



Professional Association of United Methodist Church Secretaries

JOB DESCRIPTIONS

I. PRESIDENT

A. Association

1. Provide guidance and leadership to all areas of the organization.
2. Maintain close communication with Executive Committee monthly.
3. Respond to concerns expressed by membership.
4. Provide quarterly article in The Vital Link.
5. Maintain contact with GCFA liaison.
6. Represent the organization to members in times of illness, death, and crisis.
7. Attend special events of the organization when feasible (i.e. certification classes, etc.).
8. Appoint an Archivist.
9. Appoint ad-hoc committees and positions as necessary.
10. Provide agenda and preside over all Executive Committee meetings.
11. Promote Goals and objectives.

B. Annual Conference

1. Provide guidance and leadership according to the program.
2. Provide agenda for the Annual Conference.
3. Preside at the Annual Conference using approved Roberts Rules of Order.
4. Communicate with interested chapters regarding future Annual Conferences and receives the letter of invitation from the interested chapter.

C. Committees

Ex officio member of all committees except Nominating Committee.

II. VICEPRESIDENT

A. Association

1. Along with the President, promote goals and objectives.
2. Preside in the absence of the President as per the organization's by-laws.
3. Make lodging arrangements for Executive Committee meetings.
4. Perform such duties as may be assigned by the National President.

B. Annual Conference

1. Work with the GCFA meeting planner to secure a site facility.
2. Secure speakers and assist in all arrangements for their participation.
3. Serve as main contact person with the site facility in all arrangements.
4. Work with Communication Chairperson to develop brochure, nametags, and logo with input from the host chapter.
5. Develop program and schedule of events.
6. Serve as liaison with the site committee

7. Work with the Finance and Site Committee to select a souvenir item.
8. Communicate with interested chapters regarding future Annual Conferences.

C. Committees

Ex officio member of PTS and Finance Committees.

III. SECRETARY

A. Association

1. Maintain files of all minutes of Association meetings and Executive Committee.
2. Provide copies of minutes to the Archivist and GCFA.
3. Maintain a Procedures and Guidelines Manual for National Officers and Committees.

B. Annual Conference

1. Record minutes of Executive Committee meetings and the Annual Meeting.
2. Perform such duties as may be assigned by the National President or Executive Committee.

C. Committees

Liaison with the Archivist.

IV. TREASURER

A. Association

1. Maintain accounts in a financial institution approved by Executive Committee.
2. Provide the Executive Committee quarterly reports.
3. Maintain a file of all approved vouchers and deposits.
4. Abide by the financial policies set forth in the Standing Rules.
5. Perform such duties as may be assigned by the President or Executive Committee.
6. Arrange for an annual financial review, the quarterly reviews with the Finance Chair, and a forensic audit at the end of the Treasurer's term of office.
7. Perform such duties as may be assigned by the National President or Executive Committee.

B. Annual Conference

1. Provide copies and present financial reports at the Annual Meeting.
2. Acknowledge general donations and all gifts to the Scholarship Fund, and submit information for the Vital Link publication.
3. Work with the Registrar in collection of all fees and refunds.
4. Maintain checks to pay expenses and speakers, as needed, at conference.
5. Provide cash at conference for use of sale of promotional items.
6. Make arrangements for depositing monies collected during the Annual Conference.
7. Maintain record of all collection of fees and offerings during the Annual Conference.

C. Committees

Ex officio member of the Finance Committee and the Endowment Committee.

V. MEMBERSHIP SECRETARY

A. Association

1. Work to recruit new members.
2. Send notices and reminders for renewals.
3. Maintain inventory of membership pins and membership cards.
4. Maintain a file of member profiles for the Nominating Committee.
5. Nurture and assist in the formation of new chapters.
6. Serve as a resource person to chapters.

7. Maintain chapter guidelines.
8. Maintain chapter registration and officer lists.
9. Perform such duties as may be assigned by the National President or Executive Committee.
10. Maintain adequate supply of National Membership Brochures.

B. Annual Conference

1. Present report of membership statistics at the Annual Conference
2. Verify membership for voting eligibility.
3. Provide opportunities for enrolling new members.
4. Provide Chapter information at the Annual Business Meeting.
5. Provide Certification of organization and recognition for newly formed chapters.
6. Meet with Chapter Presidents.

C. Committees

Ex officio member of the Nominating Committee.

