



# PAUMCS

PROFESSIONAL ADMINISTRATORS  
OF THE UNITED METHODIST  
CONNECTIONAL STRUCTURE

## 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. (If needed)
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. VICE PRESIDENT

#### 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 Coordinator to develop a brochure, 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 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 Business meetings and Executive Committee.
2. Record minutes of all Executive committee meetings.
3. Provide copies of minutes to all the Executive Committee members and GCFA liaison.
4. Maintain one copy in each in the appropriate folders:
  - National Business and Executive Committee Meeting Minutes,
  - The chronological file of all meetings,
  - By-Laws, (a flash drive is acceptable for saving these documents.)
5. Keep file of By-Laws to be sent for inclusion in the Annual Conference materials and make changes as approved by membership.
6. Maintain a Procedures and Guidelines Manual for National Officers and Committees.

**B. Annual Conference**

1. At the Business Meeting, present the minutes from the previous year's meeting for approval
2. Record the current minutes from the pre and post Executive Committee meetings.
3. Have forms to distribute to accurately record all motions made.
4. 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 the 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. 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.
6. Perform such duties as may be assigned by the National President or Executive Committee.
7. Work with Finance chair in preparing yearly budget for General Fund.
8. Prepare financial summary and list of all donations to the Scholarship and Endowment Funds and submit to Communications Coordinator for each Vital Link issue.
  - Acknowledge general donations and all gifts of \$250.00 or more to the Scholarship Fund and Endowment fund.

**B. Annual Conference**

1. Provide copies and present financial reports at the Annual Business meeting.
2. Work with the Registrar in collection of all fees and refunds.
3. Maintain checks to pay expenses and speakers, as needed, at conference.
4. Provide the Finance Chair with a check for petty cash, if needed, for sale of promotional items at conference.
5. Make arrangements for depositing monies collected during the conference and securing in a safe place.
6. Work with Finance Chair to record all collection of fees and offerings during the conference.

**C. Committees**

Ex officio member of the Finance Committee.

**V. MEMBERSHIP CHAIR**

**A. Association**

1. Work to recruit new members.
2. Send notices and reminders for renewals.
3. Maintain inventory of membership pins.
4. Provide member profiles from the membership database 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 and Chapter By-Laws.
8. Maintain chapter registration and officer lists.
9. Perform such duties as may be assigned by the National President or Executive Committee.
10. Update membership brochure as necessary.
11. Serve as primary administrator for the membership website.
12. Receive and post check payments for dues to membership accounts in the database.
13. Email letters of welcome annually to all new and renewing members.

**B. Annual Conference**

1. Present report of membership statistics at the Annual Conference
2. Prior to Annual Conference 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.
7. Distribute membership pins to new members.

**C. Committees**

Ex officio member of the Nominating Committee.

## **VI. COMMUNICATIONS COORDINATOR**

### **A. Association**

1. Promotion and publicity of National Organization.
2. Oversee publishing of quarterly newsletter, The Vital Link and Prayer Net.
3. Maintain e-mail distribution lists.
4. Maintain web page [www.paumcs.org](http://www.paumcs.org).
5. Prepare press release of the Annual Conference for website and conference folders/notebooks by electronic copy. Maintain an electronic copy of National Membership Brochures
6. Responsible for integrity of PAUMCS logo and distributing registered trademark to those who inquire.
7. Perform such duties as may be assigned by the National President or Executive Committee.

### **B. Annual Conference**

1. Submit annual report during the Annual Business Meeting.
2. 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 Scholarship Fund.
5. Assist in the promotion of the Endowment Fund.
6. Oversee the maintenance of financial records of the Treasurer.
7. Select promotional items to be publicized on line.
8. Perform such duties as may be assigned by the National President or Executive Committee.
9. 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 Business Meeting.
3. Oversee sale of promotional items online.

## **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/ or online.
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. Provide the PTS Chair a list of all outgoing members of all committees.
3. Present the proposed slate of officers for election.
4. Coordinate Installation Service.

