

**ADMINISTRATIVE PERSONNEL ASSOCIATION
PRESBYTERIAN CHURCH (U.S.A.)
NATIONAL GUIDELINES**

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. (Adopted July 1999)

THE PURPOSE

The purpose shall be 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

APA, PC(USA), Inc. is a non-profit 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. Visit your state government website for information on tax exemption application.

EDUCATIONAL OPPORTUNITIES

Certification program 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 APA members*

*Those not certified at Level III, may be approved on a case-by-case basis by both Regional Council on Accreditation and Standards and National Council on Accreditation and Standards 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 taken, or any failure to act, unless such officer has breached or failed to perform the 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 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 (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 the Office of the General Assembly).

BOOK OF ORDER MANDATE

G-2.1101 – 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.

G-2.1101 – 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.

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 APA Bylaws are to be fully reviewed in the odd years by the Bylaws Committee. Bylaw amendments must be submitted one hundred and twenty (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 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 APA 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 APA that 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 database. If an issue arises as a result 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.

STANDARDS OF ETHICAL CONDUCT

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

REGIONS OF APA

APA is divided geographically into seven (7) regions. All regions of APA are governed by the Bylaws, a Manual of Operations, and Committee Guidelines approved by the national organization.

The regions are as follows:

- Heartland – Indiana, Kentucky, Michigan, Ohio, Illinois, Iowa, Kansas, Minnesota, Missouri, and Wisconsin
- Mid-Atlantic – Delaware, Maryland, North Carolina, South Carolina, Virginia, Washington D.C., and West Virginia

- Northeast – Connecticut, Main, 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
- Southeast – Alabama, Florida, Georgia, Mississippi, and Tennessee
- Southwest – Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

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 Accreditations 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 their home.

FORMING A NEW REGION

- A group of APA 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 APA PC(USA) with APA'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.

INACTIVE REGION

If 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 (3) years. After that time, the funds will revert to the general fund of APA. The region must request that they be placed on the "inactive" status.

MERGING EXISTING REGIONS

If 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 (2) active regions merge, the existing funds will be merged and a suitable name for the new region will be selected by the two (2) 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 even it becomes necessary for the two (2) regions to merge, this process should be followed:

- The Regional Executive Board of the region requesting a merger should schedule a meeting either electronically, 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 Regional President to the regional members immediately. (Within five (5) days of that meeting.)
- The Regional President, or highest-ranking officer, sends a letter to the National President within ten (10) 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 National 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.
- 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 Board of the region requesting the merge is null and void upon the merge. 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.

STARTING A LOCAL APA CHAPTER

- Invite the administrative assistants, secretaries, receptionists, and other support staff members of churches in the local presbytery (not just APA 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 APA.
- Have copies of APA brochures, Bylaws, Manual of Operations, 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.

CONFERENCES AND SEMINARS

Regional Information

- Each region may host only one (1) conference per year.
- Seminars may be held by the regions and be one (1) or two (2) 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 Regional and National Council on Accreditations and Standards chairperson.

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 for 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 regional conference.

National Conference Information

All pertinent information is to be found in the National Conference Planning Guidelines.

EXECUTIVE BOARD

The National Executive Board shall consist of the following elected officers:

- National President
- National President-Elect
- National Secretary
- National Treasurer

And the following appointed chairs:

- National Membership Council Chair
- National Council on Accreditations and Standards Chair

EXECUTIVE BOARD DUTIES

- Will meet as a body twice annually – at the national conference prior to the meeting of the Council and for an organization development meeting, generally six (6) months prior to the national conference.
- Will prepare all recommended changes to the Manual and all Guidelines.
- Will work with the National Treasurer to develop the annual budget.
- Will approve the hotel site of the annual national conference.
- Will work with the National Conference Planning Committee Chair on the details of the annual conference.
- Will approve the selection of classes for the national conference as recommended by the Council on Accreditations and Standards Chair.

COUNCIL

The Council shall be composed of the following:

- National Executive Board
- All Regional Presidents

COUNCIL DUTIES

- Will attend the annual meeting at the national conference.
- Will vote on recommendations to the Manual of Operations and the Committee Guidelines.
- Will approve all national conference meeting dates.
- Will approve all national conference meeting sites (cities).
- Will participate in email voting throughout the year as needed.
- Will provide recommendations to improve the organizational operations.
- Will vote on items prior to being brought forth to the membership.
- May authorize increases in dues to be brought to the membership for a vote.

NATIONAL OFFICERS

National officers of the organization shall be:

- President
- President-Elect
- Treasurer
- Secretary

Members can serve in only one (1) elected officer position.

President

The office of National President is a four (4) year term

- Elected in even years
- First and second year President-Elect
- Third and fourth year President

The President shall not be re-elected to a second term unless he/she has been vacant from the position for four (4) years.

- Upon election, will attend officer training program provided at the national conference.
- The duties of the President shall be developed into a position description by Council.
- The President shall be accountable to the Administrative Personnel Association through the Council.

