

Section II

Policies, Procedures and Guidelines

Organizational Information

MISSION STATEMENT

The mission of the Administrative Personnel Association is to offer opportunities for professional development and personal growth for those called by God to serve as support staff of the Presbyterian Church (U.S.A.). We accomplish this by providing continuing education events for certification and occasions for fellowship, worship, spiritual nurture and prayer at National and Regional Conferences as well as at seminary sponsored training events.

THE PURPOSE

To improve the quality of professionalism in those offices that are usually the first point of contact with congregations, governing bodies, boards and agencies of our denomination.

To affirm the Ministry of the Lay Church Professional and recognize the importance of efficient office procedures and competent personnel who strive to provide a deeper commitment and understanding of the issues, polity, history and theology of our church.

TAX EXEMPT STATUS

APA, PC (U.S.A), Inc. is a nonprofit federal tax exempt organization (EIN 56-2041183). All contributions to APA are tax deductible. Each region should apply for a tax exempt status within each state of their region.

EDUCATIONAL OPPORTUNITIES

Certification Programs are offered annually at Regional and National conferences and seminaries. These courses provide training in at least thirty (30) areas of expertise. They are taught by either seminary graduates, persons certified as a Fellow in Church Business Administration or Church Administration, or Business Professional.

LIMITATION OF LIABILITY IDEMNIFICATION AND INSURANCE

An officer of the Corporation shall not be personally liable for monetary damages for any action taken, or any failure to take action, unless such officer has breached or failed to perform the duties of his or her office and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The Corporation shall purchase and maintain insurance on behalf of each officer against any liability asserted against or incurred by such officer.

RELATIONSHIP TO THE PC (USA)

APA is an association made up of those who are serving, or who have served, in an administrative capacity in the Presbyterian Church (USA), the Reformed Church in America, or the Presbyterian Church in Canada. It is related to the Office of Vocation (a joint office of the General Assembly Council and the Office of the General Assembly). A staff person related to this office is invited to attend APA Executive Committee.

**Covenant Agreement Between
The Office of Vocation, A Shared Ministry of
The General Assembly Council and
The Office of the General Assembly and
The Administrative Personnel Association (APA)**

The Administrative Personnel Association, Presbyterian Church (U.S.A.) (APA) is a national professional organization for all persons employed in offices of The Presbyterian Church (U.S.A.) and its boards and agencies. It is composed of nine regions, a national office with an office manager, is incorporated and tax exempt in the state of North Carolina (where incorporated.) The primary purpose of the APA is to affirm the ministry of the lay church professional by providing programs of continuing education leading to three levels of certification. These programs are offered at seminaries, PC (USA) governing bodies and APA conferences. Other purposes include spiritual growth and professional support. APA certified members are listed in the Directory of the General Assembly and are included in the Book of Order under **G-14.0741-44**.

APA and the Office of Vocation will covenant in the following manner:

The Office of Vocation will:

1. Provide a staff liaison, to attend National APA conferences at least biennially, be on the docket of the Executive Committee meeting and provide advice and assistance to both the Executive Committee and APA membership.
2. Provide resources, materials and policies that may be helpful to APA in its work such as personnel policies, sexual misconduct and Christian vocation materials.
3. Participate in the certification process by receiving the names of those who have earned certification and forwarding them on to the Office of the General Assembly and to the stated clerk of the presbyteries in which those persons labor.
4. Serve as a communication link between APA and the PC (USA) by promoting the organization actively on the web site, during events and conferences and with key constituencies.

Administrative Personnel Association will:

1. Provide brochures on all certification conferences, programs, memberships as well as other materials available through APA that includes annual minutes of the national conference, including financial reports to the staff liaison.
2. Make available to the PC (USA) all resources including newsletters announcing the events of continuing education, job descriptions, benefits and personnel guidelines upon request. APA coordinates with the Board of Pensions by inclusion of an update of benefits by a representative of the Board of Pensions. APA encourages all members to participate in the Benefits Plan of the Board of Pensions or some portion of it.

