

## Job Description for the Chairperson

### Description of Position:

The Chairperson presides at meetings of the Board of Directors, national meetings, and represents AUCE to the United Church of Christ.

### Accountable to:

The AUCE Board of Directors

### Term:

The Chairperson serves for 1 (one) 2-year term following 1 (one) 2-year term serving as the Vice Chairperson, and may serve no more than those 2 (two) consecutive terms. The term of office begins at the next national meeting or Board of Directors Meeting. Officers shall hold Office until the duly elected members have replaced them, and no person shall serve more than 8 (eight) consecutive years on the Board of Directors in any capacity.

### Responsibilities:

- Become a member of AUCE, if not already.
- Attend the Board of Directors annual meeting at AUCE's expense.
- Preside at Board of Directors meetings and national AUCE meetings.
- Report work done to the AUCE Board of Directors annually.
- Represent AUCE to the United Church of Christ.
- The Chairperson is authorized to sign checks as needed.
- Attend national events when possible (at own expense).
- Recruit AUCE members.
- Interpret the mission of AUCE and work to make AUCE visible.
- Designate a chairperson for the Nominating Committee from the current Board of Directors membership.

## Job Description for the Chairperson (cont'd.)

### Conclusion of service:

In the event of the resignation of the Chairperson, the Vice Chairperson will serve as the Chairperson of AUCE, and an election for a new Vice Chairperson will be held to fill out the term, followed by succession to the position of Chairperson.

### Policies regarding this position:

- The Chairperson, Vice Chairperson, Secretary, and Treasurer are officers of the Board of Directors and serve as an Executive Committee of the Board of Directors.
- The Executive Committee jointly may make necessary decisions between scheduled Board of Directors meetings.
- The Chairperson serves the organization as a volunteer with expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Board of Directors members are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for members driving to and from Board of Directors meetings.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.

## Job Description for the Vice Chairperson

### Description of Position:

The Vice Chairperson assists the Chairperson with his/her duties of office.

### Accountable to:

The Chairperson

### Term:

The Vice Chairperson serves for 1 (one) 2-year term after which he/she becomes the Chairperson for 1 (one) 2-year term, and may serve no more than those 2 (two) consecutive terms. The term of office begins at the next national meeting or Board of Directors Meeting. Officers shall hold Office until the duly elected members have replaced them, and no voting member of the Board of Directors shall serve more than 8 (eight) consecutive years on the Board in any capacity.

### Responsibilities:

- Become a member of AUCE, if not already.
- Attend the Board of Directors annual meeting at AUCE's expense.
- Report work done to the AUCE Board of Directors annually.
- Represent AUCE to the United Church of Christ.
- Recruit AUCE members.
- Interpret the mission of AUCE and work to make AUCE visible.

### Conclusion of service:

In the event of the resignation of the Chairperson, the Vice Chairperson will serve as the Chairperson of AUCE, and an election for a new Vice Chairperson will be held to fill out the term, followed by succession to the position of Chairperson.

## Job Description for the Vice Chairperson (cont'd.)

Policies regarding this position:

- The Chairperson, Vice Chairperson, Secretary, and Treasurer are officers of the Board of Directors and serve as an Executive Committee of the Board of Directors.
- The Executive Committee jointly may make necessary decisions between scheduled Board of Directors meetings.
- The Vice Chairperson serves the organization as a volunteer with expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Board of Directors members are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for members driving to and from Board of Directors meetings.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.

## Job Description for the Regional Representatives

### Description of Position:

Each region (New England, Southern, Central, Rocky Mountain, Middle Atlantic, Great Lakes, and Western) shall select one representative to serve on the AUCE Board of Directors.

### Accountable to:

The Chairperson

### Term:

Regional representatives are selected for 2 (two) year terms and may serve no more than 3 (three) consecutive terms. New England, Southern, Central, and Rocky Mountain Region shall elect a representative in even numbered years. Middle Atlantic, Great Lakes, and Western Region, shall elect a representative in odd numbered years.

### Responsibilities:

- Become a member of AUCE, if not already.
- Attend national events when possible at own expense.
- Attend the Board of Directors annual meeting at AUCE's expense, and report the needs of the region and the work done as described below. If unable to attend, secure a replacement in consultation with the Chairperson.
- Recruit AUCE members, particularly within their regions.
- Interpret the mission of AUCE and work to make AUCE visible within their regions.
- Develop and/or utilize communication systems based on regional needs.
- Discover and promote opportunities for continuing education, networking, scholarship aid, and resourcing within the region as needed.
- Ensure that at least one AUCE Board of Directors member has a presence at the region's event.

## Job Description for the Regional Representatives (cont'd.)

- Be aware of and communicate opportunities for ecumenical cooperation.

