

Administrative Personnel Association

Pacific Region Guidelines



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MISSION STATEMENT

The mission of the Administrative Personnel Association aka (APA) 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. (Adopted July 1999)

THE PURPOSE

To provide a supportive organization for promoting continuing education, individual growth, communication and fellowship for its members; to deepen and strengthen lives spiritually and professionally, and to work for the mission of the church universal.

TAX EXEMPT STATUS

Administrative Personnel Association Presbyterian Church (U.S.A), Inc. is a nonprofit Federal Tax-Exempt organization (EIN 56-2041183). All contributions to the Administrative Personnel Association or the Administrative Personnel Association-Pacific Region are tax deductible. Each region should apply for a tax-exempt status within each state of their region. Visit your state government website for information on tax exemption application.

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. The instructors for certification courses are:

Seminarians/Seminary Graduates

Certified Christian Educators

Those with expertise in specific business-related fields

Level III certified Administrative Personnel Association members*

*Those not certified at Level III, may be approved on a case-by-case basis by both Regional Certification Chair and National Certification Chair that the person has expertise in this specific field.

LIMITATION OF LIABILITY INDEMNIFICATION AND INSURANCE

An officer of the Corporation shall not be personally liable for monetary damages for any action duties of their 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 PRESBYTERIAN CHURCH (U.S.A.)

Administrative Personnel Association is an association made up those who are serving, or who have served, in an administrative capacity in the Presbyterian Church (U.S.A.), the Reformed Church in America, or the Presbyterian Church in Canada. It is related to the Presbyterian Mission Agency (a joint office of the General Assembly Council and Office of the General Assembly).

BOOK OF ORDER MANDATE**G2.1101**

Forms of Certified Church Service

Persons may be certified and called to service with congregations, councils, and church-related entities, serving in staff positions. These individuals endeavor to reflect their faith through their work and to strengthen the church through their dedication. They should be encouraged by the Session and Presbytery to meet, or to be prepared to meet, the certification requirements in a handbook provided by a national certifying body approved by the General Assembly. Names of those who have earned certification through a national certifying body shall be transmitted to the appropriate body of the General Assembly, which will forward them to the Stated Clerk of the presbyteries in which those persons labor.

G2.1102

Presbytery and Certified Church Service

The Presbytery shall encourage sessions to make continuing education funds and time available to those seeking certification, and shall affirm the skill and dedication of these certified persons by providing a service of recognition at the time of certification. The presbytery may grant the privilege of voice at all its meetings to persons in certified church service.

REGIONS OF THE ADMINISTRATIVE PERSONNEL ASSOCIATION

Regions of The Administrative Personnel Association are divided geographically into nine regions. All regions of the Administrative Personnel Association are governed by Bylaws and Manual of Operations and Committee Guidelines approved by the National organization.

The regions are as follows:

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

REGIONS OF THE ADMINISTRATIVE PERSONNEL ASSOCIATION (continued)

In order for a region to maintain active membership, it must comply with the Manual of Operations and Bylaws and comply with the requirements set by the Council on Accreditation and Standards. Should a region fail to comply with the aforementioned, a written notification will be sent to the Regional President and Council 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 Council 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 where they reside.

STARTING A LOCAL ADMINISTRATIVE PERSONNEL ASSOCIATION CHAPTER

- Invite the administrative assistants, secretaries, receptionists and other support staff members of churches in the local Presbytery (not just Administrative Personnel Association members) to a luncheon meeting. Advise that a speaker (such as a Presbytery Executive, a business professional or local safety expert) will address the group.
- Plan to speak to the assembled group about the benefits of the Administrative Personnel Association.
- Have copies of Administrative Personnel Association brochures, Bylaws and Manual of Operations and Committee Guidelines and flyers about regional and national conferences available.
- Once the need for a local chapter has been established, developing the program will ensue. Determine: frequency of meetings, the need for a mission statement, if continuing education classes are to be offered, etc.
- Review Bylaws and decide what officers will be needed to function as a group.

FORMING A NEW REGION

- A group of Administrative Personnel Association members meet and unanimously decide they wish to establish a new region.
- The group shall elect officers as outlined in the Manual of Operations 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 the group become a new region.
- The National President will communicate with the Council to grant permission for the formation of the new region.
- The new region shall proceed with coordinating education events with the Council on Accreditations and Standards chairperson.
- The treasurer of the new region will open a bank account under the name of Administrative Personnel Association the Presbyterian Church (U.S.A) with Administrative Personnel Association's non-profit status to maintain the finances of the region.
- 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.

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 Council. 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. Council decisions are made in the interest of the organization and its members as a whole.

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

- The Regional Executive Committee of the region requesting a merger should schedule a meeting either electronically, by conference call or face-to-face to discuss and vote on the future of the region/merge.
- If the decision of the vote is to merge with another region, then this action should be communicated by the President to the regional members immediately. (Within five (5) days of that meeting.)
- 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 the regional meeting minutes and financials.
- The National Executive Board will meet either electronically, by conference call or face-to-face and determine the most appropriate region for the merge.
- The Executive Board decision will be made with the interest of Administrative Personnel Association 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.
- The recommendation will be brought forth by the National Executive Board to the Council for electronic vote.
- The National President will send a letter to both Regional Presidents within five (5) days of the completion of the 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.
- Each Regional President is responsible for communicating the decision to their membership.
- Funds from the dissolved region will be forwarded to the new region.
- The National President will announce the merge electronically to include the new region's name.

