

## ARTICLE 6. OFFICERS

**6.1**        **Conference Officers.** The administrative officers of this Conference shall be the executive officers (the president, executive secretary, treasurer, and executive vice president), vice president for education and the region directors for those regions established by the executive committee. The executive officers and region directors shall have additional duties in conformance with General Conference policy and as assigned by the executive committee. Additional officers as may be deemed necessary to fulfill the objectives of the Conference shall be elected by the delegates in session or by the executive committee between sessions. The officers shall proportionately reflect, as nearly as possible, the ethnic composition of this Conference. The term, authority, and duties of any additional officers shall be prescribed by the delegates or the executive committee at the time of their election.

**6.1.1**        **Qualifications.** Any person nominated and elected to serve as an officer of this Conference shall be or shall become a member in good standing of a constituent church and shall remain a member in good standing during his/her term of service.

**6.1.2**        **Election and Term of Office.** Executive officers and the vice president for education shall be elected by secret ballot at each regular constituency session and shall hold office until the next regular session, unless requested by the executive committee to continue in office until their successors are elected and assume their duties.

**6.2**        **Duties.** The duties of the executive officers, the vice president for education, and the region directors of this Conference shall be as follows:

**6.2.1**        **President.**

- a) To serve as chief executive officer of this Conference and to preside at all regular and special constituency sessions and meetings of the executive committee.
- b) To sign or countersign all papers and instruments, in writing, that may require the same.
- c) To make a written report to the delegates of the regular constituency sessions.
- d) To supervise and manage, subject to the directions of the executive committee, the officers and employees of this Conference, and to exercise the power and perform the duties usually exercised and performed by a president which are consistent with the articles of incorporation and these bylaws.

**6.2.2**        **Executive Secretary.**

- a) To keep a full and complete record of the proceedings of the executive committee and all constituency sessions, and to distribute the minutes of the executive committee meetings and constituency sessions.
- b) To cause all notices to be given in accordance with the provisions of these bylaws or as required by law.

- c) To make a written report to the delegates of the regular constituency sessions.
- d) To keep, at the principal office of this Conference, a membership list and other records of this Conference.
- e) To sign or countersign all papers and instruments that may require this officer's signature.
- f) To preside at executive committee meetings in the absence of the president.
- g) To serve as the non-voting recording secretary of the pre-session committee and to perform the duties which pertain to this office as outlined in these bylaws.
- h) To perform all other duties that pertain to this office and as may be required by the executive committee which are consistent with these bylaws.

**6.2.3**      **Treasurer.**

- a) To keep an account of all monies received and expended for the use of this Conference, and to make disbursements authorized by the executive committee.
- b) To make and file in the principal office of this Conference, during each and every calendar year, a report in writing or in any other form capable of being converted into written form, showing the amount and nature of the business done by this Conference during the preceding calendar year; and to make and submit such other written reports and statements as may be required by the executive committee.
- c) To sign or countersign all papers and instruments that may require this officer's signature.
- d) To preside at executive committee meetings in the absence of the president and the executive secretary.
- e) To perform all duties that pertain to this office and as may be required by the executive committee which are consistent with these bylaws. The treasurer is required to file a bond for the faithful performance of this officer's duties.
- f) To make a written report to the delegates of the regular constituency sessions.

**6.2.4**      **Executive Vice President.**

- a) To assist the president in the general work of this Conference.
- b) To make a written report to the delegates of the regular constituency sessions.
- c) Serve as administrative liaison for various departmental and resource ministry functions within the conference.
- d) To preside at executive committee meetings in the absence of the president, executive secretary and treasurer.
- e) To perform all duties that pertain to this office and as may be required by the executive committee which are consistent with these bylaws.

**6.2.5**      ***Vice President for Education.***

- a)      To provide strategic leadership over the department and the education system from pre-school through twelfth grade, promoting, cultivating and modeling a Christ-like culture to school sites.
- b)      To give oversight of the curriculum implementation and personnel management in all Conference-sponsored schools.
- c)      To coordinate the development of the education budget and monitor the financial statements processing expenditures and helping to keep accounts receivable current.
- d)      To coordinate the recruitment, employment and contracts of Conference employed teachers assisting principals and personnel committees. Supervise the school, principal and teacher evaluation process.
- e)      To chair education department staff meetings and principal councils. Serve as a member or chair boards and committees as requested by the president or the executive committee.
- f)      To monitor the hiring of preschool personnel, local hire contracts, finances insuring compliance to all state and local permits and licenses.
- g)      To make a written report to the delegates of the regular constituency sessions.
- h)      To perform all duties that pertain to this office and as may be required by the executive committee which are consistent with these bylaws.