#### Conclusion of service:

If it becomes necessary for a regional representative to resign, he/she will be responsible to inform the national chairperson immediately, and may recommend a replacement, to be approved by the Board of Directors, to serve until the term expires. A Regional Representative will be deemed to have resigned if he/she missed one Board of Directors Meeting without communicating with the Chairperson.

#### Policies regarding this position:

- The Regional Representatives serve the organization as volunteers with expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Board of Directors members are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for members driving to and from Board of Directors meetings.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.

## Job Description for the Secretary

### Description of Position:

The Secretary keeps minutes and records of proceedings, and conducts official correspondence.

### Reports to:

The Chairperson

### Term:

The Secretary shall be elected in odd-numbered years. Officers shall hold Office until the duly elected members have replaced them, and no voting member of the Board of Directors shall serve more than 8 (eight) consecutive years on the Board in any capacity.

### Responsibilities:

- Become a member of AUCE, if not already.
- Keeps minutes and records of proceedings.
- Receive requests for, create, and mail AUCE Certificates of Attendance.
- Conducts official correspondence on behalf of AUCE (such as thank you notes, election and other ballots, Board of Directors annual meeting report to members).
- The Secretary shall ensure that election ballots are sent to members as outlined in the AUCE Articles of Organization.
- Receive and count election ballots, inform candidates of the election results, and announce the results to the membership via the standard means of communication.
- The Secretary shall keep a record of individual terms and offices served and send updates to the AUCE Archives.
- The Secretary shall ensure that notice of official meetings of the Board of Directors is sent via the standard means of communication as agreed upon by the Board of Directors at least 30 (thirty) days before the scheduled date.
- Attend national events when possible (at own expense).
- Recruit AUCE members.

## Job Description for the Secretary (cont'd.)

- Interpret the mission of AUCE and work to make AUCE visible.
- Attend the Board of Directors annual meeting at AUCE's expense.
- Report work done to the AUCE Board of Directors annually.

### Conclusion of service:

If it becomes necessary for the Secretary to resign, he/she will be responsible to inform the national chairperson immediately, and the Board of Directors will select a replacement until an election is held.

### Policies regarding this position:

- The Chairperson, Vice Chairperson, Secretary, and Treasurer are officers of the Board of Directors and serve as an Executive Committee of the Board of Directors.
- The Executive Committee jointly may make necessary decisions between scheduled Board of Directors meetings.
- The Secretary serves the organization as a volunteer with expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Board of Directors members are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for members driving to and from Board of Directors meetings.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.



## Job Description for the Treasurer

### Description of Position:

The Treasurer proposes a budget, authorizes bills for payment, makes deposits, and keeps the financial records, working closely with the Staff Accountant at Eden Theological Seminary.

### Accountable to:

The Chairperson

### Term:

The Treasurer shall be elected in even-numbered years. Officers shall hold Office until the duly elected members have replaced them, and no voting member of the Board of Directors shall serve more than 8 (eight) consecutive years on the Board in any capacity.

### Responsibilities:

- Become a member of AUCE, if not already.
- Keep AUCE's financial records via Quicken or other current digital book method.
- Work closely with the Staff Accountant at Eden Theological Seminary.
- Generate an annual financial report and distribute to the Board of Directors.
- Create a budget draft for consideration and approval at the annual Board of Directors meeting.
- Keep records of check request, deposits, reconciliation statements, and other documents related to AUCE's financial records.
- Authorize check requests for payment and mail to the Staff Accountant at Eden Theological Seminary.
- Initiate quarterly honorarium check requests.
- Generate financial reports quarterly and e-mail to the Board of Directors.
- Provide thank yous and/or tax receipt letters for donors.
- Work with the Chairperson to estimate costs for the Annual Board of Directors Meeting expenses.

## Job Description for the Treasurer (cont'd.)

- Review and update AUCE Check Request and Deposit Forms as needed.
- The Treasurer or the Chairperson shall authorize checks.
- Attend national events when possible (at own expense).
- Recruit AUCE members.
- Interpret the mission of AUCE and work to make AUCE visible.
- Attend the Board of Directors annual meeting at AUCE's expense.

### Conclusion of service:

If it becomes necessary for the Treasurer to resign, he/she will be responsible to inform the national chairperson immediately, and the Board of Directors will select a replacement until an election is held.

### Policies regarding this position:

- The Chairperson, Vice Chairperson, Secretary, and Treasurer are officers of the Board of Directors and serve as an Executive Committee of the Board of Directors.
- The Executive Committee jointly may make necessary decisions between scheduled Board of Directors meetings.
- AUCE's banking is done through Eden Theological Seminary as of August 2010.
- The Treasurer serves the organization as a volunteer with expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Board of Directors members are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for members driving to and from Board of Directors meetings.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.