INACTIVE REGION

In the event that a region should become "inactive," the dues of the 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 Administrative Personnel Association. The region must request that they be placed on the "inactive" status.

CONFERENCES AND SEMINARS

- Each region may host only one conference per year.
- Seminars may be held by the regions and be of one or two days in length.
- Seminars may be sponsored by Regions, Seminaries, Presbyteries, General Assembly or the Board of Pensions.
- All seminars must be approved by the Council on Accreditations and Standards chairperson.
- Each region may apply for tax exempt status.

Combining Regional Conferences Information

The following guidelines are recommended to facilitate regions in combining conferences. The National Executive Board will be notified ninety (90) days prior to the regional conference with the following information:

- Will follow the Conference Planning Guidelines.
- Planning Committee Members - it is suggested that this will be divided and that each region have equal representation with co-chairs from each region and planning members accordingly.
- Present an estimated budget.
- Determine which region will be responsible for the collection and disbursement of all monies.
- Determine how profits will be divided.
- Determine how expenses will be covered.
- Determine where the planning meetings will take place.
- Determine alternative leadership possibilities should an emergency occur prior to the conference.

STANDING COMMITTEES AND COUNCILS

The chairperson, who will moderate the committee and council meetings, will be appointed by the Regional President.

Conference calls and/or email meetings throughout the year are encouraged. Each region is required to write their own committee descriptions and maintain those descriptions within their own Regional Administrative Personnel Association Guidelines. Regions are allowed to combine no more than two (2) committees if leadership is not available to fill the requirements.

Other Standing or Special Committees may be appointed by the President as deemed necessary to carry on the work of the organization.

The following constitutes the Regional Committees of the Pacific Region:

- Conference Planning Committee
- Nominating Committee
- Scholarship Committee

Conference Planning Committee

The Regional Conference Planning Committee shall be comprised of the Pacific Region Executive Board:

- President
- President-Elect
- Secretary
- Treasurer
- Council on Accreditation and Standards Chair
- Council on Accreditation and Standards, Vice Chair
- Membership, Chair
- Hospitality, Chair

The Pacific Region Conference runs from arrival on Thursday afternoon with departure on Sunday morning. Arrival on Wednesday can be an option if all board members are able to attend. Additional charges will apply.

Committee Responsibilities

- Responsible for the planning and organizing of the regional conference.
- Maintain consistency in conference planning.
- Confirm conference location and dates.
- Determine classes to be offered at the conference.
- Seek out instructors.
- Create the conference schedule
- Assign lodging for attendees.
- Determine meeting rooms/location for the Executive Board Meeting, Business Meeting, worship service, and fellowship events.
- Distribute conference information.
- Create *Registration Packets*.

Distribution of Information

- Create a *Save the Date* brochure, to be completed by January of the conference year. Send to the National Communications Committee for approval. After approval send out to the National and Regional membership, regional churches, advertise on the National and Regional website, and Facebook page.
- Create the regional conference *Registration Form*, to be completed by March and sent out by April 1 of the conference year. Send to the National Communications Committee for approval. After approval send out to the National and Regional membership, regional churches, post on the National and Regional website, and Facebook page.
- Create an *Information Packet* for all attendees.
- Distribute evaluation forms to conference attendees, forms to be filled out before the end of the conference.

Instructors/Classes

The Board of Pensions supports the Administrative Personnel Association by providing educational programs. Contact the local Board of Pension regional representative about teaching a class pertinent to their field.

- There should be no less than six (6) classes offered.
- Core classes for all levels must be offered.
- Instructors will be provided sleeping accommodations and meals. Honorarium for instructors may be offered if funding is available (\$100 for a 2.5 hour).
- Class instructors, are to be given the course description and length of time of the class.
- A reminder letter is to be sent four (4) months prior to the conference. At this time, request a biography, photograph and their audio and visual needs for the classroom.
- Once registrations are complete, arrange to have a class roster sent to each instructor.

Meetings/Events

- At least one special activity may be planned for the conference attendees.
- The Executive Board Meeting will be prior to the start of the conference.
- The Business Meetings can be held either Friday or Saturday night, before the end of the conference.
- Committee meetings will be determined by the chairs of the committee and its members.
- Conduct Installation of newly elected officers.
- Present certification awards.

Conference Location**Zephyr Point Presbyterian Conference Center**

- The President-Elect will sign the contract by the end of the regional conference.
- Keep written records of the conference location contract and conference details (i.e. number of participants, number of hotel rooms, catering needs, and transportation logistics).
- State tax on conference location and food is exempt by state certificate issued to APA in that state. If APA does not have a tax exempt certificate in that state, apply for tax exemption in that state.

If the Pacific Region Conference needs to relocate the regional conference, the Executive Board will:

- Prepare a *Request for Proposal* and send to at least three (3) locations for conference location possibilities.
- Negotiate with the locations offering the best price, based on the numbers from the last conference. A contract should be negotiated which includes room rates, meals, meeting rooms, classrooms, equipment supplied, etc.
- The President will sign the contract by February or at minimum one year prior to the conference.

Registration

- All completed conference registrations will be sent to the Regional Treasurer.
- The Regional Treasurer will provide a copy of each registration form to the Conference Planning Committee.
- An email confirmation letter shall be sent to each attendee registered indicating payment was received, classes and activities scheduled.

