

## **OFFICERS**

### **Moderator**

1. Duties – It shall be the duty of the moderator to preside at the meetings of the association, the executive team, and the administrative leadership team (ALT). He/She shall assist the Associational Mission Strategist, other officers, and ministry action team leaders in their respective duties.
2. Election – The moderator shall be elected annually but shall not serve more than two consecutive years.

### **Vice-Moderator**

1. Duties – It shall be the duty of the vice-moderator to preside at the meetings of the association in the absence of the moderator or at the moderator's request.
2. **In the absence of the clerk Vice-Moderator will be responsible to record the minutes. If both clerk and vice-moderator are absent than motions will be received from the floor to nominate someone to keep records of current meeting.**
3. Election – The vice-moderator shall be elected annually but shall not serve more than two consecutive years.

### **Clerk**

1. Duties – It shall be the duty of the clerk to keep full records (minutes and list of registrants) of the meetings of the association. Additionally, the clerk shall compile the annual report **including memorials during the Fall semi-annual session** and make it available to the churches of the association.

### **Ministry Action Team Leaders**

1. Duties – It shall be the duty of the team leaders to lead their teams to fulfill their objectives (refer to team description).
2. Election – Ministry Action Team leaders shall be nominated by the ALT and elected at an association meeting. **The MAT leaders serve a Three (3) term and take One (1) year off from team leader.**
3. **Any team leader who has rotated off from being team leader can still serve on their current team, but not as team leader, or if they chose to serve on one of the other teams they are free to do so.**

### **Trustees**

1. Composition – There shall be three trustees.
2. Duties – Trustees shall serve as legal officers of the association and shall have authority to execute all legal documents pertaining thereto. They shall hold in trust all properties of the association and may not dispose of nor acquire properties without the approval of the association.
3. Election – Trustees shall be nominated by the ALT and elected at an association meeting. Trustees serve without term limits
4. Trustees shall appoint one member to serve on Administrative Leadership Team.

### **Parliamentarian**

1. Duties – The parliamentarian shall advise and assist the moderator or other presiding officer with respect all matters involving proper parliamentary procedure.
2. Election – Parliamentarian shall be nominated by the ALT and elected at an association meeting. Parliamentarian serves without term limits.