



CHAIRPERSONS OF COMMITTEES, COMMISSIONS, AND COLLABORATIVES

To ensure that region committees, commissions, and collaboratives (hereinafter referred to as “entity”) abide by the purpose for which they are ratified and live into their fullest potential of impactful ministry and mission, chairpersons are needed to oversee the work of the related entity.

In addition to the Guidelines provided for each entity, the following additional items apply to those who serve as chairpersons:

A. Helpful qualities

- Understanding of the roles/responsibilities of their related entity
- Leadership
- Communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidences
- Ability to ensure decisions are taken and followed-up
- Good time-keeping
- Tact and diplomacy
- Knowledge of the operating environment and meeting procedures of that entity and of ABC/WI in general [Robert’s Rules of Order is the official guidelines for meetings, though in practice, consensus is used when appropriate].

B. Duties:

- Plan and create agenda for meetings in consultation with related ABC/WI staff
- Run meetings in accordance to the agenda and meeting procedures
- Ensure meeting notes are taken, distributed, and filed with the region office
- Bring impartiality and objectivity to meetings and decision-making
- Bring items to the entity that would fulfill the purpose of that entity
- Ensure matters are dealt with in an orderly, efficient manner
- Foster positive working relationships among entity members
- Ensure entity fulfills reporting expectations to the ABC/WI Regional Executive Minister (REM) and Board of Managers (BOM)
- Recommend to the REM and/or President of the BOM items that would strengthen the function of and promote the work of this entity.

American Baptist Churches of Wisconsin Committees, Commissions, and Collaborative Guidelines



PROGRAM COMMITTEE

updated 020320

From the ABC/WI Bylaws:

ARTICLE II. SECTION 4 – PROGRAM COMMITTEE:

- a. **Membership:** Composed of no less than five and no more than eight voting members, including the Vice President, two at-large Board members, and two individuals who shall be jointly appointed by the Vice President, the President, and the REM. Each affiliating body may also appoint a member to the committee. Terms of service shall be one year.
- b. **Duties:** Plans the program for the Annual Meeting of ABC/WI, which is approved by the ABC/WI delegates present at the meeting.
- c. **Meetings:** Meets minimally three times a year. Quorum shall be four voting members.

What is the Annual Gathering (AG)?

Your presence, your voice, your gifts enrich our gathering... Our American Baptist family from across the state with guests from around the country join together once a year for Christ-centered fellowship, worship, and equipping for ministries and mission. This gathering currently typically occurs the second weekend of October, starting Friday evening going into Saturday late afternoon. At times, pre-event or post-event activities are also planned. The gathering includes the Annual Meeting of ABC/WI, during which delegates engage official business of the region such as electing Board of Managers and Nominating Committee members and receive various reports from region leadership. The gathering also includes times of warm fellowship, inspiring worship, and relevant equipping for ministry and meeting. All member churches are encouraged to minimally support the cost of attendance of their pastor and delegates, as well as encourage others from their community to join in this enriching time.

Skills, postures, and perspectives that add value to the committee work:	
<ul style="list-style-type: none"> ✓ Commitment to the mission and health of ABC/WI constituency ✓ Creativity, program development, event planning, networking, worship design, hospitality, marketing, encouragement, multicultural ministries ✓ Perspectives that would enhance the experience of the Annual Gathering 	
Potential benefits of your service on the committee:	
<ul style="list-style-type: none"> ✓ Help shape the primary annual event of and for the ABC/WI constituency ✓ Opportunity to grow through the sharing of your gifts and receiving the gifts of others ✓ Experience in planning a major event that could be helpful in other arenas 	
Primary Responsibilities	Minimal Level of Performance
1. Know and abide by the duties and eligibility of Committee members.	This information is defined in the ABC/WI Bylaws (available on the ABC/WI website and/or through the regional office.) See above for excerpt related to this committee.
2. *Attend scheduled meetings of the Committee.	The Committee is scheduled to meet three (3) times per year to plan the Program for the Annual Meeting of ABC/WI. The dates and locations for the meetings will be set up as a group to ensure the majority of participants can attend. Additional meetings may be called as needed.
3. Participate in Committee discussions and decision-making	Prepare in advance of meetings by reviewing pre-meeting materials and self-educating on the issues posed to the Committee as needed. Responsibly follow through on committee decisions and assignments when applicable.
4. Advocate for the work of the Committee.	Do what is in your influence to promote the AG. Make best effort to be present at AG; provide support where needed.
5. Comply with Conflict of Interest Policy	See the policy for details. At all times, act prudently and in good faith.

*Phone and/or video conference are typically available for those who cannot attend meetings/related events in person; mileage reimbursement at IRS volunteer rate is also offered.