President-Elect

- The duties of the President-Elect shall be developed into a position description by Council.
- The President-Elect shall be accountable to the Administrative Personnel Association through the Council.
- Upon election, will attend officer training program provided at the national conference.

Secretary

- Shall be elected in odd years.
- Shall be eligible to serve a second two (2) year term.
- Upon election, will attend officer training program provided at the national conference.
- The Secretary shall be accountable to the Administrative Personnel Association through the Council.
- The duties of the Secretary shall be developed into a position description by Council.

Treasurer

- Shall be elected in odd years.
- Shall be eligible to serve a second two (2) year term.
- Upon election, will attend officer training program provided at the national conference.
- 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.

Council on Accreditations and Standards Chair

- Shall be appointed by the National President in even years.
- Shall serve a two (2) year term.
- Shall be eligible for renewal.
- Shall not exceed serving four (4) years consecutively.
- Upon election, will attend officer training program provided at the national conference.
- The Council on Accreditations and Standards Chair shall be accountable to the Administrative Personnel Association through the Executive Board.
- The duties of the Council on Accreditations and Standards Chair shall be developed into a position description by the Executive Board.

Membership Chair

- Shall be appointed by the National President in even years.
- Shall serve a two (2) year term.
- Shall be eligible for renewal.
- Shall not exceed serving four (4) years consecutively.
- Upon election, will attend officer training program provided at the national conference.
- The Membership Chair shall be accountable to the Administrative Personnel Association through the Council.
- The duties of the Membership Chair shall be developed into a position description by Council.

REGIONAL OFFICERS

Regional officers of the organization shall be:

- President
- President-Elect
- Treasurer
- Secretary

Members can serve in only one (1) elected officer position.

President

The office of Regional President is a four (4) year term

- Elected in even years
- First and second year President-Elect
- Third and fourth year President

The President shall not be re-elected to a second term unless he/she has been vacant from the position for two (2) years.

- The duties of the President shall be developed into a position description by the Executive Board.
- The President shall be accountable to the Administrative Personnel Association through the Executive Board.
- Upon election, will attend officer training program provided at the national conference.

President-Elect

- The duties of the President-Elect shall be developed into a position description by the Executive Board.
- The President-Elect shall be accountable to the Administrative Personnel Association through the Executive Board.

Secretary

- Shall be elected in odd years.
- Shall be eligible to serve a second two (2) year term.
- 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 Executive Board.

Treasurer

- Shall be elected in odd years.
- Shall be eligible to serve a second two (2) year term.
- 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.

Council on Accreditations and Standards Chair

- Shall be appointed by the Regional President in even years.
- Shall serve a two (2) year term.
- Shall be eligible for renewal.
- Shall not exceed serving four (4) years consecutively.
- Upon election, will attend officer training program provided at the national conference.
- The Council on Accreditations and Standards Chair shall be accountable to the Administrative Personnel Association through the Executive Board.

- The duties of the Council on Accreditations and Standards Chair shall be developed into a position description by the Executive Board.

Membership Chair

- Shall be appointed by the Regional President in even years.
 - Shall serve a two (2) year term.
 - Shall be eligible for renewal.
 - Shall not exceed serving four (4) years consecutively.
 - Upon election, will attend officer training program provided at the national conference.
- The Membership Chair shall 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.

REGIONAL OFFICE APPOINTMENT

When an officer of a region is no longer an APA 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

National

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, the Secretary will write the letter), with two-thirds approval of the Council asking the person to address the issues and make improvements. After thirty (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 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.

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

The following constitutes the National Committees and Council of the organization:

- Bylaws
- Communications
- Council on Accreditation and Standards
- Finance
- Membership
- National Conference Planning Committee
- Nominating
- Professional Conduct Committee

Other standing or special committees may be appointed by the President as deemed necessary to carry on the work of the organization.

The chairperson, who will moderate the committee and council meetings, will be appointed by the President in the even years, except for the Bylaws Committee and the Nominating Committee which is chaired by the National President-Elect; Finance Committee which is chaired by the National Treasurer; the Communications Committee which is chaired by the National Secretary; and the Professional Conduct Committee which is chaired by the National President. They shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

The Council on Accreditation and Standards, the Membership Committee, and the National Conference Planning Committee shall have a Vice-Chair who is appointed by the chair with the approval of the President. The Vice-Chair shall serve a two (2) year term and shall be eligible for renewal. The Vice-Chair shall NOT exceed serving four (4) years consecutively. The Vice-Chair will have voice and vote during their committee meetings and the Vice-Chair will serve as a member of the National Executive Board in the absence of the chair. The Vice-Chair is classified as an attendee of the Council with voice and no vote.

Committees will meet at the national conference at the time scheduled prior to the Council meeting. Conference calls and/or email meetings throughout the year are encouraged.

Vice-Chairs for the Council on Accreditations and Standards, the Membership Committee, and the National Conference Planning Committee will prepare minutes of all meetings for the committee. Committees without vice-chairs will appoint one (1) person to take minutes. Committee minutes will be sent to the National Secretary for recordkeeping.