Registration Packet

- Cover page
- APA brochure
- Business Agenda
- Business Minutes (prior year)
- Conference Evaluation Form
- Executive Board Contact Information
- Hospitality Events
- Mission Focus
- National Conference information (advertisement/flyer)
- Updated Regional Conference schedule
- Zephyr Point Information

Conference Policy

- Members of the committee are not excluded from paying conference and registration fees.
- Guests will be allowed to attend the Pacific Region conference social events, worship service, and classes if over the age of 10.
- Attendees who choose to stay at another location other than where the conference is being held or only attending a specific class will be charged a conference fee of \$100.00, a \$5.00 scholarship donation, and \$165.00 for the cost of meals.

Nominating Committee**Terms of Chair**

- The Regional President-Elect will serve as Nominating Committee chair.

Terms of Committee Members

- Members of the committee will be Four (4) at-large members, elected by Pacific Region members with the approval of the Regional President.
- Serve a Two (2) year term.
- Committee members will have voice but no vote at Regional Executive Meetings.
- Elections will be held during the Regional Annual Business Meeting.
- Committee members will take office at the conclusion of the Regional Conference.
- Eligible for renewal but cannot exceed serving Four (4) years consecutively.

Nominating Committee (continued)**Committee Responsibilities**

- Advertise nominations that are to be filled and receive applications.
- Meet throughout the year (electronically when able) about possible candidates to be nominated as officers.
- Prior to the regional conference the committee will select one nominee per vacancy.
- Prior to the regional conference the committee will send out the name of each nominee and provide biographical information and a statement of faith to the Pacific Region APA members.
- The committee will fill any vacancies occurring during the year with said candidate acting as interim, until a formal election may be held.
- The committee is responsible for filling the following positions:
 - President (even years)
 - President-Elect (even years)
 - Secretary (odd years)
 - Treasurer (odd years)
- The committee may recommend members to the Regional President for the following appointed positions:
 - Hospitality, (2 year term)
 - Membership (odd years)
 - Council on Accreditation and Standards Vice-Chair (CASVC) in consultation with the CAS Chair (odd years)
- The nominating process is contained within the National APA Guidelines.

Nominating Procedures**April:**

1. The process begins for vacancies.
2. Send to the membership explaining the process and encouraging members to apply.
3. Any members of the Pacific Region can be a candidate for any open position or the member may put their own name in for consideration. Membership dues must be current.
4. Position description information will be included in a message for each vacancy along with a *Candidate Recommendation Form*.
5. If a member recommends someone other than themselves, they must have permission from the candidate. 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 May 1.
6. Anyone seeking a second term (Secretary/Treasurer) must also complete the form for processing.
7. The Nominating Committee will contact all recommended candidates following the posted deadline to see if they would like to continue the nomination process by completing an *Officer Application*, providing a photo, faith statement, and bibliography by June 1.
8. The Chair will then compile all information received and share this information with the committee electronically for discussion.

Nominating Committee (continued)
Nominating Procedures**May:**

1. The Chair will call for a committee vote electronically.
2. The Chair will notify the committee of the result of the vote; including the number of votes each candidate received.
3. The committee must have the slate prepared.

June:

1. A final vote will be taken by the committee if needed.
2. The nominee to be presented at the regional conference for election shall be notified no later 3 months of the regional conference. 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.

REGIONAL OFFICER APPOINTMENT

When an officer of a region is no longer an Administrative Personnel Association member, and when a Regional Nominating Committee does not exist, the National Executive Board will appoint a slate of interim officers in the region until the Regional Conference is held. During the next Regional Business Meeting, the National Executive Board will present the slate of interim regional officers to the region's members for their approval.

REMOVAL FROM OFFICE

If after six (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 (if it is the President, or the immediate past President will write the letter), with 2/3 approval of the National Council asking the person to address the issues and make improvements. After thirty (30) days, if improvements have not taken place, the person will be notified that they will be replaced.

The National Executive Board must be notified of the procedure immediately. If after six (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.

SPECIAL COMMITTEES

Special Committees may be appointed by the President as deemed necessary to carry on the work of the APA Pacific Region.

The following constitutes the Pacific Region Special Committees of the Regional organization:

- Hospitality Committee

Hospitality Committee***Terms of Chair***

- Appointed by the Regional President.
- Serve a Two (2) year term.
- Will serve on the Regional Executive Board.
- Will serve on the Regional Conference Planning Committee.
- Eligible for renewal but cannot exceed serving Four (4) years consecutively.

Terms of Committee Members

- Members of the committee will be appointed by the Hospitality Chair, with the approval of the Regional Executive Board.
- Committee members will have voice but no vote at Regional Executive Meetings.
- Committee members will take office at the conclusion of the Regional Conference.

Committee Duties

- Be accountable to the Administrative Personnel Association through the Regional Executive Board.
- The duties of the Hospitality Committee shall be developed into a position description by the Regional Executive Board.
- Responsible for recruiting committee members.
- Communicate with the Regional Treasurer about Hospitality budget.
- Organization of conference meals not provided by the conference location.
- Plan/Organize events for fellowship times.
- Plan snacks and refreshments for breaks between classes.
- Create signs throughout the facility directing the conference attendees to meals, meetings and classes.
- Responsible for distributing information about hospitality related activities to attendees (one) 1 month prior to the Regional Conference.
- Responsible for purchasing and replenishing supplies.
- Responsible for supplying decorations.
- If prizes are to be given to attendees, the Hospitality Committee is responsible for obtaining the items.

