

CENTRAL NEW YORK BAPTIST ASSOCIATION
Job Description

Title: Leadership Team Page 1 of 1

Job Description Number: JD 3-1--5

Date Adopted: 15 October 2011

Effective Date: 15 October 2011

Reports to: Executive Board

Term: As specified in Policy # P-10-1 or its modified versions.

Duties:

1. Attend to any personnel matters that may arise, including, but not limited to, interpretation of the Constitution and/or Operations Manual as it pertains to personnel.
2. Make recommendations, as they deem appropriate, to the Association regarding all personnel matters, except in the case of the employment of the Director of Missions, who shall be recommended by a special Director of Missions Search Committee as provided in the CNYBA personnel policies.
3. Attend to any matters pertaining to any and all property owned by the association.
4. Make recommendations, as they deem appropriate, to the Association regarding any and all property owned by the association.
5. Serve as an advisory team to the Director of Missions at his discretion.
6. Make recommendations, as they deem appropriate, to the Association in matters having to do with the administration of the association, and all other matters that need to be considered by the association.
7. Serve on the Executive Board.
8. Prepare and propose a budget for the following calendar year to be voted on each year at the annual meeting.
9. Annually audit the records of the Treasurer of the Association
10. Oversee an external audit of the financial records of the associations at least once every ~~five~~ other year.
11. Submit a written report of the results of any and all audits to the Executive Board
12. Receive and study the credentials of churches requesting affiliation with the Association
13. Make recommendations (consistent with the Constitution) to the Association regarding churches that wish to affiliate with the Association.
14. Arbitrate any dispute concerning membership and the seating of messengers at the annual and mid-year meetings of the Association
15. Study the basis of any proposed withdrawal of fellowship from any church or chapel and make a recommendation to the Executive Board and/or Association.
16. In consultation with the Director of Missions, plan, publish, and promote the program of both the annual and mid-year meeting of the Association.
17. Receive invitations and recommend a time, place, and preacher for the annual and mid-year sessions of the Association for the following year.
18. Fulfill all duties ascribed to it elsewhere in this Operations manual.

Employment Status: Volunteer