The committee chairs will be responsible for communicating all recommendations to the Council for their action.

Other committees are specified under the Bylaws – Executive Board and Council.

Regional

The following constitutes the Regional Committees of the organization:

- Communications
- Council on Accreditation and Standards
- Finance
- Membership
- Nominating
- Guidelines

The chairperson, who will moderate the committee and council meetings, will be appointed by the Regional President in the even years, except for the Guidelines and the Nominating Committee which is chaired by the Regional President-Elect; Finance Committee which is chaired by the Regional Treasurer; and the Communications Committee which is chaired by the Regional Secretary. They shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

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 APA Guidelines. Regions are allowed to combine no more than two 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.

BYLAWS

The Bylaws Committee shall be comprised of three (3) at-large members (appointed by the chair with the approval of the President) and the National President-Elect who will serve as the chair. The members shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

The Bylaws Committee is responsible for the maintenance of the Bylaws and the Guidelines. The committee is accountable to the Council.

The Bylaws Committee shall:

- Be responsible for the creation and maintenance of APA Bylaws, which is the set of rules that guide its operations and activities
- Be responsible for the creation and maintenance of APA Guidelines.
- Be responsible for the creation and maintenance of the APA Manual of Operations which is to include the Bylaws, Guidelines, Council on Accreditation and Standards Handbook, the Membership Handbook, position descriptions, financial policies, nominating procedures, communication policies, national conference planning policies, and Professional Conduct Committee policies and procedures.
- Be responsible for soliciting changes prior to the national conference and keeping the Bylaws and Guidelines up-to-date.
 - Review the Bylaws in the odd years and review the Guidelines in even years.
 - Bylaw amendments must be submitted one hundred twenty (120) days prior to the national business meeting to the Bylaws Committee chair to be reviewed by the committee.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the national conference with all its recommendations reported to Council for action.

COMMUNICATIONS COMMITTEE

The Communications Committee shall be comprised of at least two (2) at-large members (appointed by the chair with the approval of the President) and the National Secretary will serve as chair. The members shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

The Communications Committee works as a team to provide APA with a professional image and in keeping the lines of communication open to our members and potential members. The committee is also responsible for all APA national communications to members and to endeavor to promote APA to all churches, presbyteries, and synods.

The Communications Committee shall:

- Develop a process for dissemination of information.
- Receive changes to the information that is on the website and make sure that the changes are made in a timely manner.
- Monitor links to regional websites and ensure that their information is updated in a timely manner.
- Annually publish regional conferences on the national website as information is made available.
- Periodically review and update the website to make it visually appealing and user friendly.
- Supervise the website manager.
- Select a website host and make proposals when a new vendor is necessary and recommend to the Council for final approval.
- Work with the National Conference Planning Committee and offer assistance in promoting the national conference and assist with the preparation of the conference brochure, registration form, and programs after having complete, timely, accurate content from the National Conference Planning Committee.
- Create fillable forms to be posted on the website.
- Take initiative to find creative ways to promote APA.
- The electronic distribution of information.
- Periodically send email blasts to members, churches, presbyteries, and synods regarding regional and national conferences.
- Handle all requests for emails being sent the current ListServ.

- Appoint “managers” for the emails being sent to the current ListServ.
- Keep the email addresses updated for the ListServ.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the national conference with all its recommendations reported to Council for action.

COUNCIL ON ACCREDITATION AND STANDARDS

The Council on Accreditation and Standards shall be comprised of each regional Council of Accreditation and Standards Chair and the appointed National Council on Accreditation and Standards Chair. The members shall serve a four (4) year term and shall be eligible for renewal. They shall NOT exceed serving eight (8) years consecutively.

The Council on Accreditation and Standards is responsible for offering educational courses that allow members to gain expertise in all fields associated with their position within the Presbyterian Church (U.S.A.).

The Council on Accreditation and Standards shall:

- Be responsible for offering educational courses that allow members to gain expertise in all fields associated with their position within the Presbyterian Church (U.S.A.).
- Regulate all courses offered by APA and is required to approve all courses.
- Review and maintain the Council on Accreditation and Standards Handbook, which is included in the Manual of Operations.
- Inform the membership with any certification changes and name specific dates when the actions will take effect.
- Determine how long APA certified records will be kept if a member ceases to pursue certification.
- Maintain the certification records of each member.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the national conference with all its recommendations reported to Council for action.

FINANCE

The Finance Committee shall be comprised of at least two (2) at-large members (appointed by the chair with the approval of the President) and the National Treasurer who will serve as the chair. The members shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

The Finance Committee is responsible for overseeing the finances of the organization and is accountable to the Council. The committee is also responsible for monitoring and approving scholarship requests and for soliciting funds to support these efforts.

The Finance Committee shall:

- Monitor monthly spending and cash flow.
- Review and approve expenses of national officers and send request to treasurer to be disbursed.
- Receive committee requests for budgeted items and make recommendations to the Council.
- 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 President and Council with any concerns.
- Recommend to the Council the establishment of designated accounts as required.
- Make arrangements for an annual outside review of the books.
 - This also needs to be done each time a new Treasurer is appointed/elected.
- Authorize the selection of three (3) signatures on the APA bank account signature card in consultation with the National President.
- Work with the Executive Board to create an annual operating budget to be recommended to the Council for action.