Scholarship Committee***Terms of Chair***

- Regional Treasurer will serve as Scholarship Committee Chair.
- Review annually with the Regional Executive Board:
 - ✓ Current Scholarships
 - ✓ Scholarship policies, procedures, and forms

Terms of Committee Members

- Members of the committee will be Two (2) at-large members, appointed by the Regional Treasurer with the approval of the Regional Executive Board.
- Committee members will have voice but no vote at Regional Executive Meetings.
- Serve a Two (2) year term. Eligible for renewal but cannot exceed serving Four (4) years consecutively.

Committee Duties

- Be accountable to the Administrative Personnel Association through the Regional Executive Board.
- The duties of the Scholarship Committee shall be developed into a position description by the Regional Executive Board.
- Responsible for monitoring and approving scholarship requests in a timely manner.
- Be responsible for soliciting funds for scholarships that the Pacific Region offers to its members.
- Be responsible for promoting scholarships.
- Create, review, maintain and follow scholarship policies, procedures and applications.

Committee Procedures

1. The committee chair will receive the scholarship application.
2. The committee chair will email the scholarship applications to the committee.
3. The committee will send the applicant verification:
 - That the application has been received
 - A time frame of when they will hear back from the scholarship committee.
4. The committee will review scholarship applications.
5. Inform the scholarship applicant of approval or denial of scholarship.
6. Explain to the applicant of how the scholarship will be received.
7. Update the Regional Executive Board of scholarship applicants and its status.

Scholarship Committee (continued)**Pacific Region Scholarship Policy**

The Pacific Region Scholarship is for APA Pacific Region members to assist with the cost of attending an APA Regional Conference or APA Event.

Pacific Region Scholarship Details:

- Applicant must be current on APA membership dues.
- Applicant must be employed by a church or governing body of the Presbyterian Church (U.S.A).
- Applicant must currently be working towards or maintaining an APA certification.
- Applicant receiving assistance from their employers that covers one-half or more of the conference or event expenses will be eligible for the lesser award.
- The amount of the grant awarded will be contingent on the amount available in the Scholarship Fund (\$75-\$100).
- A Pacific Region Scholarship Application submitted in the calendar year subsequent to having received an award will be reduced by 50%; and in the year following two consecutive awards, the member's application will be denied.
- The deadline is at least 60 days prior to the conference or event which you plan to attend.

Nevada Presbytery Scholarship Policy

Scholarships are for the support staff of the Administrative Personnel Association, Pacific Region member churches that are in good standing within their Presbytery.

Nevada Presbytery Scholarship Details:**First Year New Members to the Administrative Personnel Association:**

- The Presbytery of Nevada will consider scholarships to the First Year Membership fees in the Administrative Personnel Association.
- The Presbytery of Nevada will consider scholarships to the Conference Registration fee for the APA Pacific Regional Conference in the year of the grant request.
- Sponsoring church must sign a covenant that they are supportive of their support staff member and will provide matching funds or more to cover travel expenses.

Second Year Renewing Members:

- Sponsoring churches must sign a covenant that they are supportive of their support staff member and will provide matching funds or more to cover travel expenses.
- The Presbytery of Nevada will consider scholarships according to the following schedule:
 - **Churches with 100 or fewer members:**
Eligibility for the second year of the APA membership dues and 100% of the Pacific Regional Conference fees.
 - **Churches with 101-200 members:**
Eligibility for the second year APA membership fees and 50% of the Pacific Regional Conference fees.
Sponsoring churches pay 50% of the Pacific Regional Conference fees.
 - **Churches with 201-500 members:**
Eligibility for the second year APA membership fees and 25% of the Pacific Regional Conference fees.
Sponsoring churches pay 75% of the Pacific Regional Conference fees.
 - **Churches with 501 + members:**
Eligibility for the second year APA membership fees.

REGIONAL EXECUTIVE BOARD

Chair – Regional President

The Regional Executive Board shall be composed of the following: President, Treasurer, Secretary, President-Elect, Council on Accreditation and Standards Chair, Membership Chair and Hospitality Chair.

REGIONAL OFFICERS

Regional Officers of the association shall be: President, President-Elect, Treasurer, and Secretary. Members can serve in only one elected officer position.

President***Terms of Office***

- Elected in Even years.
- The office of Regional President is a Four (4) year term.
 - ✓ First and Second year: *President-Elect*
 - ✓ Third and Fourth year: *President*
- The President shall not be reelected to a second (2nd) term unless they have been vacant from the position for Two (2) years.

National Duties

- If provided and in attendance at the National Conference, the Regional President will attend the officer training program.
- Will be a member of the Council, the National Nominating Committee and may serve as a member of one other National Committee.
- Will prepare the Annual Report posted on the Administrative Personnel Association website and send to the National President electronically for disbursement prior to the National Conference.
- Will abide by the National Administrative Personnel Association Policy and Procedures Manual.
- Will comply with the National Administrative Personnel Association Standard Ethical Conduct Policy.

Regional Duties

- Be accountable to the Administrative Personnel Association through the Regional Executive Board.
- The duties of the Regional President shall be developed into a position description by the Regional Executive Board.
- Communicate with the Regional Executive Board.
- Serve on the Regional Conference Planning Committee.
- Will be reimbursed from the Regional treasury, funds permitting, to attend the annual meeting where the National Business meeting will be conducted.
- Preside at the Regional Annual Conference and Business Meeting or any electronic meetings of the Regional Executive Board.
- Maintain a list of current officers and committees and will disseminate to the Regional Executive Board and National Officers within thirty (30) days of the Regional Business meeting or after any changes occur.
- Serve as ex-officio member of all regional committees except the Regional Nominating Committee.

