

2016 AED Board of Directors Responsibilities and Covenants

Please read this prior to completing the Nomination Form.

This document provides basic information about what AED requires from its Board members. Doubts about ability to commit the required time or comply with these requirements should be resolved by contacting Maureen-Elizabeth Hagen at deacon@ccparish.org.

Term of Office

The term of office is 4 years. Directors may serve a maximum of 8 years.

Election Process

Directors are elected by the general membership ballot. Nominees' Profiles are presented to AED's full membership in various media. The President, with the approval of the Board, may appoint Directors to fill vacancies until the next election. In addition, up to three additional Board members may be appointed in this way to maximize diversity of talents and representation.

Time Commitment

A primary time commitment is attendance at a three-day board meeting in February or March each year. There are also quarterly conference call meetings lasting approximately 1.5 hours, additional budget-related conference calls in the fall, committee conference calls, and occasional special events, such as our Triennial Assembly and General Convention (which Board members are strongly encouraged to attend). Executive Committee members (President, Vice President, Secretary, and Treasurer) make an additional commitment to attend an annual in-person meeting in late summer/fall. Service on a Committee or Task Force will also require a commitment of time, the amount of which will be determined by the task.

Committee, Task Force and Council Meetings

AED has task forces to meet time-limited needs. It also has standing committees (Finance, A3D Conference, Fundraising, Triennial, and General Convention), which serve long-term needs, and one standing advisory council (Vocational Development and Lifelong Learning). These groups include both Board members and non-Board members. They meet at the pleasure of their members in order to accomplish certain tasks by established deadlines. Attendance is essential.

Orientation Sessions

New Board members will be contacted shortly after their election to arrange a Board orientation session. This orientation will be done by phone. Participation is essential.

Fundraising and Membership Development

All Board members are expected to support fundraising efforts and planned giving campaigns. Board members are also expected to encourage their dioceses to become diocesan members, and to make an annual diocesan gift to AED. Board members are expected to encourage their diocesan diaconal community to become members.

Other Requirements

Board members are expected to be members of AED. Clerical members must be in good standing in their diocese of canonical residency. Bishop nominees must represent an AED member diocese.

Nomination Process

Nominees are sought broadly throughout the organization's membership, through newsletter, journal, and website solicitations. The general membership, Board members, and Staff may invite prospective nominees to submit a Nominee Profile. Self-nomination is also appropriate. Prospects should receive and review this statement of Board Responsibilities and Covenants before accepting nomination. They are also invited to be in contact (by telephone, email, or in person) with a member of the Nominating Committee, if desired. The Nominee's name then is placed on the ballot for election by the general membership at the next election. The Board may appoint up to three Board members to maximize diversity of talents and representation.

Approach to Governance

The Board's role is to ensure that AED establishes and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Meetings focus on planning, policy-making, and assessing progress.

Mission

AED is an association of persons and dioceses within The Episcopal Church whose mission is to increase participation and involvement of all baptized persons in Christ's diaconal ministry, especially by promoting and supporting the diaconate.

Directors' Covenants

Our Board of Directors members affirm on their Nominee Profile that they will fulfill the following responsibilities and abide by the following code of conduct. Board Members will:

1. Pray for and promote the diaconate.
 2. Pray for AED's contractual staff, board members, and full membership.
 3. Pray for the Episcopal Church and its ecumenical relationships.
 4. Set policies and formulate plans in accordance with the Mission Statement of AED.
 5. Attend or participate in all Board meetings, including conference call meetings. (Participate in e-mail or other social networking options in a timely manner.)
 6. Select and support the contractual staff.
 7. Consult with the President, the Executive Director, and other Board members with regard to the overall operations of committees.
 8. Fulfill committee responsibilities assumed. If circumstances preclude fulfilling responsibilities assumed, inform the President or Executive Director.
 9. Support AED through financial contributions (as one is able).
 10. Encourage their diocese to become a diocesan member of AED, and encourage their deacon community members to join.
 11. Avoid conflicts of interest, or the appearance of them, between the position as board member and the member's personal and professional life.
 12. Maintain the highest standards of financial responsibility in all money matters.
 13. Maintain confidentiality as appropriate.
 14. Be accountable to the membership and the community for competent, conscientious, and effective accomplishment of the obligations of the Board.
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Vice President/President-Elect Covenant

- Serve as the face and voice of AED, in collaboration with the President, the Executive Director, and Board.
- Responsible for calling the community together, in the absence of the President.
- Ensure that the Board of Directors fulfills its responsibilities (sets policy and establish direction, oversees the operational program, fulfills fiduciary responsibilities and serves as fundraisers), in collaboration with the President and Executive Director
- Partner with the President and Executive Director to promote the vision and mission of AED

VP Responsibilities

1. Hold the vision of AED before the Board, the membership, and the diaconal community, in collaboration with the President and the Executive Director.
 2. Coordinate ways in which servant ministry and the diaconate will be promoted, in collaboration with the President and Executive Director.
 3. Collaborate with the President, the Executive Director, and the Board to discern gifts and make board appointments.
 4. Preside at meetings of the Board of Directors, the Executive Committee, and other appropriate committees, in the absence of the President.
 5. Facilitate and maintain communication with the President among members of the Board and the Executive Committee.
 6. Facilitate electronic voting, in the absence of the President.
 7. Serve as Chair of the Nomination Committee.
 8. Provide oversight of working committees (Request quarterly reports in anticipation of Board meetings and encourage activities.)
 9. Be available for consultation for Board members, Executive Director, and staff in the absence of the President.
 10. Represent AED as opportunities present themselves.
 11. Fulfill other duties as necessary.
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Questions or concerns? Contact Maureen Hagen at deacon@ccparish.org.