- Be responsible for monitoring and approving scholarship requests and for soliciting funds to support these efforts.
- Review and maintain the scholarship policy and application.
- Provide financial accounting for scholarships to the Council.
- Plan fundraising events for scholarship money.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the national conference with all its recommendations reported to Council for action.

MEMBERSHIP COMMITTEE

The Membership Committee shall be comprised of each regional Membership Committee Chair and the appointed National Membership Committee Chair. The members shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively. The Life Member Liaison shall be appointed by the National Membership Committee Chair with the approval of the President in even years. The Life Member Liaison shall serve a four (4) year term and shall be eligible for renewal. The Life Member Liaison shall NOT exceed serving eight (8) years consecutively.

The Membership Committee is responsible for the membership of the Administrative Personnel Association of the Presbyterian Church (U.S.A.). This committee will be open to new ways of inviting members, increasing membership, and advertising membership events in APA.

The Membership Committee shall:

- Review and maintain the membership rolls to make sure all members are in compliance.
- Will provide up-to-date membership lists for each region.
- Work with the National Treasurer to maintain accurate records of members with dues in arrears.
- Review and maintain the Membership Handbook, which is included in the Manual of Operations.
- Will provide guidance and feedback in determining the future of APA and its membership.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the National Conference with all its recommendations reported to Council for action.

The Life Member Liaison shall:

- Correspond with all life members several times a year updating them on new changes.
- Provide dates of conferences.
- Send birthday/get well/sympathy cards as needed.
- Provide feedback to the membership committee from life members.
- Solicit scholarship funds.

NATIONAL CONFERENCE PLANNING COMMITTEE

The National Conference Planning Committee shall be comprised of three (3) at-large members (one (1) from the East area, one (1) from the West area, and one (1) from the Central area appointed by the chair with the approval of the President), and the appointed National Conference Planning Committee Chair. The members shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

The National Conference Planning Committee is responsible for consistency in conference planning.

The National Conference Planning Committee shall:

- Be responsible for the planning and organizing of the national conference two (2) years in advance.
- Maintain consistency in conference planning.
- Prepare a written recommendation to the National Executive Board for approval of the location and date of the national conferences.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.

- Meet prior to each Council meeting at the national conference with all its recommendations reported to Council for action.

NOMINATING COMMITTEE

The Nominating Committee shall be comprised of each regional president and the National President-Elect who will serve as the chair.

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

The Nominating Committee shall:

- 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 National Conference the committee will select one (1) nominee per vacancy following the guidelines specified in the Manual of Operations.
- Prior to the National Conference the committee will send out the name of each nominee and provide biographical information and a statement of faith to the 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 nominating process is contained in the Manual of Operations.
- The committee is responsible for filling the following positions:
 - Office of President (includes President and President Elect) – even years
 - Secretary and Treasurer – odd years
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the national conference with all its recommendations reported to Council for action.

PROFESSIONAL CONDUCT COMMITTEE

The Professional Conduct Committee shall be comprised of three (3) at-large members (appointed by the chair with the approval of the President), and the National President will serve as chair. The members shall serve a two (2) year term and shall be eligible for renewal. They shall NOT exceed serving four (4) years consecutively.

Should the conduct of the National President be questioned, the officer(s) being reviewed will not serve on this committee until the review of conduct has been completed. The President-Elect will then serve in place of the President on this committee until the review has been completed.

The Professional Conduct Committee is responsible for the personnel of the Administrative Personnel Association.

The Professional Conduct Committee shall:

- Review and determine if any elected or appointed officer or committee chair may be removed from office for failure to execute the duties and responsibilities of the position or due to professional misconduct.
- Review and maintain the APA Standards of Ethical Policy.

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 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 outlined herein will be subject to disciplinary action as outlined in APA Manual of Operations, Policies, and Procedures.

VIOLATION OF THE STANDARDS OF ETHICAL CONDUCT

If an APA 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.

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).

REPORTS FOR THE COUNCIL

Quarterly committee reports are due October 15, January 15, April 15, and July 15. The reports prepared prior to the conference date will be the reports sent out for the national conference. Reports are due from the following committees:

- Bylaws Committee
- Communications Committee
- Council on Accreditation and Standards
- Finance Committee
- Membership Committee
- National Conference Planning Committee
- Nominating Committee
- Professional Conduct Committee

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 the 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 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.

NOMINATING PROCEDURES

Depending on the date of the national conference, the dates below may need to be adjusted, but the process remains the same. The following timeline shall be adhered to by the Nominating Committee.