President (continued)**Regional Duties**

- May appoint a parliamentarian as needed for the Annual Regional Business Meeting.
- Appoint a Council on Accreditation and Standards chair and a Membership chair in the even years.
- Appoint committee chairpersons, upon beginning term of office and when a vacancy occurs within thirty (30) days of vacancy.
 - Will be available to promote the organization whenever and wherever possible.
 - Will reside within the boundaries of the region.
 - Maintain a three-ring binder which would include a minimum of the following plus all other reports:
 - Executive Committee List including all appointed chairs.
 - Minutes of the past two (2) year's meetings; agenda for all such meetings.
 - A copy of the last two (2) year's Financial Statements and Reports.
 - A current copy of the Manual of Operations to include updated APA Guidelines and the Bylaws and a copy of the hotel contract from the previous year.

This notebook will 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 given to the newly elected President within Thirty (30) days of installation.
- Ensure that all rules, regulations, trusts and provisions applicable to all funds of the region and their administration and all policies adopted by the Executive Board comply. If there are no Regional Guidelines available then the National Administrative Personnel Association Guidelines will be referenced where applicable.

It is recommended that the President of the Organization:

- Create a common purpose that will mobilize people and coordinate efforts to build trust among the Executive Board as well as the membership.
- Create a strong, resilient organization
- Guide the energy of the organization inspiring leadership to contribute with their minds and heart to move the organization forward regionally.
- Promote constant innovation.
- Cultivate an appreciation of people's difference and create a culture of mutual respect.
- Pay close attention to people's talents and strengths to foster and grow the organization's committee structure.
- Encourage independent, challenging thinking.
- Facilitate a high level of ethics; making decisions on deep-stated principles.
- Foster a sense of "Community" with mutual commitment and a high level of performance within committees and the membership.

President-Elect**Terms of Office**

- Elected in Even years.
- The office of Regional President-Elect is a Four (4) year term.
 - ✓ First and Second year – *President-Elect*
 - ✓ Third and Fourth year – *President*

National Duties

- If provided and in attendance at the National Conference, the Regional President-Elect will attend the officer training program.
- Will abide by the National Administrative Personnel Association Policy and Procedures Manual.
- Will comply with the Administrative Personnel Association Standard Ethical Conduct Policy.

Regional Duties

- The President-Elect shall be accountable to the Administrative Personnel Association through the Regional Executive Board.
- The duties of the President-Elect shall be developed into a position description by the Regional Executive Board.
- Serve on the Regional Conference Planning Committee.
- Serve as Chair on the Regional Nominating Committee.
- Secures a conference request form from Zephyr for following year's conference.
- Keep written records of the conference location contract and conference details. Provide a copy of the contract to the Regional President.
- Will serve when the President is unable to serve.

If a vacancy occurs in the office of PRESIDENT, the PRESIDENT-ELECT shall become PRESIDENT for the unfulfilled term. The unexpired term shall constitute one term if the time left in the unexpired term is three years or more. As a result the PRESIDENT-ELECT position will automatically become vacated, the Executive Board will appoint an Interim until the position can be filled at the next annual Business Meeting.
- Will perform the additional duties as outlined in the Regional Administrative Personnel Association Guidelines. If there are no regional guidelines available then the National Administrative Personnel Association Guidelines will be referenced where applicable.

Secretary**Terms of Office**

- Elected Odd years
- Serve a Two (2) year term
- Shall be eligible for a second (2nd) term but can serve no more than Four (4) consecutive years in the same elected position.
- In order to be eligible to serve again as the Secretary, this person must have been vacant from the position for at least one (1) year.
- If provided and in attendance at the National Conference, the Regional Secretary will attend the officer training program.
- Will maintain, store and preserve any and all documents as requested by the Council.

Secretary (continued)***National Duties***

- Submit quarterly reports to the President-Elect to be distributed to the Council.
- Will comply with the Administrative Personnel Association Standard Ethical Conduct Policy.

Regional Duties

- The Secretary shall be accountable to the Administrative Personnel Association through the Executive Board.
- The duties of the Secretary shall be developed into a position description by the Executive Board.
- Serve on the Regional Conference Planning Committee
- Will record minutes for ALL Regional meetings (Executive, Business, Phone, and Email meetings) and will include any financial reports or discussions in the minutes.
- Will distribute minutes within thirty (30) days of the meeting to the Executive Board, and when appropriate, the Pacific Region Membership.
- Will maintain, store and preserve any and all documents as requested by the Executive Board.
- Will work with and handle any correspondence as requested by the President.
- Will maintain the National Manual of Operations to include the National Administrative Personnel Guidelines, Council on Accreditation and Standards Handbook, Bylaws, Membership Handbook, Regional Guidelines, Regional Bylaws and all forms to be included in the appendix of the manual.
- Will maintain five (5) years of minutes that are passed from Secretary to Secretary.
- Will pass secretarial records to the new Secretary within thirty (30) days of the end of term.
- Will coordinate orientation and training for the new Secretary in cooperation with the outgoing Secretary during an agreed upon time during the Regional Conference.
- Will perform the additional duties as outlined in the Regional Administrative Personnel Association Guidelines. If there are no Regional Guidelines available then the National Administrative Personnel Association Guidelines will be referenced where applicable.

