

ABCD Board Members Manual

Every individual on the Board needs to be assigned some kind of responsibility. Not every team member will be able to do a specific task, but every team member is valuable to the body of the whole. Judging by the individual's gifts, each person should be able to do one of these below.

CHAIRPERSON:

1. Presides over regular and called meetings.
2. Calls special meeting as needed.
3. Should have an agenda ready for every person to read and follow. This can be emailed prior to the meeting or passed out at the meeting in person. Agenda should be a minimum of 2 hours of discussion. It can also include open discussion on things that the Chairperson may have overlooked.
4. Works to raise funds to support the overall retreat annually.
5. Coordinates planning for and is responsible for the annual retreat and any additional meeting(s) or retreat(s).
6. Communicates all information to leadership team. This includes agreements with camps, speakers, leaders, church fundings, and future plannings.
7. Be in constant communication as needed with camp guest pastor(s), worship leaders, or workshop leader(s). Be in prayer with and for all the above.
8. Listens to the needs and ideas of other ABCD Board members.
9. Travels to attend other Deaf conferences to represent Alabama Baptist Conference of the Deaf. If he cannot, should plan to send someone else to his place.
10. Helps to oversee the use of all ABCD Social Media content.

SECRETARY:

1. Records the minutes of the ABCD Board meetings.
2. Keeps a record of all meetings. Every team member should have a copy of these meeting minutes.
3. Works closely with the Chairperson and Treasurer in developing a roll call for each ABCD Board meeting and conference meeting.

TREASURER:

1. Shall be one of co-signers for counting all offerings given at each ABCD conference meeting. Treasurer should pick two or more others to count with him for accountability. FYI, the Chairperson never participates in the counting of money.
2. Receives all funds and bank documents belonging to ABCD.
3. Pays bills as approved by the ABCD Board Members.
4. Keeps records of all transactions.
5. Prepares documents for auditing.
6. Makes copies of financial reports for the ABCD Board Members meetings.
7. Gets the registration forms and fees, sends the forms to the Secretary.
8. Works closely with the Chairperson and Secretary.
9. Selects ushers to greet people and collect offerings during the worship.

10. Responsible to keep track of all receipts, mileage, and lodging reimbursements for guest speakers, and team members (if approved).

TECH / WEBSITE:

1. Responsible to oversee and facilitate all Social Media content.
2. Oversees the frequent updating of the ABCD website.
3. Responsible for communications if someone emails with questions about ABCD.
4. Responsible to make sure all technical needs are provided at the ABCD conference meeting site. If technical needs arise, this needs to be communicated to the team for approval to purchase.
5. Works closely with the Chairperson on updating content on the website.
6. Can assign others to work on Social Media content if needed.

ACTIVITIES / GAMES / SNACKS:

1. Responsible to oversee the activities / games times during the ABCD conference.
2. If items are needed for activities to purchase, communicate to the team of the need for approval before purchasing.
3. Responsible to oversee the provisions of snacks and drinks at the ABCD conference.
4. Responsible to oversee the handling of funds and reporting each session's total to the Treasurer.
5. Responsible to keep track of all items that sold or did not sell to better prepare for next year's purchases.
6. Assigns teams of 2-4 people to help with rotations. This creates fairness for others to have fellowship opportunities.
7. Works closely with the Chairperson and Treasurer for communications purposes.

FLOATER:

1. Works wherever it is needed within the ABCD conference.
2. These can include working with Snacks, Activities, Games, Tech, Videoing, Photographing.
3. Keeps in constant communication with all team members about his task

All ABCD Board members are to communicate any needs. If communication is not properly practiced, the entire task will fall.