In partnership APA and the Office of Vocation will:

1. Work to increase diversity in its membership.
2. Advocate with local churches for a greater awareness of the ministry of lay church professionals of the church.

This Covenant, as herein written, is effective with ratification by the National Executive Committee of the Administrative Personnel Association (APA) and the Office of Vocation, a shared ministry with the General Assembly Council and the Office of the General Assembly, Presbyterian Church (USA). It shall be reviewed every three years, or at any time upon written request by either party. It is understood that nothing in this statement shall conflict with the Constitution and Bylaws of the Administrative Personnel Association, and with the Constitution and policies of the PC (USA), or the Book of Order.

This document describes a Covenant not a contract it is based on relationships and trust with specific responsibilities for both partners. It is agreed each party will assume sole responsibility for its own actions and the creating and signing of this Covenant does not hold either party legally liable for the actions of the other.

Carol McGinn January 5, 2009
Signature of APA President Date

Marcia C. Myers October 10, 2008
Office of Vocation Date

Revised on 6/11/08

BOOK OF ORDER MANDATE

G-14.0740

Other Certified Persons

Other certified persons have been called to service within particular churches, governing bodies, and church-related entities. These individuals endeavor to reflect their faith through their work and to strengthen the church through their dedication

G-14.0741

Organized Associations

To that end, groups of professionals have organized for community, support, and professional development. Several of these associations have entered into formal liaison relationships with the General Assembly entities. These groups include the Administrative Personnel Association, the Presbyterian Association of Musicians, and the Presbyterian Church Business Administrators Association and others.

G-14.0742

Certification

Certification is overseen and granted by the individual associations; the requirements for certification are reported to the appropriate body of the General Assembly Council.

- a) Members of the Administrative Personnel Association (APA) include secretaries, administrative assistants, bookkeepers, and support staff in church-related settings. Certification is granted by APA; the requirements for certification are approved by the Division of National Ministries. Requirements include attendance at association conferences as well as a total of forty hours of instruction in polity, in Reformed theology, in church history, and in one's area of expertise.
- b) Members of the Presbyterian Association of Musicians (PAM) include choir directors, organists, ministers, and other persons interested in the quality and integrity of music in the worship experience.
- c) Members of the Presbyterian Church Business Administrators Association include pastors and lay persons serving primarily as administrator in particular churches and church-related entities.

G-14.0743

Notification of Status

Names of those who have earned certification through these shall be transmitted to the Office of Certification in the Division of National Ministries, who will forward them to the Office of the General Assembly and to the stated clerk of the presbyteries in which those persons labor.

G-14-0744

Recognition by Presbytery

- a. The presbytery shall affirm the skill and dedication of these certified persons by providing recognition for recognition at presbytery at the time of their certification, asking them the constitutional questions in W-4.4003, and by inviting these employees to presbytery meetings, granting them the privilege of the floor.
- b. When the presbytery is satisfied with the qualifications of an applicant for a certified position in ministry in the church, a service of recognition shall be provided that shall include the constitutional questions (W-4.4003), using these words for Question i: Will you be a faithful Certified _____, teaching faith and caring for people, and will you in your ministry try to show the love and justice of Jesus Christ?

VOTING PROCEDURES

The National Executive Committee will vote on items prior to being brought to the membership at the National Business Meeting. The report of the Certification Council is presented for approval by the Executive Committee. In order to provide continued growth and administrative leadership, changes may be approved throughout the year.

These changes will be effective upon approval by the Executive Committee with notification to the membership.

The National Executive Committee has the authority to make recommendations as to dues increases or any other business which needs to be voted upon by the general membership or take such action as necessary in the interim between stated meetings; such actions to be ratified at the next stated meeting.