- | | |
|------------|--|
| October 1 | The process begins for vacancies. A 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 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. 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 December 1. Anyone seeking a second term (Secretary/Treasurer) must also complete the form for processing. |
| December 1 | 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 phone, faith statement, and bibliography by February 1. The Chair will then compile all information received and share this information with the committee electronically for discussion. |
| March 20 | The Chair will call for a committee vote electronically. |
| March 25 | The Chair will notify the committee of the result of the vote; including the number of votes each candidate received. |
| March 30 | The committee must have the slate prepared. |
| 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 (1) candidate, a nomination from the floor, or the committee feels there is a need for the interview.

SCHOLARSHIP POLICY

- Must be a current member of the Administrative Personnel Association.
- The amount of each scholarship will be \$150.00 to offset the cost of attending the national conference.
- The number of scholarships awarded will be determined by the National Finance Committee on an annual basis.
- Priority consideration will be given to applicants attending a 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 scholarship will not be awarded to an applicant in consecutive years.
- Members on the Finance Committee are not eligible to apply for a Joyce Bauer National Scholarship during their term of service.

POSITION DESCRIPTIONS

National – President

The office of National President is a four (4) year term

Elected in even years

First and second year – President-Elect

Third and fourth year – President

- The President shall be accountable to the Administrative Personnel Association through the Council.
- If provided and in attendance at the national conference, the President will attend the officer training program.
- Will chair the Executive Board.
- Will chair the Council meeting.
- Will chair the national business meeting.
- Will preside at the Executive Board, Council, and national business meeting.
- Will maintain regular communication with the Executive Board and Council.
- Will promote the organization whenever and wherever possible.
- Will request reimbursement for 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.
- Will appoint a parliamentarian as needed for the annual national business meeting.
- Will appoint a Council on Accreditation and Standards Chair, a Membership Chair, and a National Conference Planning Committee Chair in even years, upon beginning term of office and when a vacancy occurs within thirty (30) days of vacancy.
- Will serve as ex-officio member of all committees except Nominating Committee.
- Will submit quarterly reports to the President-Elect to be distributed to the Council on the 15th of January, April, July, and October.
- Will ensure that all rules, regulations, trusts, and provisions applicable to all funds of the corporation and their administration and all policies adopted by the Council comply.
- Will comply with the APA Standard Ethical Conduct Policy.

It is recommended that the President of the Organization:

- Will create a common purpose that will mobilize people and coordinate efforts to build trust among the Executive Board and Council as well as the membership.
- Will create a strong, resilient organization.
- Will guide the energy of the organization inspiring leadership to contribute with their minds and heart to move the organization forward both regionally and nationally.
- Will promote constant innovation.
- Will cultivate an appreciation of people's difference and create a culture of mutual respect.
- Will pay close attention to people's talents and strengths to foster and grown the organization's committee structure.
- Will encourage independent, challenging thinking.
- Will facilitate a high level of ethics; making decisions on deep-stated principles.
- Will foster a sense of "community" with mutual commitment and a high level of performance within committees and the membership.

National – President-Elect

The office of National President is a four (4) year term

Elected in even years

First and second year – President-Elect

Third and fourth year – President

- The President-Elect shall be accountable to the Administrative Personnel Association through the Council.
- If provided and in attendance at the national conference, the President-Elect will attend the officer training program.
- Will serve when the President is unable to serve.
- Will serve as chairperson of the Nominating Committee and Bylaws Committee.
- Will serve on the Executive Board and Council.
- Will serve as Nominating Chair.
- Will perform background checks on all potential officers.
- Will serve as Bylaws Chair.
- Will submit quarterly reports to be distributed to the Council.
- Will work with the President.
- Will review all minutes, track, and follow up on outstanding items of business.
- Will request reimbursement for 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 and the Executive Board Organizational Development meeting.
- Will update and submit the Council list to all members of the Council and the website manager following the national conference.
- Will request and follow up on quarterly status reports which are due January 15, April 15, July 15, and October 15 to the Council. (Reports requested closest to the national conference will be reported at that time).
- Will comply with the APA Standard Ethical Conduct Policy.

National – Secretary

The office of National Secretary is a two (2) year term

Shall be eligible for a second term, but can serve no more than four (4) consecutive years in the same elected position

Elected in odd years

- The Secretary shall be accountable to the Administrative Personnel Association through the Council.
- If provided and in attendance at the national conference, the Secretary will attend the officer training program.

- Will record minutes for ALL national APA meetings to include the Council and Executive Board 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, the Council, and when appropriate, the membership.
- Will post the minutes of the Council and national business meetings onto the website within thirty (30) days at the end of the national conference.
- Will work with and handle any correspondence as requested by the president.
- Chair the Communications Committee.
- Will submit quarterly reports to the President-Elect to be distributed to the Council which are due January 15, April 15, July 15, and October 15 to the Council. (Reports requested closest to the national conference will be reported at that time.)
- Will maintain an editable copy of the APA Bylaws and APA Guidelines.
- Will maintain the Manual of Operations to include the APA Bylaws, APA National Guidelines, Certification Guidelines, Membership Handbook and all forms to be included in the appendix of the manual.
- Will comply to the APA Standard Ethical Conduct Policy.

