons/families of honorariums/memorials.

XIV. PROFESSIONAL TRAINING AND STANDARDS COMMITTEE

A. Committee Responsibilities

1. Have a working knowledge of all Bylaws.
2. Send proposed annual conference brochure to National's PTS Committee for approval at least ninety (90) days prior to Chapter's annual conference.
3. Complete certificates of attendance for Chapter's annual conference and distribute certificates to participants within thirty (30) days following the Chapter's annual conference.
4. Complete certificates of continuing education and distribute certificates to participants within thirty (30) days following the Chapter's annual conference.
5. Report to GCFA attendees for continuing education units and to maintain certification. Send a list of attendees to GCFA within thirty (30) days following the Chapter's annual conference.

XV. HISTORIAN

A. Chapter Responsibilities

1. Must be a member of the Chapter.
2. Maintain collections, for historical purposes, of photographs, annual conference notebooks, annual conference workshop information, annual conference banquet programs and other memorabilia in archival containers that are acid free, sturdy, space efficient and of uniform and manageable size and digital records.

B. Annual Conference

1. Provide displays at the annual conference from archived/historical collections as approved by the Executive Committee.

C. Executive Committee

1. Provide treasurer with vouchers and receipts for related expenses.
2. Perform other duties as may be assigned by the president or Executive Committee.

D. Ex-officio members: president, recording secretary, vice president

XVI. SUNSHINE

A. Chapter Responsibilities

1. Must be a member of the Chapter.
2. Send birthday card to Chapter members.
3. Send other cards, such as sympathy get well, thinking of you, etc., to the Chapter members when applicable.

B. Annual Conference

1. Provide a report at the annual conference on number of contacts made throughout the year.

C. Executive Committee

1. Provide the treasurer with voucher and receipts for related expenses.
2. Perform other duties as may be assigned by the president or Executive Committee.