

**ALABAMA ASSOCIATION OF
BAPTIST SECRETARIES**

POLICY AND PROCEDURE MANUAL

Adopted November 11, 2014

This manual has been adopted by the Alabama Association of Baptist Secretaries Executive Committee and will stand as future reference for the Executive Committee. These policies and procedures are related to the operation of the Association. The Executive Committee - as defined in the Constitution & By-Laws, Article IV, Section 5 - can add, revise, or delete policies and procedures as needed, and members will be notified of these changes at the next conference. This manual will be maintained by the Secretary of the Association.

Finances

Written and approved by the Executive Committee 11/11/2014.

Amended by the Executive Committee 11/17/2015.

Planning and Developing the Budget

Budget funds should relate to the basic purpose of the Alabama Association of Baptist Secretaries.

Expenses categories consist of:

Administrative – the day to day expenses of operation

Conference - the actual expenses of the conference each year

Officer – expenses incurred by officers as approved in the AABS policies

Miscellaneous – NASBS expenses (bi-annually)

The President works in conjunction with the Treasurer to determine the needs for the upcoming conference.

Determining Revenues

Conference fees should be estimated for the upcoming year. Also any known contributions/donations can be added to the estimated income.

Determining Expenses

Once an accurate estimate of income is established, the following should be considered.

A. Essential areas shall be considered first:

1. General Conference Leader - honorarium, lodging, meals, mileage, etc.
2. Worship Leader expenses – honorarium, lodging, meals, mileage, etc.
3. Breakout Conference Leaders –honorarium, lodging, meals, mileage, etc.
4. Shocco Equipment Needs – golf cart rental, tables, tablecloths, A/V techs, PA rental, copies, etc.
5. Decorations – for banquet and general areas
6. Fellowships – prizes and other supplies
7. Candy – used in general areas and classrooms
8. Hostess gifts – a “thank you” for serving
9. Miscellaneous Supplies – Those unplanned items that you just have to have or forgot to budget for!

B. Important areas shall be considered:

Administrative Expenses

C. Other areas (if funds are available) shall be considered:

Officer Expenses

Miscellaneous

Present the Budget

When the proposed budget is completed, it shall be presented at the first Officers Meeting.

The Treasurer should be prepared to discuss and answer any questions concerning the proposed budget.

Suggestions and changes can be made at this time by the officers present.

Adoption of the Budget

When the proposed budget is completed, it shall be adopted by a vote of the officers.

Administer the Budget

The Treasurer will monitor the spending to assure the money is spent according to the adopted budget.

The Treasurer will present financial reports at each scheduled meeting.

A requisition with attached invoices should be given to Treasurer for processing.

Evaluation

The primary purpose of evaluation is to help answer the following questions:

1. Is the best possible job being done in budget planning in light of the organization's purpose?
2. Were the methods of presenting and promoting the budget effective?
3. Is the plan for administering the budget working effectively?

A copy of the previous year's financial report will be placed in each conference attendee's packet for informational purposes.

General Conference Leader

Written and approved by the Executive Committee 11/11/2014.

The leader/speaker will be given an honorarium at an amount agreed upon by the Executive Committee and the Conference Leader. The Association will also pay lodging, meals and mileage at one-half of the IRS current allowed rate.

Honorarium Policy

Written and approved by the Executive Committee 11/11/2014.

Amended by the Executive Committee 06/12/2015.

Breakout session leaders will be given an honorarium of \$100 for their first session and \$25 for each additional session of the same topic, with a maximum of \$150 per day per session topic. Any topic that builds upon itself (i.e. Publisher from beginning to advanced) is considered to be the same topic. Their mileage would be paid at one-half of the IRS current allowed rate. The Association will pay lodging and meals based on need for the leader. If the session leader requires an assistant, prior approval will be necessary to pay lodging and meals only for the assistant.

An employee of the Alabama State Board of Missions will not receive an honorarium or mileage.

Meeting of Officers and Officer Expenses

Written and approved by the Executive Committee 11/11/2014.

If an officer's employer does not compensate the officer for mileage to and from the three planning meetings, then the Association may reimburse the officer for mileage at one-half the current IRS allowable rate.

The officers will be responsible for their own lodging and meals at the Alabama Baptist State Convention.

There will only be a charge of one-half of the annual conference fee for all officers.

NASBS Conference

Written and approved by the Executive Committee 11/11/2014.

Each state organization is invited to have a display booth representing their state at the NASBS conference every other year. The Association will budget an amount every other year to be used to defray the cost of promotional items to give away at the NASBS Conference. If possible, the current President is encouraged but not required to attend at their own expense.

Nominating Committee and Nominations

Written and approved by the Executive Committee 11/11/2014.

Amended by the Executive Committee 06/12/2015.

The Nominating Committee will consist of a Past President as chairperson and whom she deems suitable to serve on this committee with the approval of the current president.

Nomination forms will be mailed with brochure (August), newsletter (November), and placed on websites (AABS & Shocco) to be returned to chairperson of the Nominating Committee.

This committee will meet prior to the annual conference to fill all vacancies in the Executive Committee.

Consideration should be given to length of their AABS Membership before being nominated for an office.

The nomination results will be announced by the chairperson of the Nominating Committee at the Annual Conference.

Vendor Policy

Written and approved by the Executive Committee 11/11/2014.

Retail vendors will be invited by the Executive Committee to participate at their own expense. Service vendors will be invited by the Executive Committee. The Association will pay their day insurance and lunch each day they are invited to participate.

Website and Social Media

Written and approved by the Executive Committee 11/11/2014.

The Association shall maintain a website to keep members of the Association informed of upcoming conference information. The President will submit information to the web site administrator.

The Executive Committee may approve links to be posted on the website, if those links meet the criteria approved by the officers; i.e. links posted should be limited to those sites related to Southern Baptist Convention entities, programs, or groups or affiliates (e.g. Guidestone, LifeWay, and others). Links should not be allowed to be published on the website that conflict or disparage our Southern Baptist Association, Alabama Baptist Convention, Associations, Churches, or the AABS. Marketing links to for-profit companies should be limited to links for companies in ministries that have cooperated with the Association, and should be allowed pending approval of officers.

The Executive Committee, at their discretion, may maintain social media sites such as Facebook and Twitter. Officers may post a variety of items on these sites, such as updates on the Annual Conference, prayer requests from the membership at large, and information that they deem pertinent to the fellowship and purpose of the Association. Posts for personal profit of members or officers should be discouraged.

Worship Leader

Written and approved by the Executive Committee 11/11/2014.

The worship leader will be given an honorarium at an amount agreed upon by the Executive Committee and the worship leader. The Association will also pay lodging, meals and mileage at one-half of the IRS current allowed rate.