National – Treasurer

The office of National Treasurer is a two (2) year term

Shall be eligible for a second term, but can serve no more than four (4) consecutive years in the same elected position

Elected in odd years

- The Treasurer shall be accountable to the Administrative Personnel Association through the Council.
- If provided and in attendance at the national conference, the Treasurer will attend the officer training program.
- Shall receive and appropriately disburse funds within fifteen (15) business days of request.
- Chair the Finance Committee.
- Will work with and provide any financial reports as requested by the president.
- Will work with the Executive Board and Council to develop an annual budget.
- Will strive to develop a balanced budget with a contingency plan for expenditures that exceed amounts budgeted, to be presented during the national business meeting.
- Will work with the Executive Board to develop annual budget prior to national business meeting and send proposed budget thirty (30) days prior to the national conference to the Executive Board and the Council.
- Will make all deposits and disbursements for APA using appropriate accounts.
- Will issue checks if an approved budgeted expense and accompanied by authorized check request and substantiating invoices/receipts.
- Will send/email copies of membership renewal forms and certification forms to the Membership Chair and National Council on Accreditations and Standards Chair.
- Will track accounts and funds using appropriate accounting software.
- Will complete and send IRS Form 990 by required deadline annually.
- Will prepare year-end balance sheet, income and expense report, and budget report.
- Will arrange for yearly outside audit and submit report to the Council at the national conference.
- Will send approved budget for distribution to membership upon request.
- Will keep abreast of the financial condition of the organization and be in consultation with the National President and Council with any concerns.
- Will keep current the three (3) signatures on the APA bank account signature card. A card with a new president's signature will be obtained in the city of the national conference immediately following the election of the President-Elect. Authorize the selection of three (3) signatures on the APA bank account signature card. This will be done in the city of the national conference immediately following the election of the President-Elect.
- Will receive committee requests for budgeted items.

- Will submit quarterly reports to the President-Elect to be distributed to the Council which are due January 15, April 15, July 15, and October 15 to the Council. (Reports requested closest to the National Conference will be reported at that time.)
- Will work with the National Conference Planning Committee Chair to facilitate an effective procedure in accurately collecting registration and associated fees for the national conference.
- Will report quarterly on the donations to the National Scholarship fund and send acknowledgment to donors.
- Make recommendations regarding investments to both capital and general funds.
- Will ensure that restricted funds should be kept restricted for the purpose for which they are given (such as, Scholarship).
- Will comply to the APA Standard Ethical Conduct Policy.

When a new treasurer is elected, a period of eight (8) weeks will be allowed for the transition to allow time for an audit to be performed prior to the transition.

National Council on Accreditations and Standards Chair

- The Council on Accreditations and Standards Chair will be accountable to the Administrative Personnel Association through the Council.
- If provided and in attendance at the national conference, the National Council on Accreditations and Standards Chair will attend the officer training program.
- Will serve as the chairperson of the National Council on Accreditations and Standards.
- Will maintain the certification records.
- Will submit quarterly reports to the President-Elect to be distributed to the Council which are due January 15, April 15, July 15, and October 15 to the Council. (Reports requested closest to the national conference will be reported at that time.)
- Will comply with the APA Standard Ethical Conduct Policy.

National Membership Chair

- The Membership Chair will be accountable to the Administrative Personnel Association through the Council.
- Will serve as chairperson of the National Membership Committee.
- Will attend all National Executive Board meetings and Council meetings.
- Will serve a two (2) year appointed term, and is eligible to serve a second two (2) year term.
- Will appoint a vice-chair to work with the National Membership Committee. This vice-chair maybe a regional membership chair.
- Will look for innovative ways to recruit new members and maintain existing membership.
- Will work with the National Membership Committee to be an advocate for members of APA.
- If provided and in attendance at the national conference, the National Membership Chair will attend the officer training program.
- Will work with the National Treasurer to maintain accurate records of members with dues in arrears.
- Will submit quarterly reports to the President-Elect to be distributed to the Council which are due January 15, April 15, July 15, and October 15 to the Council (Reports requested closest to the National Conference will be reported at that time.)
- Will comply with the APA Standard Ethical Conduct Policy.

National Conference Planning Committee Chair

- The National Conference Planning Committee Chair will be accountable to and a member of the Administrative Personnel Association Council.
- Will serve as chairperson of the National Conference Planning Committee.
- Will request reimbursement for expenses from the National Treasurer in the amount specified in the annual budget to attend the national conference and the hotel site visit.
- Will work closely with the National President to ensure all requests are incorporated into the event and in planning process.
- Will prepare a budget for review and approval of the Executive Board.