Treasurer***Terms of Office***

- Elected Odd years.
- Serve a Two (2) year term.
- Shall be eligible for a second (2nd) term but can serve no more than Four (4) consecutive years in the same elected position.
- In order to be eligible to serve again as the Treasurer, this person must have been vacant from the position for at least one (1) year.

National Duties

- If provided and in attendance at the National conference, the Regional Treasurer will attend the officer training program.
- Will maintain, store, and preserve any and all financial documents as required by law and the Council.
- Will comply with the APA Standard Ethical Conduct Policy.

Regional Duties

- The Treasurer shall be accountable to the Administrative Personnel Association through the Executive Board.
- The duties of the Treasurer shall be developed into a position description by the Executive Board.
- Chair the Scholarship Committee.
- Serve on the Regional Conference Planning Committee
- Will be responsible for all accounting functions of the regional organization.
- Will prepare a written report and present it during the Annual Regional Executive and Business Meeting.
 - Submit quarterly reports to the Regional President-Elect to be distributed to the Regional Executive Board.
 - Will work with and provide any financial reports as requested by the Regional President.
 - Will prepare a year-end balance sheet income and expense report and budget report.
 - Will prepare quarterly reports and send/email to the Executive Board.
 - Will arrange for a yearly outside audit – send a copy to the National Treasurer (this does not have to be a CPA, but a review of the books by an unrelated person).
 - Will report in writing to the National Treasurer the results of the annual audit.
 - Will work with the Regional Conference Planning Committee chair to facilitate an effective procedure in accurately collecting registration and associated fees for the Regional Conference.
 - Will receive all monies for the Annual Regional Conference, make deposits, and pay bills within ten (10) days of submission.
 - Will make all deposits and disbursements for the region using appropriate accounts.
 - Shall receive and appropriately disburse funds within 15 business days of request.

Treasurer (continued)***Regional Duties***

- Will issue checks if an approved budgeted expense and accompanied by authorized check request and substantiating invoices/receipts.
- Will reconcile checking and savings accounts monthly and attach reconciliation reports to bank statements.
- Will open new accounts only with the authority of the Executive Board. The Executive Board will determine who the authorized check signers should be. Ideally there will be a minimum of three signers whose names should appear in the minutes.
- Will maintain a file of bank statements, reconciliations, paid check requests and deposits.
- Will track accounts and funds (preferably using accounting software).
- Will ensure designated funds are tracked separately and use only for the purposes designated.
- Will perform the additional duties as outlined in the Regional Administrative Personnel Association Guidelines. If there are no Regional Guidelines available then the National Administrative Personnel Association Guidelines will be referenced where applicable.

Note: The Regional Executive Board will determine an amount, that when exceeded, requires two signatures. (The National policy requires two signatures on any check over \$2,000). 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.

Council on Accreditations and Standards Chair***Terms of Office***

- Appointed by the Regional President in Even years.
- Serve a Two (2) year term.
- Term is eligible for renewal if requested by the Regional President.
- May serve a maximum of Eight (8) years consecutively.

National Duties

- Will serve as a member of the National Council on Accreditations and Standards with voice and vote.
- Will attend the annual Council on Accreditation and Standards meeting held at the National Conference.
- Will be notified by the National Membership Chair of National Conference attendees no later than two weeks after the conference registration deadline.
- Will send a copy of the Certification Application to the National Certification Chair and the required certification fee to the National Treasurer with a copy of the application form within ten (10) days after receipt.
- Will annually send electronic Certification Records of their Regional Members to the National Certification Chair and to the National President.
- Will notify the Presbytery in writing within thirty (30) days of certification of anyone receiving any level of certification requesting that the member be recognized by the Presbytery by sending a letter of recognition.

Council on Accreditations and Standards Chair (continued)***National Duties***

- Will annually communicate with members to ensure recognition at the Presbytery level was completed. If a member has not been acknowledged during the certification year, a second, reminder letter should be sent.
- If there is no response or recognition within two (2) months after the reminder letter has been sent, the Regional Chair should contact the National Certification Chair for the next appropriate step.
- Will constantly look for ways to improve the certification program of APA.
- Will create one course description or improve an existing one yearly.
- Will submit names of members to be certified at the National Conference to the National Certification Chair.
- Will complete a proxy form and fax to the National Certification Chair by June 1st if circumstances arise that you cannot attend the National Meeting.
- Will coordinate the approval of courses offered outside APA with the National Certification Chair. Be certain they are applicable and qualify under our course titles, leadership requirements, and course hours for credit. A copy of the course outline will be required along with a copy of the certificate of completion.
- Will submit pertinent information for course approval to the National Certification Chair for any one-day workshops offered by your regional chapter and/or presbyteries.
- Will provide a list of all Regional Members who were certified to the National Certification Chair at the end of the year (December 31st).
- At the end of your term as Regional Certification Chair, immediately provide all your records to the new chair. Notify the National Certification Chair of the name, address, phone number, and email address of the new Regional Chair.
- Will comply with the Administrative Personnel Association Standard Ethical Conduct Policy.

