

**BHECM Re-Organization Draft
2016-2020**

Executive Committee: Coordination of the work of committees/teams. Responsible for strategic planning and goals. Determine the annual allocation of program support to each Wesley Foundation. Ensure compliance with the UM Discipline and the FL Conf. Standing Rules relating to higher education and campus ministry. Foster relationship with Bethune-Cookman University and Florida Southern College. Consult with D.S.'s on personnel matters as needed.

- Chairperson: Oversee the work of BHECM including the work of each committee/team. Liaison to Cabinet and Conference Trustees. Represents BHECM with other connectional groups and gathering.
- Vice-Chairperson: Assists chairperson in the coordination of the work of each committee/team. Represents BHECM with other connectional groups and gatherings. Presides at meetings when chairperson is absent.
- Secretary: Take minutes at all Executive Committee and full BHECM meetings. Keep official records of all BHECM proceedings. Responsible for communications with BHECM members. Oversee BHECM's web presence and social media pages.
- Treasurer: Chairperson of the Finance Committee. Authorized signatory on all BHECM budget and fund requests. Liaison to the Office of Financial Services.

Property Committee: Review annual property reports from each Wesley Foundation. Monitor the implementation of property maintenance plans developed for each Wesley Foundation providing consultations when requested. Approve funds from the deferred maintenance loan and maintenance reserve fund according to the property maintenance plans. Review requests for emergency maintenance funds and approve said funds as deemed appropriate. Assist BHECM Chairperson in making reports to the Florida Conference Trustees.

Finance Committee: General supervision of all funds and securities of the Board, including scholarships. Work with Executive Committee to create an annual budget and submit budget request to CF&A. Review annual budget reports, requests and audits from each Wesley Foundation. Assist Executive Committee in determining budget allocations for each Wesley Foundation. Provide necessary financial information to other committees for their work. Oversee the scholarship program of the Florida Conference BHECM.

Ministry Resource Team: General oversight of the health of each campus ministry. Conduct on-site assessments on a rotating basis. Review annual ministry profiles, plans and evaluations including vital signs reports. Consult with the D.S.'s on the ministry (but not personnel) reviews and assessments.

Local Board Resource Team: Oversight of the health of local Wesley Foundation Boards and facilitate ongoing interpretation and support for Boards through consultations, training events, and other resources. Ensure each Board is fulfilling its responsibilities according to the United Methodist Discipline and best practices for religious non-profit boards. Review annual Board self-evaluations and provide appropriate feedback and support.

Proposed that each BHECM member complete a preference sheet outlining the gifts and experience she or he can offer within this re-organized BHECM. Further proposed that an ad hoc BHECM nominations committee review the preference forms and organize all members into this structure including nomination of committee/team chairs.