



JOB DESCRIPTIONS

Job Descriptions | National Convocation Articles of Operations

Article V – Officers

1) The executive officers of the Board of Trustees shall be President, Vice President, Secretary and Treasurer. Either the President or the Vice President shall be a woman. The President shall appoint a parliamentarian to advise the President during the Board Meetings and the business sessions of the Biennial Session of the National convocation.

2) **The President and Vice President** shall be elected biennially, (every two years) becoming ex-officio members of the Board of trustees, one year prior to installation. The Immediate- Past President shall become an ex-officio member of the board for one year after serving as President.

3) **The President** shall preside at Board Meetings, Business Sessions of the Biennial Session, and Executive Committee meetings. The President shall serve as a member and President of the Board of Trustees of the National Christian Missionary Convention Corporation

4) **The Vice President** shall, in the absence of the President, perform the duties of the President and serve as Program Chairperson of the Biennial Session the National Convocation. The Vice President shall serve as a member and Vice President of the Board of Trustees of the National Christian Missionary Convention Corporation.

5) **The Secretary** shall keep accurate minutes of the business sessions of the Biennial Session of the National Convocation, the Board of Trustees meetings and the Executive Committee meetings. The Secretary shall serve as a member and Secretary of the National Christian Missionary Convention Corporation.

6) **The Treasurer** shall monitor the budget in accord with the policies established by the Board of Trustees of the National Convocation. The Treasurer shall issue receipts for all monies received, keep an accurate account of receipts, disbursements, and financial transactions during the Biennial Session of the National Convocation. The Treasurer shall give bond in a responsible fidelity company in such an amount as the National Convocation deems necessary, the premium being paid by the National Convocation. The Treasurer shall serve as a member and Treasurer of the Board of Trustees of the National Christian Missionary Convention Corporation.

Members of the Board of Trustees of the National Convocation; Shall be responsible for he general administration of the National Convocation; they shall hear, define and discuss pertinent issues pertaining to the African American Church and community; appoint persons and serve on the Standing Committees; work to carry out the mission of the National Convocation and receive reports from the Administrative Secretary and the Ex-Officio Officers of the Board.

All costs related to travel, lodging and meals associated with attending these meetings will be the expense of the National Convocation.