Regional Duties

- The Council on Accreditations and Standards Chair will be accountable to the Administrative Personnel Association through the Executive Board.
- The duties of the Council on Accreditations Chair shall be developed into a position description by the Executive Board.
- Will serve as a member of the Regional Conference Planning Committee to assist in course recommendations and selection of course leaders.
- Will be reimbursed from the Regional treasury, funds permitting, to attend the annual meeting where the National Business meeting will be conducted.
- Will post conference information to the Administrative Personnel Association website.
- Will be responsible for providing and collecting sign-in sheets for all courses offered at the Regional Conference or when hosting the National Conference.
- Will submit copies of conference attendance sheets to the National Conference Chair immediately following all regional conferences/seminars and will keep originals indefinitely.
- Will provide a certification report at the Regional Executive/Business Meeting.

Council on Accreditations and Standards Chair (continued)***Regional Duties***

- Will provide all certification materials for members at the Annual Regional Business Meeting.
- Will present at the banquet certificates and appropriate level certification pins to members completing certification.
- Will mail a “member confirmation letter” to each attendee at the Regional Conference to confirm the courses taken and number of credits earned; letter will be signed by the Regional President and Regional Certification Chair.
- Will maintain records on all Regional Members enrolled in the Certification Program.
- Will annually provide a copy of the certification record to all members to ensure the information is accurate and settle any discrepancies.
- Prepare a binder and include the following:
 - Brochures from National And Regional Conferences
 - Council on Accreditation and Standards list
 - Policy and Procedures
 - Regional Minutes
 - National Minutes
 - Council on Accreditation and Standards Minutes
 - Certification Handbook with Course Descriptions
 - Records for an individual member should include:
 - ✓ Certification application
 - ✓ Certification fee paid
 - ✓ Listing of member’s course attendance for certification.
 - ✓ APA dues current (Should be provided by your Regional President/Treasurer/Membership Chair)
- Will perform the additional duties as outlined in the Regional Administrative Personnel Association Guidelines. If there are no Regional Guidelines available then the National Administrative Personnel Association Guidelines will be referenced where applicable.

Council on Accreditations and Standards Vice-Chair***Terms of Office***

- Appointed by the Regional President in Odd years in consultation with the Regional Council on Accreditation and Standards Chair.
- Appointed two years before end of current chairs’ term, if possible.
- Serve a Two (2) year term
 - First year: *Council on Accreditation and Standards-Vice Chair*
 - Second year: *Council on Accreditation and Standards-Chair*

National Duties

- Will have voice only and no vote.
- Will assist in the transition when the chair of Council on Accreditation and Standards rotates off and will serve as a back-up.
- Will gain an understanding of the Council on Accreditation and Standards Handbook and all applicable forms immediately.
- Will attend at least one National Conference prior to taking office as Certification Chair.

Council on Accreditations and Standards Vice-Chair (continued)***National Duties***

- Will constantly look for ways to improve the certification program of APA.
- Will submit recommendations to the National Council on Accreditation and Standards-Chair by June 1st for vote at the National Conference.
- Will comply with the Administrative Personnel Association Standard Ethical Conduct Policy.

Regional Duties

- Will assist the Regional Council on Accreditation and Standards-Chair in the creation or revision of one course description yearly.
- Will assist the Regional Council on Accreditation and Standards-Chair to coordinate the approval of courses offered other than at APA conferences with the National Council on Accreditation and Standards-Chair. (Be certain they are applicable and qualify under our course titles, leadership requirements, and course hours for credit. A copy of the course outline will be required along with a copy of the certificate of completion.)
- Will assist the Regional Council on Accreditation and Standards-Chair in the maintenance of member certification records for all regional members enrolled in the certification program.
- Will assist the Regional Council on Accreditation and Standards-Chair with the annual update of certification records of all members to ensure the information is accurate and settle any discrepancies.
- Will assist in the communication of regional information for either national or regional informational outlets.
- Will perform the additional duties as outlined in the Regional Administrative Personnel Association Guidelines. If there are no Regional Guidelines available then the National Administrative Personnel Association Guidelines will be referenced where applicable.

Membership Chair***Terms of Office***

- Appointed by the Regional President in Odd years.
- Serve a Two (2) year term.
- Term is eligible for renewal, if requested by the Regional President.
- May serve a maximum of Four (4) years consecutively.

National Duties

- If provided and in attendance at the National Conference, the Regional Membership Chair will attend the officer training program.
- Communicate quarterly with the National Membership Council Chair.
- Submit reports quarterly to the National Membership Council Chair.
- Maintain the Regional Membership Database and submit changes to the National Membership Council Chair in a timely manner.
- Will attend at least one National Conference prior to taking office as Regional Membership Council Chair.
- Will have voice and vote at National Annual Business Meeting.
- Will comply with the Administrative Personnel Association Standard Ethical Conduct Policy.

Membership Chair (continued)***Regional Duties***

- Serve as a member of the Regional Executive Board.
- The Membership Chair will be accountable to the Administrative Personnel Association through the Executive Board.
- The duties of the Membership Chair shall be developed into a position description by the Executive Board.
- Review and maintain the membership rolls to make sure all members are in compliance.
- Serve on the Regional Conference Planning Committee.
- Report on goals and accomplishments at the annual Regional Executive Board/Business Meeting.
- Submit names of new members to the Regional President to be recognized at the Regional Conference.
Prior to the Regional Conference, obtain a list from the National Membership Council Chair of members in good standing. Only those who are current with dues may vote at the Regional Business Meeting.
- If a newsletter is being distributed, submit articles to the Regional Communications Committee.
- Update web master of changes to the membership section of the Regional website
- Are encouraged to submit articles to the newsletters of their region's Presbyteries and Synods about membership in APA, all conferences and continuing education programs that have been planned for the region.
- Will work with the Regional Treasurer to maintain accurate records of members with dues in arrears and submit changes to the National Membership Council Chair.
- Work with the Regional President and Regional Accreditations and Standards Council Chair to complete the Annual Regional Report which is to be submitted within two weeks of the completion of the Regional Conference.