The membership votes on changes in dues structure, Bylaws and the election of National Officer

AMENDMENTS

Proposed amendments to the Bylaws should be submitted in writing to the National President-Elect (Chair of the Bylaws Committee) no later than 120 days prior to the National Business meeting. Proposed amendments will be mailed to the membership a minimum of 60 days prior to the National Business meeting and highlighted in such a manner as to be easily located within the document. The proposed amendments will be voted upon by the Executive Committee, prior to going to the Membership for vote at the National Business meeting. If there are changes to the proposed amendments as a result of the Executive Committee meeting, a revised copy of the proposed amended Bylaws will be distributed to the membership attending the National Business meeting. Any proposed amendments to the National Bylaws of APA must come before the membership present at the National Conference for vote.

BACKGROUND CHECKS

Effective October 2010, a background check will be performed on all National Officers. We strongly recommend that regions also adopt a policy of background check on all elected officers.

Administrative Personnel Association (APA)

Standards of Ethical Conduct

As a member of the Administrative Personnel Association (APA) of the Presbyterian Church (U.S.A.) I commit myself to the following standards of ethical conduct.

- Spiritual commitment to Jesus Christ and regard my work as a Christian vocation.
- Recognize the need for continuing professional education and training
- Be knowledgeable of the governing documents of the association and be committed to the mission of the association by
 - Uphold the bylaws, policies and procedures of APA and when in disagreement follow defined procedures for recommending changes
 - Communicate in a timely manner
 - Participate with other colleagues in organized efforts to share new knowledge and development in professional practices
 - Show professionalism to all those with whom I make contact on behalf of the association
- Maintain a pleasant attitude in meeting and communicating with people, treating each person as a child of God by:
 - Showing respect for each other, the moderator, work of committees and the voice of the majority
 - Refrain from personal attacks or embarrassing comments
 - Listen and respect all viewpoints
 - Focus on issues rather than personalities
 - Refrain from gossip and abusive speech
- Be trustworthy with confidential information.

The Standards of Ethical Conduct policy is reflected on the back of the membership application.

Failure to comply with the standards outlined herein will be subject to disciplinary action as outlined in the APA Manual of Operations, Policies and Procedures.

Signature

Date

Standards of Ethical Conduct Disciplinary Action

1. If an APA member is in violation of the Standards of Ethical Conduct, a written grievance should be submitted to the National President.
2. The National President in conjunction with the National Executive Board will determine from the facts presented if the investigation of the grievance should go any further.
3. If a decision is made to proceed, all parties involved, including the person or persons about whom the grievance has been leveled, will be given an opportunity to respond to the charges. The case will then go before the National Executive Committee to determine if any disciplinary action is required.
4. A copy of any written correspondence pertaining to this action will be kept in the files of the National President and the members' Regional President.
5. The outcome of the decision on the grievance will be communicated in writing by the National President to the member submitting the grievance as well as to the person or persons about whom the grievance was filed.
6. Following the dispensation of the case, every effort will be made by the Executive Committee to restore a peaceful, loving and forgiving relationship among all parties involved in the case. Further it should be noted that no discussion of the case by the parties involved – particularly those ruling on the disciplinary action – will be held outside the confines of the Executive Committee meeting(s).

Regions of APA

APA is divided geographically into nine (9) regions. All regions of APA are governed by the By Laws approved by the National Association.

<u>Florida</u> - State of Florida	<u>Northeast</u> - Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
<u>Greater Midwest</u> - Illinois, Iowa, Kansas, Minnesota, Missouri, Wisconsin	<u>Pacific</u> - Alaska, Nevada, California, Oregon, Washington, Hawaii
<u>Heartland</u> - Indiana, Kentucky, Michigan, Ohio,	<u>Rocky Mountain</u> - Colorado, Idaho, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming,
<u>Mid-Atlantic</u> - Delaware, District of Columbia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	<u>Southwest</u> - Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas
<u>Mid-South</u> - Alabama, Georgia, Mississippi, Tennessee	

The following lists represents the colors related to each Region. These colors will be used to identify the regions on their name badges.

