

NEW CONFERENCE PRESIDENTS ORIENTATION

ORIENTATION FOR EXECUTIVE COMMITTEE MEMBERS

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with Thanks to Alvin M Kibble

EXECUTIVE COMMITTEE ORIENTATION

- Develop an orientation folder for new executive committee members
- Include items such as:

EXECUTIVE COMMITTEE ORIENTATION

- Conference History
- Constitution Bylaws
- Conference Budget
- Rules of Order
- Executive Committee membership directory

EXECUTIVE COMMITTEE ORIENTATION

- Conference statistical information
- Conference Policy Book
- Division Policy Book
- Committee Guidelines

EXECUTIVE COMMITTEE ORIENTATION

- Review the following guide lines with the new executive committee

The Nature of the Committee Process

PURPOSE

- Governs all phases of Conference work on behalf of the constituents between regular Conference Constituency Sessions

AUTHORITY

- The Conference Executive Committee has full power to act on behalf of the constituency in all matters, except in changing (amending) the Constitution

SUPPORT & RESOURCES

- Constitution and By-laws
- Conference Working Policy
- Division Working Policy
- GC Working Policy
- Union Conference Administration
- Division Conference Administration
- Division Rules of Order
- Robert's Rules of Order
- Conference Legal Service
- Adventist Risk Management

ACCOUNTABILITY

- The Conference Executive Committee is accountable to the constituency of the local Conference who elects them and secondarily , to the Union Conference where they hold membership.

How The Committee Operates – Voice and Vote Privilege

The Need for Loyalty

The Need for Confidentiality

The Responsibility for Attendance and Availability

The Need for Mutual Respect

The Need for Preparation

The Need for Participation

The Privilege to Disagree

The Regular Called/Scheduled Executive Committee Meetings

Special Called Executive Committee Meetings

Conference Called Executive Committee Meetings

**The Official Spokes-Person
of the Executive Committee**

EXECUTIVE COMMITTEE ORIENTATION

- Plan a week-end retreat within the first six months for the members of the executive committee
- Use this time to begin the strategic planning process & to further bond with the executive

EXECUTIVE COMMITTEE ORIENTATION

- Keep the agenda highly spiritual
- Do your best to create a relax atmosphere
- Document your work
- Communicate your time spent together with the constituency

EXAMPLE

- Name of your CONFERENCE

This weekend, *. * Conference executive committee will meet at the *. * retreat centre to focus on the strategic plan for the conference. We request your prayers for this special event.

EXAMPLE AFTER THE EVENT

Attendees, led by President and secretary, met Friday night and Sabbath at the *.* retreat Centre to focus on the Conference's strategic plan with special emphasis on Evangelism.

- We will share these plans with you in the next few months and invite your observations and input.