INSTALLATION OF OFFICERS***Service of Installation of Newly Elected Officers***

PAST PRESIDENT: As Past President of the Administrative Personnel Association-Pacific Region, it is my duty and privilege to administer the oath to these newly elected officers.

In Paul's letter to the Corinthians, he said, "There are different kinds of gifts. But it is the same Holy Spirit who gives them. There are different kinds of work to be done for Him. But the work is for the same Lord. There are different ways of doing His work, but it is the same God who uses all these in all people. The Holy Spirit works in each person in one way or another for the good of all God gives to each person as God wants to give."

I bring (name of person/s) to be installed as (name of office/s)
(Name of person/s), the membership of the Administrative Personnel Association has chosen you to serve as officer/s of this organization. You have been called and prepared by God to do God's work in the church. Are you willing to be installed as (name of office/s)? Are you?

RESPONSE: I am.

PAST PRESIDENT: As an officer, do you accept the responsibility to help lead the Administrative Personnel Association and accept the opportunity to serve the Presbyterian Church (U.S.A.)? Do you?

RESPONSE: I do.

PAST PRESIDENT: Will you, with the help of God, serve this organization with energy, intelligence, imagination and love? Will you?

RESPONSE: I will.

PRESIDENT: (To the members) Do we accept this/these newly elected officer/s chosen on 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? Do we?

RESPONSE: We do.

PAST PRESIDENT: Let us pray. Gracious and Loving God, you have called us into this ministry to be ambassadors of Jesus our Savior. Let the message of reconciliation be forever in our minds. Give us patience, compassion, courage and discipline as we walk together. May we be examples of the rule that Jesus taught – to treat others as we would like to be treated. Guide these officers, Lord, we pray, so that whatever they do, in word or deed, it is done to the glory of God. Amen.

ADMINISTRATIVE PERSONNEL ASSOCIATION***Standards of Ethical Conduct***

The Standards of Ethical Conduct will be required and included with the membership registration for new and existing membership.

As a member of the Administrative Personnel Association 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 Administrative Personnel Association 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 communication with people, treating each person as a child of God by:
 - Show 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.

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

If an Administrative Personnel Association member is in violation of the Standards of Ethical Conduct, a written grievance should be submitted to the Professional Conduct Committee.

The Professional Conduct Committee will determine from the facts presented if the investigation of the grievance should go any further.

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 Council to determine if any disciplinary action is required.

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.

ADMINISTRATIVE PERSONNEL ASSOCIATION (continued)***Standards of Ethical Conduct***

The outcome of the decision on the grievance will be communicated in writing by the Professional Conduct Committee Chair to the member submitting the grievance as well as to the person or persons about whom the grievance was filed.

Following the dispensation of the case, every effort will be made by the Council 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 Professional Conduct Committee meeting(s).

Group Email Policy

The group email managers are responsible for approving messages before they are disseminated to the membership and potential members. 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 the group emails.

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 National President/Executive Board.

Types of emails *NOT allowed*:

- 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”

The Regional Communications Committee is responsible for updating the list of members when changes to email addresses are submitted. The Communications Committee will send email updates and new member email addresses upon reception to the National Communications Chair.

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.

Council

Chair – National President

The Council shall be composed of the following: The National Executive Board, all Regional Presidents. The following appointed National Chairs: Bylaws Committee, Finance Committee, Nominating Committee, Council on Accreditation and Standards, Membership Committee, Communication Committee, Conference Planning Committee, and the Professional Conduct Committee.

ADMINISTRATIVE PERSONNEL ASSOCIATION (continued)***Voting Procedures of the Organization***

The Council will vote on items prior to being brought to the membership at the National Business Meeting. The Council and committee reports are presented for approval by the Council. 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 Council with notification to the membership.

The Council 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 the dues structure, Bylaws and the election of National Officers.

Amendments

The Administrative Personnel Association Bylaws are to be fully reviewed in the odd years by the Bylaws committee. Bylaw amendments must be submitted 120 days prior to the National Business Meeting to the Bylaws committee chair to be reviewed by the Bylaws committee. To adopt, amend, rescind or suspend these bylaws a 2/3 (two-thirds) vote is required by those eligible and in attendance at the National Business meeting.

Standard editing procedures will be used (i.e. strike-through, bold, italics, etc.) when changing official Administrative Personnel Association documents (i.e. Operations Manual)

Background Checks

A background check will be performed on all potential national officers by the President-Elect. Once the background check has been completed, a notation will be made in the electronic records of the Administrative Personnel Association at the search was conducted and noting the date of the search. All paper documentation will then be shredded once the notation is made in the electronic data base. If an issue arises because of the search, the National President will be notified immediately for proper handling. It is the member's right to request disclosure of the nature and scope of the report.

It is strongly recommended that regions also adopt a policy of background checks on all elected officers.

The following Administrative Personnel Association information can be found at www.pcusa-apa.org.

- National Bylaws
- National Nominating Procedures
- National Scholarship Policy
- National and Regional Position Descriptions
- Presbytery Administrative Personnel Association Recognition Ceremony

Pacific Region Update: September 2017

National Update 2017