VI. COMMUNICATIONS COMMITTEE CHAIR

A. Association

1. Promotion and publicity of National Organization.
2. Oversee publishing of quarterly newsletter, The Vital Link.
3. Maintain e-mail distribution lists.
4. Maintain web page www.paumcs.org with GCFA liaison.
5. Maintain working relationship with “Linking Hands” coordinator.
6. Maintain adequate supply of National Membership Brochures.
7. Prepare press release of the Annual Conference for website and conference folders/notebooks.
8. Retain master copy of PAUMCS song and make copies as requested; responsible for bringing copy of song to Annual Conference.
9. Responsible for integrity of PAUMCS logo and distributing registered trademark to those who inquire.
10. Perform such duties as may be assigned by the National President or Executive Committee.

B. Annual Conference

1. Meets with committee at the Annual Conference as needed.
2. Submit annual report during the Annual Business Meeting.
3. Arrange news coverage by professional reporter, if possible.

VII. FINANCE COMMITTEE CHAIR

A. Association

1. Develop a proposed operating budget annually.
2. Monitor receipts and expenditures according to the approved budget.
3. Review and approve vouchers from committee expenditures.
4. Solicit contributions to the Leslie Bayles Scholarship Fund.
5. Assist in the promotion of the Endowment Fund
6. Oversee the maintenance of financial records of the Treasurer.
7. Select and maintain inventory of promotional items.
8. Coordination with the Annual Conference Site Committee on souvenir item(s).
9. Perform such duties as may be assigned by the National President or Executive Committee.
10. In the absence of the Treasurer, the Finance Chair will fulfill the role.

- B. Annual Conference**
 1. Meets with committee at the Annual Conference as needed.
 2. Present the proposed operating budget for approval at the Annual Meeting.
 3. Oversee sale of promotional items.
 4. Work with the Site Chair to provide souvenir item(s) at the Annual Conference.
 5. Select the first time attendees gifts

- C. Committees**
Ex-officio member of Endowment Committee

VIII. NOMINATING COMMITTEE CHAIR

- A. Association**
 1. Prepare a proposed slate of officers for the approval of the membership.
 2. Submit the current elected slate of officers to GCFA.
 3. Provide possible nominees and qualifications.
 4. Provide biographical sketch for the Executive Committee members and nominees for the Annual Conference folders/notebooks.
 5. Maintain current job descriptions.
 6. Fill any vacated position (s) on the Executive Committee as approved by the Executive Committee in accordance to the organization's by-laws.
 7. Perform such duties as may be assigned by the National President or Executive Committee.
- B. Annual Meeting**
 1. Meet as a committee during the Annual Conference as needed.
 2. Present the proposed slate of officers for election.
 3. Coordinate Installation Service.

IX. PROFESSIONAL TRAINING AND STANDARDS COMMITTEE CHAIR

- A. Association**
 1. Review all requests from chapters and individuals for CEU credits to insure necessary information needed has been provided and then send to committee members for approval.
 2. Provide copies of CEU certificates to GCFA for certification.
 3. Oversee committee review of all requests for financial assistance to attend the Annual Conference, and respond. Provide President, Treasurer and Annual Conference Registrar a list of those awarded Scholarships and amount they are to receive.
 4. Solicit contributions to the Leslie Bayles Scholarship Fund.
 5. Perform such duties as may be assigned by the National President or Executive Committee.
- B. Annual Conference**
 1. Update Scholarship Brochure, Applications Information Letter and Application form annually prior to the Annual Conference.
 2. Track scholarships approved and provide an update list, with monetary totals, to President, Treasurer and Annual Conference Registrar at the Executive Meeting prior to the Annual Conference every year.
 3. Provide accountability procedures for CEU credits at the Annual Conference.
 4. Provide certificates for persons meeting CEU requirements at the Annual Conference, if they turn in their completed CEU request form.
 5. Provide attendance certificates for all persons attending the Annual Conference.
 6. Prepare nametags and verify certification and national membership status for color code

designations.

7. Work with GCFA in coordination of the certification recognitions.
8. Meet with committee during the Annual Conference if needed.
9. Submit annual report at the Annual Meeting.
10. Maintain a supply of certification pins.
11. Prepare certificates of appreciation for outgoing Executive Committee members and Committee members.