Northeast – Red	Southwest – Blue	Mid-Atlantic – Turquoise
Heartland – Purple	Mid-South – Light Green	Rocky Mountain -- Gold
Pacific – Dark Green	Florida – Orange	Greater Midwest -- Burgandy

In order for a region to maintain active membership, it must send all dues to the National Treasurer, comply with the Guidelines created by the National Executive Board, and comply with the mandates as set by the Certification Council. Should a region fail to comply with the aforementioned, a written notification will be sent to the regional president and National Executive Committee outlining the area(s) of non-compliance and the region will have thirty(30) days to come into compliance. Should the region not come into compliance, the National Executive Committee may remove the region from the national organization. Should this occur, the individual members of the disbanded region may continue their membership and will be assigned to a region in close proximity of their home.

FORMING NEW REGIONS

- A group of APA members meet and unanimously decide they wish to establish a new Region.
- The group shall elect Officers as outlined in Guidelines and Bylaws
- The group shall decide on a name for the new Region.
- The President of the new Region shall write a letter to the National President requesting their group become a new Region.
- The National President will communicate with the National Executive Committee to grant permission for the formation for the new Region.
- The new Region shall proceed with coordinating continuing education events with the National Certification Chairperson.
- The Treasurer of the new Region will open a bank account under the name of APA, PC(USA) with APA's non-profit status to maintain the finances of the region.
- The new Region shall plan a Regional Conference for the following year consisting of a period of at least two days, and offering certification classes.
- When a new region is formed, annual membership dues (if paid by member) for the previous calendar year [if not paid by another region] shall be paid to the new region.

INACTIVE REGION

In the event that a region should become "Inactive," the dues of members of that region will be restricted for the "Inactive" region for a period of three years. After that time, the funds will revert back to the General Fund of APA. The region must request that they be placed on "Inactive" status

Merging Existing Regions

In the event that a region can no longer comply with the Bylaws of this organization, the highest ranking regional officer should immediately contact the National President seeking guidance or to request a merge. The National Executive Board will discuss and determine the most appropriate region and effective date for the merge with approval from the National Executive Committee. When two active regions merge, the existing funds will be merged and a suitable name for the new region will be selected by the two merging regions. At no time does a Region have the authority to decline/accept the merger/incoming members. Executive Board decisions are made in the interest of the organization and its members as a whole. (More specific guidelines and timeframes can be found in Section I of the Manual.

In the event it becomes necessary for two Regions to merge this process should be followed:

- 1) The Regional Executive Committee of the Region requesting a merge should schedule a meeting either electronically, conference call or face-to-face to discuss and vote on the future of the region/merge.
- 2) If the decision of the vote is to merge with another region then this action should be communicated by the President to its regional members immediately. Within 5 days of that meeting date.
- 3) The President or highest ranking officer sends a letter to the National President within ten days of the meeting date requesting that the region merge with another. Letter is to include copies of Regional Meeting Minutes and Financials.
- 4) The National Executive Board will meet either electronically, conference call or face to face and determine the most appropriate region for the merge.
- 5) The Executive Board decision will be made with the interest of APA and its members as a whole. At no time does a Region have the authority to accept/decline the merger. If either Region has concerns about the process they are to express those concerns to the National President.
- 6) The recommendation will be brought forth by the National Executive Board to the National Executive Committee for electronic vote.
- 7) The National President will send a letter to both Regional Presidents within 5 days of the completion of voting to inform them of the merge. Once the merge is finalized the Executive Committee of the Region requesting the merge is null and void upon the merger. However, all members are eligible to hold office at the next regularly scheduled Regional Conference of the newly formed region.
- 8) Each Regional President is responsible for communicating the decision to their membership.
- 9) Funds from the dissolved region will be forwarded to the new region.
- 10) The National President will announce the merge in the National Newsletter including the New Regions name.

