

ARTICLE IX - QUALIFICATIONS

Each officer shall be responsible for understanding and fulfilling his/her duties and those officers with a budget shall prepare and submit an annual line item budget for approval to the Stewardship and Finance Committee to be considered in the Annual Budget of the Organization.

- SECTION 1** **The President** of the East Conference Lay Organization shall have a commitment to lay ministry as demonstrated by prior management experience, preferably in non-profit organization. They should have prior service as either an elected officer of the Episcopal District, Conference, District of the Annual Conference or Local Church Organization. They should possess administrative, supervisory, or fiscal management experience.
- SECTION 2** **The First Vice President** candidate seeking the position of First Vice President must possess the same qualifications as provided for the President.
- SECTION 3** **The Second Vice President** candidate seeking the position of Second Vice President must possess the same qualifications as provided for the President.
- SECTION 4** **The Third Vice President** candidate seeking the position of Third Vice President must possess the same qualifications as provided for the President.
- SECTION 5** **Recording Secretary** candidate seeking the office of Recording Secretary must possess proficiency in writing and composition of the English language, basic reading competency, editing and record keeping skills. Have experience in or a willingness to learn word processing or other technology (electronic media) available for recording, storing, and retrieving information. Possess prior secretarial experience or training and have the ability to prepare and present minutes and reports.
- SECTION 6** **Assistant Recording Secretary** candidate seeking the position of Assistant Recording Secretary must possess the same qualifications as required for the Recording Secretary.
- SECTION 7** **Corresponding Secretary** candidate seeking the position of Corresponding Secretary must possess the same qualifications as required for the Recording Secretary and have experience in database management.
- SECTION 8** **Treasurer** candidate seeking the office of Treasurer must demonstrate experience in financial management, including but not limited to, the areas of accounting, bookkeeping, and finance, preferably in non-profit organizations. They should have experience working with non-profit accounting, finance, and budgeting. Ability to be bonded. Possess experience and knowledge with computerized financial or accounting software and financial accounting/reporting.
- SECTION 9** **Financial Secretary** candidate seeking the office of Financial Secretary must possess the same qualifications as those of the Treasurer.
- SECTION 10** **Chaplain** candidate seeking the position of Chaplain must demonstrate a

Christian commitment, possess a high level of spiritual maturity, effective interpersonal and communication skills. Should have training and experience in Christian Education, and possess knowledge of the Bible and the AMEC Hymnal. They should also have experience or a willingness to learn in preparing and conducting Bible study and worship.

- SECTION 11 Historiographer** candidate seeking the office of Historiographer must demonstrate prior experience with emphasis in research, writing, and publishing historical information. Proficiency in English is required. Possess ability to use technology (electronic media, including video, photos, and other graphics) for data gathering, organizing, record keeping and writing. Have the knowledge or willingness to learn of record and artifact preservation specific to an organization's founding, operations, projects, and other activities.
- SECTION 12 Parliamentarian** candidate seeking the office of Parliamentarian must demonstrate a working knowledge of Parliamentary Law and a willingness to learn more about the process.
- SECTION 13 Director of Lay Activities** candidate seeking the office of Director of Lay Activities must demonstrate an extensive experience in research, speech, writing and proficiency in the English language, program planning, development, designing, implementation, teaching, training, adult learning, and/or administration, and technology (electronic media, including video, photos, and other graphics) for data gathering, organizing, record keeping and writing.
- SECTION 14 Director of Public Relations** candidate seeking the office of Director of Public Relations must demonstrate a working knowledge of media relations, marketing, sales, prior experience in preparing and distributing press releases. Possess strong communication skills and extensive experience in English, speech, and journalism.
- SECTION 15 Young Adult Representative** candidate seeking the office of Young Adult Representative shall be between the ages of 18-30 at the time of election. Completion of high school and pursuing a post-secondary degree (at the optimum) is required. Demonstrate visionary leadership skills through work experience or volunteer opportunities, especially with Youth and Young Adults within the church or other organizations and possess strong abilities to provide training, and demonstrate effective communication skills. Be able to maintain a working relationship with the Director of Lay Activities.