X. TREASURER IN TRAINING

The Treasurer in Training shall be elected (1) year prior to nomination and election to the position of Treasurer. The Treasurer in Training will become a member of the Executive Committee with voice and no vote until elected as Treasurer. However, this person will be working and training with the Treasurer as often as possible, coordinating work times during Annual Conference, and whenever convenient. The Treasurer in Training must agree to a background check conducted by GCFA prior to nomination. The Treasurer in Training will learn all aspects and areas of the position of Treasurer during the year of training, which include, but not limited to:

A. Association

1. Maintain accounts in a financial institution approved by Executive Committee.
2. Provide the Executive Committee quarterly reports.
3. Maintain a file of all approved vouchers after payment is made.
4. Perform all deposits of money from membership and registrations in a timely manner.
5. Provide copies of annual reports at conference time.
6. Abide by the financial policies.
7. Work with Finance Chair in preparing yearly budget for General Fund.
8. Prepare financial summary and list of all donations to Scholarship and Endowment Funds and submit to Communications Chair for each Vital Link issue.
9. Perform such duties as may be assigned by the President or Executive Committee.
10. Arrange for quarterly reviews of bank statements with the Finance Chair.
11. Arrange for the financial audit of records annually.

B. Annual Conference

1. Present financial reports at the Annual Conference.
2. Have checks available for necessary payments at the Annual Conference.
3. Responsible for counting money each day of the Annual Conference and securing in a safe place.
4. Acknowledge (written cards) all gifts to scholarship and endowment funds.
5. Work with the Registrar performing collection of fees, deposits, and refunds.
6. Assist Finance Committee in the Promotional area at the Annual Conference whenever possible.

C. Committees

Ex officio member of the Finance Committee and the Endowment Committee.

STANDING COMMITTEE JOB DESCRIPTIONS

I. COMMUNICATIONS COMMITTEE

A. Association

1. Assist in promotion and publicity of the National Organization.
2. Assist in publication of quarterly newsletter, The Vital Link.
3. Assist in maintaining e-mail distribution lists.
4. Assist in maintaining the PAUMCS web page (www.paumcs.org) with GCFA liaison.
5. Maintain adequate supply of National Membership Brochures.
6. Assist in creating a “one-piece” to promote the each Annual Conference.
7. Assist in creating a brochure and registration form to promote the current Annual Conference.
8. Assist as necessary, in preparing press release of Annual Conference for website.
9. Perform such duties as may be assigned by the National President or Executive Committee.

B. Annual Conference

1. Meet as a committee during the Annual Conference as necessary.

II. FINANCE COMMITTEE

Members of the Finance Committee shall be responsible for all financial matters of the association. This shall include the following:

A. Association

1. Assist the Finance Chair and Treasurer, as needed in preparing the yearly Operation Budget.
2. Assist the Finance Chair in promoting the Leslie Bayles Scholarship Fund.
3. Perform such duties as may be assigned by the National President or Executive Committee.

B. Annual Conference

1. Assist by working shifts (determined by the Finance Chair) at the Promotional Table during the Annual Conference (Includes unpacking, set up, break down of booth and counting inventory and the repacking of promotional items).
2. Serve as ushers collecting the Leslie Bayles Scholarship offering during Worship Service at the Annual Conference.
3. Assist Finance Chair, as needed, with selecting and ordering promotional/souvenir items for the Annual Conference.
4. Assist Finance Chair and Treasurer, as needed, in counting money at the Annual Conference.
5. Meet as a committee during the Annual Conference as needed.

III. NOMINATIONS COMMITTEE

A. Association

1. Assist in preparing a proposed slate of officers for the approval of the membership.
2. Assist in maintaining a database of officers' tenure and record of past leadership.
3. Assist in maintaining a database of possible nominees and qualifications.
4. Assist in maintaining a biographical sketch for all officers and nominees
5. Assist in maintaining current job descriptions.
6. Assist in filling any vacated position on the Executive Committee and Standing Rules Committees.
7. Recruit people for leadership positions and maintain profiles.

8. Perform such duties as may be assigned by the President or Executive Committee.

B. Annual Conference

1. Meet as a committee during the Annual Conference as needed.
2. Serve as tellers during the Annual Business Meeting elections.
3. Present the proposed slate of officers for election.
4. Assist in the coordination of the Installation Service as needed.

IV. PROFESSIONAL TRAINING AND STANDARDS COMMITTEE

A. Association

1. Assist in reviewing all requests from chapters and individuals for CEU's.
2. Assist in reviewing and responding to all requests for financial assistance
3. Assist in approving scholarships for Annual Conference.
4. Perform such duties as may be assigned by the President or Executive Committee.

B. Annual Conference

1. Assist in soliciting contributions to the Leslie Bayles Scholarship Fund.
2. Assist in providing accountability procedures for CEU credits and the Annual Conference.
3. Assist in collecting CEU Registration Forms.
4. Meet as a committee during the Annual Conference as necessary.