- Will solicit members to participate on the committee.
- Will prepare Request for Proposals for hotels of future conference sites.
- Will select meals and entertainment for the conference.
- Will work with the hotel staff to ensure a pleasurable event for conference attendees.
- Will work with the Treasurer in filing for tax exemption of future conference sites.
- Will stay within the legal confines of the contract at all times and not jeopardize the organization by breaching the contract.
- Will manage all conference expenses by providing signoff for the Treasurer to pay.
- Will provide the Treasurer with a copy of all signed contracts.
- Will recommend to the Executive Board increased in the conference registration fee.
- Will work with the National Treasurer to facilitate an effective procedure in accurately collecting registration and associated fees for the national conference. Will submit quarterly reports to the President-Elect to be distributed to the Council which are due January 15, April 15, July 15, and October 15 to the Council. (Reports requested closest to the National Conference will be reported at that time.)
- Will comply with the APA Standard Ethical Conduct Policy.

Regional – President

The office of Regional President is a four (4) year term

Elected in even years

First and second year – President-Elect

Third and fourth year – President

- The President shall be accountable to the Administrative Personnel Association through the Regional Executive Board.
- If provided and in attendance at the national conference, the Regional President will attend the officer training program.
- Will preside at the regional annual conference and business meeting or any electronic meetings of the Regional Executive Board.
- May appoint a parliamentarian as needed for the annual regional business meeting.
- Will appoint a Council on Accreditation and Standards Chair and a Membership Chair in even years.
- Will appoint committee chairpersons, upon beginning term of office and when a vacancy occurs within thirty (30) days of vacancy.
- Will serve as ex-officio member of all committees except Nominating Committee.
- Will communicate with the Regional Executive Board.
- Will be a member of the Council, the National Nominating Committee, and may 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 meeting will be conducted.
- Will preside at the annual conference regional business meeting.
- Will prepare annual report posted on APA website and send to National President electronically for disbursement prior to the national conference.
- Will maintain a list of current officers and committees and will disseminate to the Regional Executive Board and national officers within thirty (30) days of regional business meeting or after any changes occur.
- Will assume other duties as they arise.
- Will be available to promote the organization whenever and wherever possible.
- Will reside within the boundaries of the region.
- Will abide by the National Policy and Procedures Manual.
- The President will 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 year's meetings
 - Agenda for all such meetings
 - A copy of the last two year's financial statements and reports

- A current copy of the Manual of Operations to include updated APA Guidelines
- Bylaws
- Copy of the hotel contract from the previous year
- Will 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 are in compliance.
- Will perform the additional duties as outlined in the Regional APA Guidelines. If there are not regional guidelines available then the National Guidelines will be referenced where applicable.
- Will comply with the APA Standard Ethical Conduct Policy.

It is recommended that the President of the Organization:

- Will create a common purpose that will mobilize people and coordinate efforts to build trust among the Executive Board and Council as well as the membership.
- Will create a strong, resilient organization.
- Will guide the energy of the organization inspiring leadership to contribute with their minds and heart to move the organization forward regionally.
- Will promote constant innovation.
- Will cultivate an appreciation of people's difference and create a culture of mutual respect.
- Will pay close attention to people's talents and strengths to foster and grown the organization's committee structure.
- Will encourage independent, challenging thinking.
- Will facilitate a high level of ethics; making decisions on deep-stated principles.
- Will foster a sense of "community" with mutual commitment and a high level of performance within committees and the membership.

Regional – President-Elect

The office of National President is a four (4) year term

Elected in even years

First and second year – President-Elect

Third and fourth year – President

- The President-Elect shall be accountable to the Administrative Personnel Association through the Executive Board.
- If provided and in attendance at the national conference, the Regional President-Elect will attend the officer training program.
- Will serve when the President is unable to serve.
- Will serve as chairperson of the Nominating Committee and Bylaws Committee.
- Will request and follow up on quarterly status reports which are due January 15, April 15, July 15, and October 15 to the Executive Board.
- Will perform the additional duties as outlined in the Regional APA Guidelines. If there are no regional guidelines available then the National APA Guidelines will be referenced where applicable.
- Will comply with the APA Standard Ethical Conduct Policy.

Regional – Secretary

The office of Regional Secretary is a two (2) year term

Shall be eligible for a second term, but can serve no more than four (4) consecutive years in the same elected position

Elected in odd years

- The Secretary shall be accountable to the Administrative Personnel Association through the Executive Board.
- If provided and in attendance at the national conference, the Secretary will attend the officer training program.

- Will record minutes for ALL regional APA meetings and the Executive Board 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 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.
- Chair the Communications Committee.
- Submit quarterly reports to the President-Elect to be distributed to the Executive Board.
- Will maintain an editable copy of the APA Bylaws and APA Guidelines.
- Will maintain the Manual of Operations to include the APA Bylaws, APA Regional Guidelines, Certification Guidelines, Membership Handbook 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 their 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.
- Be responsible for all APA regional communications to members and to endeavor to promote APA to all churches presbyteries, and synods.
- Ensure that a monthly newsletter is distributed, following final approval from the Regional President.
- Will furnish to the conference host committee minutes of both the Executive Board and regional business meeting to be disbursed to the membership either electronically or for placement in conference packet.
- Be responsible for all APA regional communications to members and to endeavor to promote APA to all churches, presbyteries, and synods.
- Prepare a procedures manual including all functions of the communications team.
- Will perform the additional duties as outlined in the Regional APA Guidelines. If there are no regional guidelines available then the National APA Guidelines will be referenced where applicable.
- Will comply to the APA Standard Ethical Conduct Policy.

