

Responsibilities of a Lay Representative to the AMR Council:

There is a lay representative on the Atlantic Mission Region Council from each of the four (4) Mission Districts.

The term for a lay representative is three (3) years. This person may serve two (2) consecutive 3-year terms. It is normally expected that once a member has served two (2) full terms that member would not be elected again to the AMR Council until having been absent from the AMR Council a minimum of one (1) full term.

The lay rep would work closely with the Mission District Dean to help plan the annual Mission District Convocation. The lay rep shall also be present at the Mission District Convocation in the spring and the AMR Convocation in the fall.

The lay rep. shall attend and participate in the meetings of the AMR Council, either in person (preferable) or via GoToMeeting.

The duties and function of the Mission Region Council should be to:

- a. Act as Board of Directors for the corporation of this Mission Region.
- b. Establish policies and procedures to guide the Mission Region Council and staff.
- c. Ensure financial integrity and, to the extent possible, solvency.
- d. Oversee an annual audit.
- e. Ensure and approve long-range planning for this Mission Region to be presented at the Annual AMR Convocation.
- f. Prepare the proposed annual Ministry Spending Plan, including an estimate of the percentage of congregational income required to fund the Ministry Spending Plan, set salaries, and provide for fiduciary oversight for this Mission Region.
- g. Approve a proposed agenda and program for Annual AMR Convocation.
- h. Create and oversee committees and task forces appointed to assist the Mission Region Council in carrying out its duties as needed.
- i. Adjust the Ministry Spending Plan approved by the annual Convocation as prudence dictates in response to changed financial circumstances.
- j. Engage in Long and Short Range Strategic Planning for the Mission Region.
- k. Exercise the authority and responsibility delegated to boards of directors by applicable law.
- l. Call or hire Mission Region Staff.
- m. Report all actions to the next Annual AMR Convocation.