

Florida Region of the Administrative Personnel Association

GUIDELINES

The following guidelines are to supplement the policies, procedures, and bylaws established by the Administrative Personnel Association, a national organization affiliated with the Presbyterian Church (U.S.A.). The Florida Region Executive Board adopts these guidelines effective May 2008, to be annually reviewed and amended as needed by the board. It is strongly suggested that in all matters, board members meditate upon Colossians 3:12-17.

¹²Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. ¹³Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. ¹⁴And over all these virtues put on love, which binds them all together in perfect unity.

¹⁵Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. ¹⁶Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. ¹⁷And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3:12-17 (NIV)

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President's Traditions for Regional Banquet

- Gifts for people heading up Host Committee. Coordinate with Host Chair. This person may want to do something special. The Chair may want to give out the gifts at banquet. If not, the Regional President can do it.
- Gifts for outgoing elected and appointed officers.
- Life Member Certificate presentation. The President needs go on line in the National Website to obtain a Life Membership application to fill out—trying to keep it a surprise for the receiver. Fill out the application and send it to the National Office Manager. Within a short time you will receive a certificate to present to the receiver at the Regional Banquet. You may want to get a cover for the certificate.

Grievance Procedures

- Read Colossians 3:12-17.
- Contact the member of the board with whom the grievance is via email (for your record) with your concern and a reasonable solution to the perceived problem.
- Allow two 2 weeks for the situation to be rectified, or for a timetable on when the situation can be rectified to be provided.
- If the problem persists, send a follow up email and copy the Regional President for informational purposes.
- Allow one week for satisfaction.
- If the problem is not rectified, contact the Regional President directly for support.

Presbytery Meeting Display Table Checklist

- Volunteer to staff the table during meeting hours
- Latest Regional Newsletter (no more than 2 months old)
- Latest National Newsletter
- Copies of the Certification Council Handbook
- APA Membership Application
- Padfolio to be raffled off during lunch using the minister's business card

Historian Guidelines

- Shall maintain scrapbooks which will include photographs, brochures of Conferences (Regional & National), and other materials of interest pertaining to these and other events in which the Florida Region participates.
- All our scrapbooks should be brought to our Regional Conferences. Only the most current scrapbook should be brought to the National Conference.

Membership Chair Responsibilities

- Receive membership rolls from National Office Manager and notify all those delinquent in dues for current year(s).
- Maintain a clean and current membership roll by updating the National Office Manager when a member leaves APA.
- Arrange a brief talk at presbytery meetings within the region annually to promote APA, have a table set up of APA materials related to membership, conferences or events related to this task.
- Communicate at least bimonthly with Regional President/Executive Board and as needed with the National Office Manager and National President.
- Implement plans to create a better sense of community within our membership.
- Communicate at least bimonthly with the National Membership Chair. She is your support liaison from the National Executive Board.
- Solicit/Encourage new members to participate in Executive Committees either Regionally or Nationally.
- Solicit new members by a yearly mailing in the Fall and again in late Winter to prospective members. This should include information on conferences and classes, along with a membership sign up form. A database with all churches in Microsoft Excel will be kept by the Chair for future uses.
- Coordinate with the National Membership Chair to process requests for organizing chapters.

Communications Chair Responsibilities

- Coordinate the bi-monthly newsletter. Include articles on APA and its purpose to generate interest in the Association and gain new membership.
- Coordinate the website design and maintenance, suggesting and eliciting improvements to be implemented by the webmaster.
- Submit articles on all Regional Conferences and Events of Continuing Education to National APA Communications Committee Chair.

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Scholarship Chair Responsibilities

The Regional Scholarship Chair is appointed by the President of the Florida Region in odd years to serve a two year term which is subject to reappointment indefinitely. The Scholarship Chair is a member of the Executive Board and shall participate in its deliberations and voting process. The Scholarship Chair shall submit an annual report by the requested deadline to be included in the reports to the regional meeting. The annual report shall include the number of scholarships awarded since the last report, the total amount of these awards, the amount remaining in the fund, but shall not include the names of the recipients.

Requests for scholarship funds shall be received by the chair and the information will be forwarded to the Executive Committee via email for consideration and response within a specified timeframe. When submitting scholarship requests to the Executive Committee for consideration, the Scholarship Chair will also provide information regarding any previous award to the member.

The Scholarship Chair will endeavor to have all members of the Executive Committee respond to award requests. Voting results will be reported to the Executive Committee by the Scholarship Chair and recorded by the Regional Secretary. Scholarship determinations will be reported to the applicants by the chair who will maintain a record of all scholarship awards. While compiling the vote, the chair will also make note of any concerns which would be of assistance should the guidelines be modified in the future.