**IX. PROFESSIONAL TRAINING AND STANDARDS COMMITTEE CHAIR**

**A. Association**

1. Review all requests from chapters, individuals, and those seeking reinstatement of certification for CEU credits to insure necessary information needed has been provided and then send to committee members for approval. Upon approval from committee members send an approval letter to the Chapter having the workshop. Follow up with Chapter for copies of certificates for certified secretaries who attended the workshop.
2. Maintain copies of all CEU certificates for certification and update the CEU spreadsheet and the Web/Data base program at paumcsmembership.org.
3. Oversee and review all requests for financial assistance to attend the Annual Conference. Send all information to the committee members for review and approval. Respond to the request in a timely fashion by letter.
4. Provide President, Treasurer and Annual Conference Registrar a list of those awarded Scholarships and amount they are to receive.
5. Track scholarships approved and provide an updated list, with monetary totals, to President, Treasurer and Annual Conference Registrar at the Executive Meeting prior to the Annual Conference every year.
6. Solicit contributions to the PAUMCS Memorial Scholarship Fund.
7. 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 if needed.
2. Provide accountability procedures for CEU credits at the Annual Conference.
3. Make CEU certificates available, by paper or email, for persons meeting CEU requirements at the Annual Conference, if they turn in their completed CEU request.
4. Make attendance certificates available either by paper copy or by email after the conference for those persons attending the Annual Conference.
5. Prepare nametags, by verifying certification and national membership status for color code designations. Review the membership web/data base to obtain membership information or contact membership secretary with any questions.
6. Work with GCFA in coordination of the current Certification class recognition.
7. Meet with committee during the Annual Conference if needed.
8. Submit annual report at the Annual Meeting.
9. Maintain a supply of certification pins.
10. 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 and deposits.
4. Abide by the financial policies set forth in the Standing Rules.
5. Arrange for an annual Finance review, and quarterly reviews with the Finance Chair.
6. Perform such duties as may be assigned by the National President or the Executive Committee.
7. Work with Finance Chair in preparing yearly budget for General Fund
8. Prepare financial summary and list of all donations to the Scholarship and Endowment Funds and submit to Communications Coordinator for each Vital Link issue.
  - Acknowledge general donations and all gifts of \$250.00 or more to the Scholarship Fund and Endowment Fund.

### **B. Annual Conference**

1. Provide copies and present financial reports at the Annual Business meeting.
2. Work with the Registrar in collection of all fees and refunds.
3. Maintain checks to pay expenses and speakers, as needed, at conference.
4. Provide the Finance Chair with a check for petty cash, if needed, for the sale of promotional items at conference.
5. Make arrangements for depositing monies collected during the conference and securing in a safe place and work with Finance Chair to record all collection of fees and offerings during the conference.
6. Work with Finance Chair to record all collection of fees and offerings during the conference.

# STANDING COMMITTEE JOB DESCRIPTIONS

## I. 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 PAUMCS Memorial Scholarship Fund.
3. Perform such duties as may be assigned by the National President or Executive Committee.

### B. Annual Conference

1. Serve as ushers collecting the PAUMCS Memorial Scholarship offering during Worship service at the Annual Conference.
2. Assist Finance Chair and Treasurer, as needed, in counting money at the Annual Conference.
3. Meet as a committee during the Annual Conference as needed.

## II. 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.
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.

### **III. PROFESSIONAL TRAINING AND STANDARDS COMMITTEE**

#### **A. Association**

1. Assist in reviewing all requests from chapters, individuals, and those seeking reinstatement of certification 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 PAUMCS Memorial 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.

### **IV. MEMBERSHIP COMMITTEE**

#### **A. Association**

1. Assist Membership Chair with sending welcome letters to new and renewing members.
2. Assist with sending membership renewal notices.
3. Help maintain communication with Local Chapter Presidents.
4. Have working knowledge of membership database and assist with accessing request reports from the database.

#### **B. Annual Conference**

1. Help staff the membership table display and assist participants with help accessing the membership database.
2. Attend the meeting of local chapter presidents.