Regional – Treasurer

The office of National Treasurer is a two (2) year term

Shall be eligible for a second term, but can serve no more than four (4) consecutive years in the same elected position

Elected in odd years

- The Treasurer shall be accountable to the Administrative Personnel Association through the Executive Board.
- Shall receive and appropriately disburse funds within fifteen (15) business days of request.
- Chair the Finance Committee.
- Submit quarterly reports to the President-Elect to be distributed to the Executive Board.
- If provided and in attendance at the national conference, the Regional Treasurer will attend the officer training program.
- Will work with and provide any financial reports as requested by the president.
- Will maintain, store, and preserve any and all financial documents as required by law and the Executive Board.
- Will be responsible for all accounting functions of the regional organization.
- 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 from the Regional Conference Planning Committee Chair of the annual regional conference, make deposits, and pay bills within ten (10) days of submissions.
- Will prepare a written report and present it during the annual regional business meeting.

- Will make all deposits and disbursements for the region using appropriate accounts.
- 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 Regional Executive Board. The Regional Executive Board will determine who the authorized check signers should be. Ideally there will be a minimum of three (3) 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 prepare quarterly reports and send/email to the Regional Executive Board.
- Will prepare a year-end balance sheet income and expense report and budget report.
- Will perform the additional duties as outlined in the Regional APA Guidelines. If there are no regional guidelines available then the National APA Guidelines will be referenced where applicable.
- Will comply to the APA Standard Ethical Conduct Policy.

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

When a new treasurer is elected, a period of eight (8) weeks will be allowed for the transition to allow time for an audit to be performed prior to the transition.

Regional Council on Accreditations and Standards Chair

- The Council on Accreditations and Standards Chair will be accountable to the Administrative Personnel Association through the Executive Board.
- If provided and in attendance at the national conference, the Regional Council on Accreditations and Standards Chair will attend the officer training program.
- Will serve as a member of the National Council on Accreditations and Standards.
- Will maintain the certification records and transmit record information to the National Council on Accreditations and Standards Chair.
- Will submit quarterly reports to the President-Elect to be distributed to the Executive Board.
- Will comply with the APA Standard Ethical Conduct Policy.

Regional Membership Chair

- The Membership Chair will be accountable to the Administrative Personnel Association through the Executive Board.
- Will serve as a member of the National Membership Committee.
- If provided and in attendance at the national conference, the Regional Membership Chair will attend the officer training program.
- Will work with the National Membership Chair to maintain accurate records of members with dues in arrears.
- Will submit quarterly reports to the President-Elect to be distributed to the Executive Board.
- Will comply with the APA Standard Ethical Conduct Policy.

Regional Conference Planning Committee Chair

- The Conference Planning Committee Chair will be accountable to and a member of the Administrative Personnel Association Council.
- Will serve as chairperson of the Regional Conference Planning Committee.
- Will submit quarterly reports to the President-Elect to be distributed to the Executive Board.
- Will work with the Regional Treasurer to facilitate an effective procedure in accurately collecting registration and associated fees for the regional conference.
- Will comply with the APA Standard Ethical Conduct Policy.

INSTALLATION OF OFFICERS

Service of Installation of Newly Elected Officers

President: As President of the Administrative Personnel Association, 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), 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

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

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 by 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

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.

PRESBYTERY APA RECOGNITION CEREMONY

APA is one (1) of four (4) organizations that work through the PC(USA) to offer certification for those members who work in the Presbyterian Church (U.S.A.) and its entities. APA offers three (3) levels of certification, specialized ministry, and extended continuing education hours beyond all three (3) levels. Level one (1) requires forty (40) hours of study, level two (2) requires forty-five (45) hours of study, level three (3) requires fifty (50) hours of study and continuing education requires fifty (50) hours of study.

Our (name of presbytery) has a member of APA who has reached his/her certification in (level of certification) and our (Name of presbytery) would like to recognize his/her accomplishments today. (Ask them to come forward at this time) (Name of recipient/s) is the (job title) at (employer name). (Name of recipient/s) has reached (level of certification) in the certification process.

Prayer (Or you may offer your own)

Let us pray:

Almighty God, in every age you have chosen servants to speak your Word and lead your loyal people. We thank you for (Name of Recipient/s) whom you have called to serve you as Certified Church Administrators. Give them

gifts to do their particular work. Fill them with your Holy Spirit, so that they may have the same mind that was in Christ Jesus, and be a faithful disciple throughout life.

Amen

The (name of presbytery) has certified that (name of recipient/s) have met all requirements and completed all preparations prescribed in the Constitution of the Presbyterian Church (U.S.A.) for the position of Certified Church Administrator. On behalf of the (name of presbytery), I welcome you to this ministry. May God's Holy Spirit empower you in the ministry of our Lord and Savior Jesus Christ.

Amended 2015 – Las Vegas, NV

Amended 2018 – Minneapolis, MN