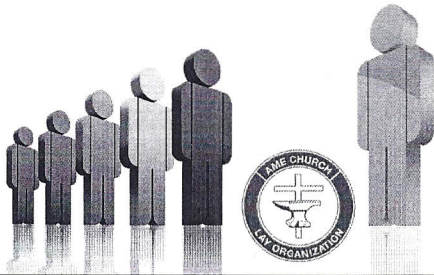


THE ROLE OF OFFICERS



THE LESSON'S PURPOSE

The **Purpose** is to identify key duties and responsibilities of the main officers of the Lay Organization in order to strengthen the leadership skills necessary for a productive organization.

WITH THE GOAL of Leaving Enriched and Inspired From the collective wisdom in the room!



Duties of Officers



The President shall preside over the meetings and shall be Chairperson of the Executive Board. The President shall be the active head of said organization and shall be responsible for seeing that the Constitution and By-Laws of this organization are fully executed and carried out.



Duties of Officers



- **The President** shall be responsible for expanding and developing the lay work throughout the connection.
- **The President** shall be responsible for such other duties as may be usual and customary to the position and which may be assigned from time to time by the Executive Board and the directives approved by the body.



The President...

The President is largely responsible for organizing and directing the efforts of the organization.

Is the spokesperson for the organization

Presides and sets agendas for all meetings of the organization



The President...

Schedules any meetings, sessions and other activities or the organization

Obtains appropriate facilities for organization activities

Is present at most (if not all) organization events

Represents organization at official functions



The President...

Whatever the structure of the organization, the President has authority to do only the things that are assigned to that office by the constitution and by-laws. Often those elected to this office misunderstand their role in the organization and believe that the members have given them free reign to run the organization any way they please, thus setting up a dictatorship.



Duties of Officers



The First Vice President shall assume the complete duties of the President during an absence or when it has been determined by the Executive Board that the President can no longer perform the duties. The First Vice President shall coordinate such programs as assigned by the President.



Duties of Officers



The Second Vice President in the absence of the President and First Vice President shall preside at all the meetings and assume all the duties of the office of President.

The Second Vice President shall coordinate such programs as assigned by the President.



Duties of Officers



The Third Vice President in the absence of the President, First Vice President and Second Vice President, shall preside at all the meetings and assume all the duties of the office of President.

The Third Vice President shall coordinate such programs as assigned by the President.



Duties of Officers



The Recording Secretary shall be responsible for the recording of attendance and accurate minutes of all business transacted during meetings and he/she shall read the minutes of any previous meetings, when called upon to do so by the President. In the absence of the President, and Vice Presidents, the Recording Secretary shall preside until a chairperson "pro tem" is elected.



Duties of Officers



- **The Recording Secretary** shall prepare for the presiding officer a statement of unfinished business to come before the meeting and a report of the Executive Board meetings to be presented at the Biennial Session (*regular meetings*).
- The Recording Secretary shall hold the bond of the Treasurer and Financial Secretary.



Duties of Officers



The Assistant Recording Secretary shall assist the Recording Secretary in keeping accurate records and in the absence of the secretary shall perform the duties of the secretary.



Duties of Officers



The Corresponding Secretary shall review all correspondence, report pertinent information to the Executive Board, and reply to all correspondence as directed by the President and/or the Executive Board.



Duties of Officers



The Treasurer shall receive all monies and disburse the same upon authorization of the President, as approved by the body. He/she shall keep accurate records and give an itemized report at each Board meeting and Biennial session. The Treasurer shall be bonded and said bond held by the Recording Secretary.



Duties of Officers



- **The Financial Secretary** shall assist the Treasurer. He/she shall write vouchers countersigned by the President that authorize expenditures which are to be paid by the Treasurer. Monies received by the Financial Secretary shall be turned over to the Treasurer within thirty (30) days. The Financial Secretary shall be bonded and said bond held by the Recording Secretary.



Duties of Officers



The Chaplain shall make adequate preparation for each Bible study and Devotional service. The Chaplain shall provide spiritual leadership to this organization.



Duties of Officers



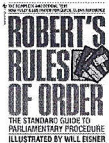
The Historiographer shall keep a written and pictorial record of the activities and achievements of the organization and make it available upon request. He/she shall also act as custodian for all photographs, citations, awards, trophies and other mementos.



Duties of Officers



The **Parliamentarian** shall advise the President or presiding officer, when necessary, concerning questions of parliamentary procedure. He/she shall follow the A.M.E. Book of Discipline and "Robert's Rules of Order," newly revised edition at all meetings.



Duties of Officers



The **Parliamentarian** shall be the recognized authority on the Constitution, shall serve on the constitution and standing rules committees, and shall serve as a consultant to other committees as needed.



Duties of Officers



The **Director of Lay Activities** shall be responsible for planning a **training program** and course of study in accordance with the purposes and objectives of the Lay Organization. The proposed training program and course of study shall be presented to the Executive Board for approval at the meeting following the close of Biennial Session.



Duties of Officers



Director of Lay Activities

The approved program shall be forwarded from the Connectional Director of Lay Activities to the Episcopal District Directors of Lay Activities within 60 calendar days or less. The ED Director of Lay Activities will immediately forward the course of study to the Conference Directors.

A full report of progress made in the implementation of the course of study shall be given at each Biennial Session.



Duties of Officers

The **Director of Public Relations** shall seek to bring about **harmony of understanding** between the church and public through the channeling of information to various media. The Director of Public Relations shall be responsible for all **press releases** and public relations for and during the Biennial Session and shall **disseminate news items of interest** received from the Episcopal Districts through newsletter and/or multi media processes.



Community Agreement

- Be present
- Watch our "Air" time
- Safe place to have discussion
- Respect the opinion of others
- QTIP



Duties of Officers



The **Young Adult Representative** shall be responsible for coordinating teaching and training opportunities for Young Adults and Youth **in conjunction with** the Director of Lay Activities, voice the concerns and vision of a new generation of laity, and serve as Christian mentor to a younger generation of African Methodists. The YAR shall be between the ages of 18-30 **at the time of election.**



Knowing Your Role



Filling an officer role **does not** mean that you are required to do the job alone. Being an officer simply means that you are responsible for ensuring that the job gets done. As an officer, you are allowed -- indeed, encouraged -- to ask other members of the organization to help you fulfill your duties.



THE PERFECT CHURCH



If you should find the perfect church
Without one fault or smear,
For goodness sake! Don't join that church;
You'd spoil the atmosphere.

If you should find the perfect church Where all
anxieties cease
Then pass it by, lest joining it
You'd mar the masterpiece.



If you should find the perfect church
Then don't you ever dare,
To tread upon such holy ground;
You'd be a misfit there.

But since no perfect church exists
Made of imperfect men,
Then let's cease looking for that church
And love the church we're in



Of course, it's not a perfect church,
That's simple to discern
But you and I and all of us Could cause the
tide to turn.

What fools we are to flee our post
In that unfruitful search
To find at last where problems loom
God proudly builds His church.



So let's keep working in our church
Until the resurrection.
And then we each
will join that church
Without an imperfection.



BE INSPIRED!