SO YOU WANT TO START A LOCAL APA CHAPTER?

Getting started depends on you.

Invite the Administrative Assistants, Secretaries, Receptionists, and other Support Staff members of churches to your Presbytery (not just members of APA), to a luncheon meeting. Advise that you have a speaker on a subject of interest to the group (such as a Presbytery Executive, a local police officer on safety, or a Business Professional).

If you have “active” APA members ask one of them to briefly “present” APA to the group.

Have Membership Brochures, Certification Brochures, copy of Bylaws, etc. available for prospective members.

Remember, DO NOT get discouraged if you do not have a large attendance at first. You may have to just have introductory luncheon meetings several times.

Once you have a “regular group” of attendees, it is time to begin talking about program. Do you want to:

- Meet monthly, quarterly, or every six months?

- Be just a “Support Group,” and leave the Continuing Education to Region/National.

- Write a Mission Statement?

- Offer Continuing Education Workshops?

- Offer workshops that qualify for Certification?

- Regularly invite all PC(USA) support staff personnel, or have meetings that are for APA members, and just invite others to workshops and an annual “membership” meeting?

Review the Bylaws, and decide which officers you will need to function. You may want to begin with a President, President-Elect, and a Secretary/Treasurer. As you grow in number, you may want to divide the Secretary and Treasurer’s duties. Choose a regular meeting date, i.e., third Thursday, and stick to it. If you keep changing around it is hard for folks to plan ahead.

Check with your Presbytery Professional Support committee and request in person that they put you in their budget (even a small amount to help you get started, for postage and mailing supplies). You might get them to sponsor a “Support Staff” Recognition Luncheon. Report back to this group on a regular basis.

Create a mailing list. Update it every time you meet. Make sure that anyone who calls and asks about APA is added and they get invited to the meeting.

GENERAL ASSEMBLY BOOTH

- The Immediate Past President (IPP) will be the person responsible for everything pertaining to APA's exposure at each meeting of the General Assembly unless otherwise specified by the President.
- The IPP will provide the host region with 200 Certification Brochures, 200 National newsletters 200 APA Brochures.
- The Region will provide 200 regional APA newsletters and 200 regional conference schedules.
- Each region shall send \$50 per year to the Financial Secretary to defray cost of the APA booth at General Assembly. A reminder will be sent to each Regional President, by the National Treasurer.
- Candy and snacks and give-a ways will be purchased from the General Assembly Fund.
- The IPP will follow the prescribed General Assembly booth guidelines.

STAFF OF APA

THE OFFICE MANAGER

The Office Manager is employed by the Executive Committee upon recommendation of the Personnel Committee and is not a voting member of the Executive Committee. (See job description)

To ensure a smooth flow of accurate information/data to regions, officers, General Assembly, and any other body of the Presbyterian Church (U.S.A.) deemed necessary by the APA National Personnel Committee. This person should have a strong Christian faith, including the power of prayer, and be an active member of a Christian church.

Conferences

Regional Conferences

Each region may host only one conference per year. All other events are seminars. Seminars may be up to two days long and sponsored by regions, seminaries, synods, presbyteries, General Assembly or the Board of Pensions. All seminars must be coordinated with the National Certification Chairperson.

Regions hosting National are encouraged to invite the Moderator of the General Assembly, General Assembly staff, or Board of Pensions staff as keynote speakers or workshop leaders.

Regions and states must apply to receive their own individual "State Tax Exemption" or make arrangements to use the tax exemption of the church or presbytery that is hosting the conference, seminar or workshop.