## Job Description for the Membership Secretary

### Description of Position:

The Membership Secretary records and updates membership data and services membership needs.

### Accountable to:

The Chairperson

### Term:

No term limit (due to being an appointed position).

### Responsibilities:

- Become a member of AUCE, if not already.
- Receive, record, and update AUCE membership data, and inform the E-news Editor and Chairperson of member updates.
- Mail dues for deposit directly to the Staff Accountant at Eden Theological Seminary, and inform the Treasurer and Chairperson for their records.
- Be available to AUCE members to respond to membership questions and needs.
- Send quarterly membership reports to AUCE Regional Representatives, Chairperson, and Vice Chairperson.
- Attend national events when possible (at own expense).
- Recruit AUCE members.
- Interpret the mission of AUCE and work to make AUCE visible.
- Report work done to the AUCE Board of Directors annually.
- Attend the Board of Directors annual meeting at AUCE's expense.
- Assure that past AUCE Chairpersons receive lifetime member status and are exempt from paying annual dues.

## Job Description for the Membership Secretary (cont'd.)

- Assure that AUCE Founders Award recipients receive lifetime member status and are exempt from paying annual dues.

### Conclusion of service:

If it becomes necessary for the Membership Secretary to resign, he/she will be responsible to inform the national chairperson immediately, who will then appoint someone to fill the position.

### Policies regarding this position:

- The Membership Secretary serves the organization as a volunteer (voice without vote) that receives an honorarium and has expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Board of Directors members are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for members driving to and from Board of Directors meetings.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.

## Job Description for members of the Nominating Committee

### Description of Position:

A Nominating Committee composed of 3 (three) persons shall be appointed by the Board of Directors, and the chairperson of the Nominating Committee designated by the AUCE Chairperson from the current Board of Directors membership. Nominating Committee members need not be members of the Board of Directors.

### Accountable to:

The Board of Directors

### Term:

The Nominating Committee serves from the time it is appointed until nominations are delivered to the Board of Directors via the AUCE Chairperson.

### Responsibilities:

- Become a member of AUCE, if not already.
- The Nominating Committee shall submit the names of 2 (two) nominees for each of the following offices:  
Vice Chairperson, Secretary, and Treasurer; except in the event an incumbent is eligible and has agreed to be re-elected, then only one name, that of the incumbent, may be placed in nomination.

### Policies regarding this position:

- The members of the Nominating Committee serve the organization as volunteers with expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Check Request Forms for expense reimbursement received by the Treasurer after 60 days beyond the event will not be reimbursed.

## Job Description for the Digital Missioner

### Description of Position:

The Digital Missioner is responsible for maintaining and updating the AUCE website, regular or quarterly Education Connection E-News e-mailings, ads and job listing communications and postings, AUCE's Facebook page, and any other social media in which AUCE participates. The Interim Digital Missioner is appointed by the Executive Committee and has voice without vote on the AUCE Board of Directors.

### Accountable to:

The Chairperson and the Board of Directors

### Term:

No term limit (due to being an appointed position).

### Responsibilities:

- Become a member of AUCE, if not already.
- Keep the AUCE membership updated on the latest training, continuing education, and resources for faith formation.
- Manage social networking.
- Maintain, update, and resource the AUCE website ([www.auce-ucc.org](http://www.auce-ucc.org)) with a focus on training, continuing education, and resources for faith formation.
- Network with persons and agencies/judicatories that offer training, continuing education, and resources for faith formation.
- Manage online membership technology.
- Work with MESA to advertise faith formation job opportunities.
- Edit news and updates for the AUCE *Education Connection* E-News which is sent regularly or quarterly to AUCE members and friends of AUCE.
- Attend national events when possible (at own expense).
- Recruit AUCE members.

- Interpret the mission of AUCE and work to make AUCE visible.
- Attend the Board of Directors annual meeting at AUCE's expense.
- Report work done to the AUCE Board of Directors annually.

#### Conclusion of service:

If it becomes necessary for the Interim Digital Missioner to resign, he/she will be responsible to inform the national chairperson immediately, who will then appoint someone to fill the position.

### Job Description for the Interim Digital Missioner (cont'd.)

#### Policies regarding this position:

- The Interim Digital Missioner serves the organization as a volunteer (voice without vote) that receives an honorarium and has expenses reimbursed by submitting receipts to the AUCE Treasurer using the AUCE Check Request Form.
- Those invited to attend Board of Directors meetings are urged to research the most economical method for travel to and from Board of Directors meetings. The Treasurer reserves the right to ask for documentation of this research.
- AUCE will reimburse mileage at the current IRS professional rate for those driving to and from the Board of Directors meeting.
- Check Request Forms received by the Treasurer after 60 days beyond the event will not be reimbursed.