

ARTICLE V – OFFICERS, DUTIES AND RESPONSIBILITIES

SECTION 1 The elected Officers of the East Conference Lay Organization and its Divisions (see Article III, this Constitution) shall be:

(*Elected at discretion of Divisions)

- a. President
- b. First Vice President
- c. Second Vice President*
- d. Third Vice President*
- e. Recording Secretary
- f. Assistant Recording Secretary*
- g. Corresponding Secretary*
- h. Treasurer
- i. Financial Secretary*
- j. Chaplain
- k. Historiographer*
- l. Parliamentarian*
- m. Director of Lay Activities
- n. Director of Public Relations
- o. Young Adult Representative
- p. Director of Lay Benevolent Auxiliary*

- a) The President** of the East Conference Lay Organization shall lead with vision and integrity. This includes serving as spokesperson for laity on the church, a representative for lay ministry in ecumenical and interfaith gatherings, or an advocate in public policy arenas. They shall preside over the East Conference 5th Sunday meetings, special, or emergency meetings, the Executive Board, and all other official meetings of this organization. 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, as well as the orders and policies of the Executive Board are fully carried out.

The President shall be responsible for expanding and developing lay work throughout the East Conference through channels of the Districts of the East Annual Conference Lay Organization. They 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 members of the Conference Lay members at their regular 5th Sunday meetings. The President shall appoint chairpersons of all Standing, Special, Convention, and Ad Hoc Committees. The President or his/her designee shall preside over all election of officers on the District of the Annual Conference level.

- b) 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 be responsible for Membership and Recruitment, Retention/and Coordinate such other duties as assigned by the President.

- c) **The Second Vice President** in the absence of the President and First Vice President shall preside at all meetings and assume all the duties of the office of President. The Second Vice President shall be responsible for Strategic Planning and Coordinate such duties as assigned by the President and the Executive Board.
- d) **The Third Vice President** in the absence of the President, First Vice President, and Second Vice President shall preside at all meetings and assume all the duties of the office of President. The Third Vice President shall coordinate such duties as Personal Evangelism and coordinating those efforts with the appropriate departments and within the church.
- e) **The Recording Secretary** shall be responsible for all the recording of attendance and accurate minutes of all business transacted during the meetings and 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 over the meeting until a chairperson pro tempore is elected. 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 East Conference 5th Sunday Lay Meetings. The Recording Secretary shall hold the bond of the Treasurer and the Financial Secretary. Serve in this capacity during all East Conference 5th Sunday meetings and Executive Board Meetings.
- f) **The Assistant Recording Secretary** shall assist the Recording Secretary in all of the duties outlined. In the absence of the Secretary, the Assistant Secretary shall perform the duties of the Recording Secretary.
- g) **The Corresponding Secretary** shall insure lay ministry focus through effective communication. This includes sharing congratulations, well wishes, condolences and other news about laity. Report pertinent information to the Executive Board, and reply to correspondence as directed by the President and/or the Executive Board. Maintain a network of internal communications between the Conference Lay Organization and its subordinate bodies. Compose communication as needed and/or directed by the President. Maintain liaison with the Director of Public Relations to insure publication of pertinent information.
- h) **The Treasurer** shall serve as the chair of the Budget and Finance Committee which is responsible for preparation of the organization's budget for the fiscal year. The Treasurer shall disburse all funds. Disbursements shall be made in accordance with the line item budget approved. Expenditures not reflected/listed in the budget must be approved by the President and the Executive Board with

appropriate justification. The Treasurer shall keep accurate records and give an itemized report at each Board meeting and East Conference Lay 5th Sunday meetings. The Treasurer shall be bonded and said bond shall be held by the Recording Secretary.

- i) **The Financial Secretary** shall maintain an independent set of records of all financial transactions and assist with work in concert with the Treasurer. The Financial Secretary shall serve as a member of the Budget and Finance Committee. They shall receive and record all funds. The Financial Secretary 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 shall be held by the Recording Secretary.
- j) **The Chaplain** shall make adequate preparation for each Bible Study and Devotion Service, utilizing creative styles that motivates and draws participants into the worship experience. The Chaplain provides spiritual leadership to this organization, and should maintain effective communication with the Chaplains on the Districts of the East Conference Lay Organizations.
- k) **The Historiographer** shall keep a written and pictorial record of the activities and achievements of the organization and make it available upon request. The Historiographer shall also act as custodian for all photographs, citations, awards, trophies, and other mementos.
- l) **The Parliamentarian** shall advise the President or presiding officer, when necessary, concerning questions of parliamentary procedure. The Parliamentarian shall follow the Constitution and By-Laws of this organization, The Doctrine and Discipline of the African Methodist Episcopal Church and Robert's Rules of Order latest revised edition, at all meetings. The Parliamentarian shall serve as consultant to the Constitution and By-Laws, Rules and other committees as needed.
- m) **The Director of Lay Activities** shall be responsible for planning and implementing a training program and course of study in accordance with the mission, purposes and objectives of the Lay Organization. This training program and course of study shall be presented to the Executive Board for approval prior to implementation. The Director of Lay Activities shall maintain a close working relationship with the President and the Young Adult Representative in the planning, developing, and implementing of the complete programmatic thrust of this organization. The Director of Lay Activities shall maintain a working relationship with District Directors of Lay Activities of the East Annual Conference. The Director of Lay Activities shall plan, design, and direct all educational programs and other activities of this organization, including but not limited to Training Institutes, Banquets, Luncheons, Scholarships, Awards, and

Speakers in consultation with the President and approval of the Executive Board. Conference Directors of Lay Activities shall forward the course of study from the Connectional and Episcopal level to the District of the Annual Conference.

The Director of Lay Activities shall prepare an annual line item budget to reflect the work of this office for submission to the Budget Committee to be included in the proposed budget for the fiscal year.

- n) **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, and shall disseminate news items for interest received from the District, Conference, and Episcopal Districts. Oversee the Conference Lay Organization website and any internal or external documents, including all social media networking. The Director of Public Relations shall prepare an annual line item budget to reflect the work of this office for submission to the Budget Committee to be included in the proposed budget for the fiscal year.
- o) **The Young Adult Representative** shall be responsible for implementing teaching and training opportunities for Young Adults in conjunction with the Director of Lay Activities, and establishing working relationships with other relevant Young Adult Auxiliaries and Ministries within, and outside the AME Church. The Young Adult Representative shall advocate for Young Adults concerns to the East Conference Lay Executive Board and beyond. The Young Adult Representative shall also plan and facilitate Lay Organization Young Adult events with approval of the President. They shall voice the concerns and visions of a new generation of laity, and serve as a Christian mentor to a younger generation of African Methodists.
- p) **The Director of Lay Benevolent** shall be primarily responsible for overseeing the disbursement of funds and sending of cards/flowers for active lay members and their significant others who have illness, death, or other debilitating circumstances. The Director of Lay Benevolent is also responsible for ensuring that the information is passed on to the Episcopal District Director of Lay Benevolent. They will also serve on the Benevolent Committee for the Episcopal District Annual Convention Program.