Regions rotate hosting the National Annual Conference and the hosting region is determined at least five years in advance and published annually-

Combining Regional Conferences

The following guidelines are recommended to help Regions combine their efforts and have a conference together

The National Executive Board will be notified 90 days prior to the regional conference with the following information:

- Planning Committee Members – It is anticipated that this will be divided and that each region will have equal representations, with Co-Chairs from each region and planning members accordingly.
- Present a plan outlining an estimated budget
- Determine how the profits will be divided
- Determine how the expenses will be covered.
- Work Arrangement – Determine how the planning of the conference will be performed and each region's responsibility, such as:
 - a. Who will collect registrations and pay expenses
 - b. Where the planning meetings will take place
 - c. Who will be in charge of the planning meetings
 - d. Will follow Conference Planning Guidelines in the Manual, Section VI Conference Planning.
- Fail Safe – Determine what each regional co-chair would do if other co-chair or committee members dropped out before completion of conference.

National Conferences

The National Conference will usually be held the third weekend in July. If the Conference cannot be held on this weekend, the alternative date must be brought to the Executive Board 2 years in advance and be approved by the Executive Board of APA before contracts can be signed.

SCHEDULE OF NATIONAL APA CONFERENCES

1976	PSCE, Richmond VA	2001	Lancaster, PA
1977	Montreat, NC	2002	Las Vegas, NV
1978	Montreat, NC	2003	Sarasota, FL
1979	Atlanta, GA	2004	Houston, TX
1980	Louisville, KY	2005	Clarksville, IN
1981	Montreat, NC	2006	Nashville, TN
1982	PSCE, Richmond, VA	2007	Sacramento, CA
1983	Nashville, TN (named changed to APA)	2008	Denver, CO
1984	Myrtle Beach, SC	2009	Orlando, FL (Week Long Event)
1985	Tulsa, OK	2010	Northeast (Pittsburgh, PA)
1986	Atlanta, GA	2011	Greater Midwest* (Las Vegas, NV)
1987	Orlando, FL	2012	Southwest*
1988	Washington, DC	2013	Heartland*
1989	San Antonio, TX	2014	Mid-Atlantic*
1990	Louisville, KY	2015	Mid-South*
1991	St. Petersburg, FL	2016	Pacific*
1992	Knoxville, TN	2017	Florida*
1993	San Diego, CA	2018	Rocky Mountain*
1994	Charleston, SC	2019	Northeast*
1995	Houston, TX	2020	Greater Midwest*
1996	Philadelphia, PA	2021	Southwest*
1997	Cincinnati, OH	2022	Heartland*
1998	Ft. Myers, FL	2023	Mid-Atlantic*
1999	Bellevue, WA	2024	Mid-South*
2000	Williamsburg, VA	2025	Pacific*

* Have to be confirmed or changed as necessary. A formal letter of invitation will be sent to the current regional president three years in advance. If you are unable to serve in the rotation that is printed, please inform the current national president immediately.

OFFICERS

INSTALLATION OF OFFICERS SERVICE OF INSTALLATION FOR NEWLY ELECTED OFFICERS

PAST PRESIDENT: Hear what the apostle Paul has written:

“Our gifts differ according to the grace given us. If your gift is prophecy, use it as your faith suggests; if administration, then use it for administration; if teaching, then use it for teaching. Let the preachers deliver sermons, the alms givers give freely, the officials be diligent, and those who do works of mercy do them cheerfully. Do not let your love be pretense, but sincerely prefer good to evil. Work for the Lord with untiring effort and with great earnestness of spirit.”

“There are different gifts. But it is the same Spirit who gives them. Each one is given a gift by the Spirit, to use it for the common good.”

Speaking for the membership of the Administrative Personnel Association, I bring (name of person/s) to be installed as (name of office/s).

(name of person/s), you believe yourself to be called by Jesus Christ to a special work, and you have studied to prepare yourself for your vocation in the church. The membership of the Administrative Personnel Association has chosen you to serve as an officer/s of this Association. Are you willing to be installed as (name of office/s)?

RESPONSE: I am.

PAST-PRESIDENT: Do you welcome this responsibility to lead the Administrative Personnel Association into another year of growth and opportunity to serve the Presbyterian Church (U.S.A.)?