The Scholarship Chair shall maintain the scholarship guidelines and suggest changes to the Regional Executive Board as needed.

Certification Chair Guidelines

- Will follow guidelines out outlined in the National Certification Council Handbook.

Certification Vice-Chair Guidelines

- Will follow guidelines out outlined in the National Certification Council Handbook.

Treasurer Guidelines

1. **January/March:** Checks arrive from the National Financial Secretary with our percentage of the dues to be deposited into our account.

***Important Note:** Treasurer must have backup paperwork before any check is written to an individual, company or organization. Treasurer should NEVER dispense a check without written documentation from the President or Board member.

2. **April/May:**

- A. Deposit incoming checks for conference registrations. Financial reports must be prepared for the Executive Committee for the May conference, usually due a few weeks before the conference. 1. General Fund Report/Scholarship Report, and 2. Proposed Budget Report.
- B. Scholarship Money - The Scholarship Chair may be receiving requests for monies from individuals for scholarships. The Executive Committee must approve all requests. After a vote from the Executive Committee, the Scholarship Chair will notify the Treasurer to whom the checks will be sent.
- C. Bring checkbook and a hardcopy of reports to Conference. Conference Chair may need checks made out to various people and conference expenses may need to be taken care of during the weekend.

3. **May/July:**

- D. ***See note above.** Pay check requests and/or bills resulting from May conference.
- E. Checks requested for National Conference: As voted by Executive Committee, pay the budgeted amount for stated officers' expenses to the National Conference. Any amount over and above designated budgeted amount must be voted on and approved by the Executive Committee prior to disbursement.

4. **July/December:**

- F. Usually, a deposit is requested from the Regional Conference Chair for the following year's conference in May. ***See note above.**

5. **Bank Signature Cards:**

- A. Any officer (President, President-Elect, Secretary, Treasurer, or Past President—if needed) may obtain signature cards when a change of officer has been made.
- B. The Account # is needed for the bank.
- C. When a new President is elected, the Immediate Past President turns over the debit card. The new President should also go to a local Bank of America branch have the bank update the email address on file for online banking, the passcode, and also the new President should select a PIN for the debit card that gets handed down from president to president. We don't get new cards, but at the very least there should be new PIN numbers.

Secretary Guidelines

The Secretary reports to the President for the Florida Region and is a voting member of the Executive Board. The Secretary is an elected position chosen in odd years from the general membership of the Florida Region and a paid and eligible member of APA. There are no requirements of completion in any Level of Certification necessary to hold this position.

The Secretary records the minutes of the regional Executive Board Meeting and the minutes of the regional Business Meeting at the annual regional conference typically held in May. It is imperative that the Secretary attend every Executive Board and Business Meeting during tenure.

The minutes are to be prepared and given to the Executive Board for review/approval within two weeks following the annual regional conference. When all the corrections/additions/deletions are completed the Secretary disseminates the minutes to the members of the Florida Region. This must be completed no later than June 15 for inclusion in the National Conference and Business Meeting packet which is typically scheduled in July. The minutes will not be approved by the regional membership until the following year at the next scheduled conference at the regular business meeting. Prior to each Florida Regional Conference the Secretary will furnish the Host Committee the previous year's minutes of the Executive Board and the Regional Business Meeting as well as the summary of actions taken between meetings for duplication and inclusion in the packets for the members attending the conference.

The Secretary will maintain a binder comprised of all previous minutes, which will be passed on to the succeeding Secretary within 30 days of their election.

Additional correspondence between the Executive Board members shall be kept throughout the year until it can be reviewed at the annual meeting and accepted into the records. The process for this shall be to maintain paper copies of all e-mail, which is the most effective communication tool. However, if any other written correspondence is distributed, a copy of that shall also be included in the record book. At the end of the year before the annual meeting all correspondence is compressed into pertinent details and recorded in a report attached to the previous year's minutes to be approved by the Executive Board and also by the membership at-large at the annual business meeting of the annual regional conference. Upon approval of both the minutes and the summary report and addition to the record book, the e-mails may be destroyed by shredding and/or burning. All other written correspondence shall become permanent documents in the records.

The Secretary will also correspond with membership as required by the President and Executive Board. The correspondence shall be professionally written using proper grammar and spelling avoiding slang terms and phrases. The Florida Region address shall be the Secretary's office and the National Administrative Personnel Association logo shall be used for stationery when preparing and distributing U. S. Postal Service correspondence.