RESPONSE: I do.

PAST-PRESIDENT: Will you serve this organization with energy, intelligence, imagination, and love, relying on God’s mercy and rejoicing in his promises through Jesus Christ our Lord?

RESPONSE: I will.

PAST-PRESIDENT: (To APA members) Do we accept this/these newly elected officer/s, chosen of God and this membership, to guide us in the upcoming year? Do we promise to encourage, respect, support and pray for them as they carry out their duties?

RESPONSE: We do.

PAST-PRESIDENT: Let us pray. God of grace, who called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation, give us courage and discipline to follow where your servants rightly lead us; that together we may declare your wonderful deeds and show your love to the world, through Jesus Christ, Lord of all. Amen.

(name of person/s), you are now installed as (name of office/s) of the Administrative Personnel Association. Whatever you do, in word or deed, do everything in the name of our Lord Jesus, giving thanks to God the Father through him. Amen. Welcome to this ministry!

NATIONAL OFFICERS

National 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 (2) 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
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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 TREASURER Guidelines and Responsibilities

- Make all deposits and disbursements for region using appropriate accounts
- Issue check when:
 - It is an approved budgeted expense

- It is accompanied by a completed and authorized check request
- It is submitted with substantiating invoices/receipts
- Reconcile checking and savings accounts monthly and attach reconciliation report(s) to bank statements(s)
- When opening a new checking/savings account, the authority to do so should be reflected in the regional executive committee minutes. The regional executive committee determines which members are authorized to sign on the account.
- Maintain a file of bank statements, reconciliations, paid check requests and deposits
- Track accounts and funds
 - (preferable using accounting software, i.e. Quicken, Excel, etc. – it need not be expensive software)
- Ensure designated funds are tracked separately and used only for designated purpose
- Prepare quarterly reports and send/e-mail to the regional executive board
- Work with the regional executive board to develop an annual budget
- Prepare a year-end balance sheet, income and expense report, and budget report
- Arrange for a yearly outside audit – send a copy to the national APA treasurer
 - (this does not have to be done by a CPA, but a review of the books by an unrelated person)
- Names of authorized check signer(s) should appear in minutes annually
 - (Ideally, there will be a minimum of three authorized signers)
- Regional executive board should determine an amount, that when exceeded, requires two signatures
 - (The national APA policy requires two signatures on any check over \$2,000)

REGIONAL OFFICERS

Regional 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 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

President-Elect shall be elected in even years

Shall serve one (1) two (2) year term.

- 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

Shall be elected in odd years

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

- 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

Shall be elected in odd years

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

- 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.

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.

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.

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.

STANDING COMMITTEES AND COUNCILS

National

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

National Executive Board

President, President-elect, Immediate Past President, Certification Chair, Membership Chair, Treasurer, Secretary

National Executive Committee

National Executive Board, Communications Chair, Scholarship Chair, Life Membership Chair, The President of each of the nine regions

The following committees will constitute the Standing Committees of the organization:

Bylaws	Finance	Nominating
Certification Council	Life Membership	Personnel
Communications	Membership Council	Scholarship

The chairperson, who will moderate the committee meetings, will be appointed by the President, except for the Bylaws and Nominating which is chaired by the President-Elect, Finance, which is chaired by the National Treasurer, and Personnel which is chaired by the Immediate Past President. Other Committees are specified under the Bylaws such as the Executive Board and the Executive Committee. National Committee membership will include, but not be limited to, all regional chairs of each particular committee. Committees will meet at the National Conference at the time scheduled prior to the Executive Committee Meeting. Conference calls or email meetings throughout the year are encouraged.

BYLAWS COMMITTEE

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

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

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 report to the National Executive Committee for approval.

The Certification Program is the core of the Administrative Personnel Association (APA). It allows for members to gain expertise in all fields associated with their position within the Presbyterian Church. The National Certification Council regulates all courses offered by APA. The National Certification Council regulates all courses offered by APA. The National Certification Council is required to approve all courses offered in all APA regions. The National certification Council meets as a group to make recommendations and vote on certification matters. The council will hold electronic meetings throughout the year and Vice Chair will prepare minutes of said meetings to be included in the report of their proceedings submitted to the National Executive Committee for approval and promptly informs the membership of any certification changes.

[ALSO SEE CERTIFICATION HANDBOOK]

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

Communications

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.

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

Duties and Responsibilities:

- 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

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

Duties and Responsibilities:

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:

- 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

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.yahogroups.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 our web site server.
-

FINANCE COMMITTEE

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

Committee Chair

Shall be the National Treasurer

Duties and Responsibilities

- 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.
 - 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.
-

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

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

Duties and Responsibilities:

- 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.
-

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

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 and the report submitted to the National Executive Committee for approval

This committee will be open to new ways of inviting members, increasing membership and advertising membership events in APA

[SEE ALSO MEMBERSHIP COUNCIL HANDBOOK]

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

Duties and Responsibilities

- 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

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

Duties and Responsibilities

- 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.

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

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

In the case of Regional, members of the 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.

NOMINATING COMMITTEE

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 President of each Region is a member of the National Nominating Committee and the National President Elect will Chair the committee.

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 the Manual, Section IV, Guidelines.

The committee is responsible for filling the following positions:

- President (even years)
- President Elect (even years)
- Secretary and Treasurer (odd years)

NOMINATING COMMITTEE CHAIR

The National President Elect will Chair the committee.

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 Nominating Committee reserves the right to interview each candidate face-to-face when there is more than one candidate, a nomination from the floor, or the committee feels there is a need for the interview
-

PERSONNEL COMMITTEE

The Personnel Committee is responsible for all issues pertaining to employees of the organization.

Committee Chair

Shall be the Immediate Past-President

Duties and Responsibilities:

- 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.

Committee Members

Shall be the National President and President-Elect

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

Duties and Responsibilities

- 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 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.

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

- 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.
-

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

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.

PARLIAMENTARIAN

The parliamentarian shall be appointed by the President.

National Conference Meeting Planner

Shall be appointed by the President in odd years for an unlimited term.

REGIONAL

STANDING COMMITTEES

The following committees will constitute the Regional Standing Committees of the organization:

Communications Membership Nominating

The chairperson, who will moderate the committee meetings, will be appointed by the Regional President, except Nominating which is chaired by the President-Elect. Committees will meet at the Regional Conference. Conference calls or email meetings throughout the year are encouraged.

Regional Executive Committee

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.

COMMUNICATIONS

CHAIR

- Submit articles on all Regional Conferences and Events of Continuing Education to National APA Communications Committee Chair. The chair will disseminate all information to APA office manager ,web site master, Yahoo group moderator:
- Articles for newsletters including information about forthcoming programs on continuing education both in the geographical area of that presbytery and any events that will be held near that presbytery. This information must be obtained by communicating with Regional Presidents and other offices of APA.
- Articles on APA and its purpose to generate interest in the Association and gain new membership.
- Send all copies of brochures to the National President, Office Manager .

● MEMBERSHIP

CHAIR

- Will notify members who have not paid their dues within a calendar year advising them of APA's concern. The National Office Manager will provide a list on a quarterly basis.
- Will arrange to have a brief talk at presbytery meetings annually to promote APA, have a table with brochures of APA, Certification, and any brochures related to Conferences or

- events of Continuing Education and report back to the National Executive Committee at its annual meeting. Will be reimbursed for expenses related to this task.
- Will communicate with Office Manager as well as National and Regional President.

NOMINATING COMMITTEE

The Regional Nominating Committee is made up of the President-Elect and members of the committee 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 2004, 2005, 2006). There will be two members in each class, not counting the President-Elect.

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