

PRESIDENT Duties and Responsibilities

Responsibilities

- Establish a vision to be implemented that has both continuity with recent trajectories of the Association and sustainability beyond the current year
- Interpret and communicate the vision in a way that members can understand and support
- Prepare agendas and chair Board meetings and Annual Business meeting
- Chair the Nominating Committee to select and recruit nominees for Association leadership
- Motivate and oversee Board performance of duties and responsibilities
- Represent REA to multiple publics

Timeline for Responsibilities

Between Annual Meeting and Board Retreat

- Prepare presidential address for publication in Religious Education
- Write letter/article about previous annual meeting and plans for the year
- Follow through on Board decisions from November Board Meeting and member decisions from Annual Meeting, as needed
- Remind all Board members of retreat date, location, and preparatory tasks
- Solicit agenda items for Board Retreat and plan agenda
- Communicate with Executive Secretary regarding her tasks
- Provide information, advice and support to President-Elect/Program Chair as needed regarding next Annual Meeting

At Board Retreat

- With Executive Secretary, conduct Board development (inaugurate, orient, and inspire Board members for their engaged leadership of the Association)
- Chair business sessions of the retreat
- Begin process to surface new Board members, to be continued thereafter with Nominations Committee

Between Board Retreat and November Board Meeting/Current Annual Meeting

- Chair Steering Committee
- Follow through on Board decisions from previous November Board Meeting and member decisions from Annual Business Meeting as needed
- Work with Nomination Committee to contact potential new Board members and seek consent to nominate at annual meeting
- Prepare Nomination Committee report to Board on observations from recruitment and Committee discussions
- Review hotel contracts for future annual meetings (with President-Elect/Program Chair, Vice-President/Program Chair-Elect, Treasurer, Executive Secretary)
- Represent Association at meetings and conferences, in letters and op eds, and in other venues, as needed.

Nov2015

PRESIDENT-ELECT/PROGRAM CHAIR Duties and Responsibilities*

Responsibilities

- Develop and communicate theme for annual meeting
- With Program Committee, plan meeting schedule and arrange speakers and events
- Collaborate with external consultants to continue developing website for meeting
- With Vice-President/Program Chair-Elect, group presentations into breakout sessions
- Create materials for promotion and folders for annual meeting
- With Networking Coordinator, review evaluations of annual meeting

Timeline for Responsibilities

Between November meeting and Board Retreat

- Continue planning program for annual meeting
- Consult with President regarding meeting-related agenda items for Board Retreat
- Work with Journal Editor on anticipatory Journal Forum for annual meeting
- Contact speakers
- Work with web consultant on web page design/maintenance and flyer

At Board Retreat

- Consult with Board about current annual meeting plan: website, schedule, speakers, budget items, special arrangements and events, etc.

Between Board Retreat and November Board Meeting/Current Annual Meeting

- Work with Program Coordination Committee on the schedule, events and speakers for the current annual meeting
- With Vice-President/Program Chair-Elect, group presentations into breakout sessions
- Work with Executive Secretary and Networking Coordinator on program details, including
 - Overall program schedule and hotel arrangements
 - Communication with speakers
 - Announcements for eREACH
 - Meeting materials for folders
- Continue to develop meeting website; with Committee on RE in Academic Disciplines and Institutions, create a resource list for web page and bookstore

*Elaboration of program planning is available (by M. Tran 2014)

Nov2015

VICE-PRESIDENT/PROGRAM CHAIR-ELECT Duties and Responsibilities

Responsibilities

- Lead Board in 1) ongoing reflection on the REA mission and 2) assessment of the alignment of programs and activities with that mission
- Develop program vision, theme, and plan speakers for following year
- Collaborate with external consultants to create website and artwork for next meeting
- Assist Program Chair/President-Elect with annual meeting arrangements
- With Program Chair, group accepted proposals into presentation breakouts
- Liaison with Work Groups
- Introduce President's address at Annual Meeting

Timeline for Responsibilities

Between November meeting and Board Retreat

- Generate ideas for next annual meeting theme

At Board Retreat

- Present proposed theme for next annual meeting and discuss program ideas
- Review hotel contract for next annual meeting (with Program Chair/President-Elect, Treasurer and President)

Between Board Retreat and Current Annual Meeting

- With the Program Chair, group proposals accepted by Proposal Selection Committee into breakout sessions (in June)
- Assist Program Chair with annual meeting arrangements
- Do preliminary work on next annual meeting, e.g., invite major speakers, create resource list, disseminate theme information, etc.
- Work with Journal Editor on preview journal issue for next annual meeting, including author forum on meeting theme
- Work with Network Coordinator and Web Management Support to develop next annual meeting web site
- Liaison with working groups through the year, including their plans for upcoming annual meeting

At November Annual Meeting

- Present theme and Call for Papers for next annual meeting
- Report on program arrangements, proposed program budget, and time line
- Introduce Presidential Address
- Assist with hosting guest speakers, especially banquet speaker

Nov2015

PAST-PRESIDENT Duties and Responsibilities

Responsibilities

- Chairs Steering Committee in personnel contracting & evaluation
- Recruits and instructs Moderators for Annual Meeting
- Continues to participate in Board meetings and communication for 1 year to provide consultation as needed
- Participates in Board-related projects as determined in consultation with the President and Steering Committee
- Hosts the reception at the Annual Meeting.

Timeline for Responsibilities

Between Annual Meeting and Board Retreat

- Conducts annual reviews of staff, with 2 other Steering Committee members

At Board Retreat

- Reports on personnel evaluation

Between Board Retreat and November Board Meeting/Current Annual Meeting

- Leads negotiation of staff contracts, with Steering Committee

TREASURER

Duties and Responsibilities

Responsibilities

- Oversee financial activities of the Association, including managing its investments
- Prepare/review quarterly financial reports and annual budget
- Present financial reports at Board meetings and Annual Business meeting
- Arrange and supervise periodic audits
- Ensure annual tax reports are filed
- Oversee and interpret data collection to aid Board's decision-making (e.g., attendance, membership, program participants)

Timeline for Responsibilities

Between end of Annual Meeting and Board Retreat

- Work with Executive Secretary to prepare annual financial reports
- Secure CPA for any end-of-year accounting and tax reporting
- Review investment strategy and distribution
- Review data from membership records and the Annual Meeting

At Board Retreat

- Present and interpret financial statements and investments
- Report and interpret significant data collected
- Advise on Board's financial decisions (program expense, dues and registration, investment changes, etc.)

Between Board Retreat and Current Annual Meeting

- With Executive Secretary, prepare financial reports and proposed budget to present to the Board and members at the Annual Meeting.

As needed

- Review quarterly financial reports from Executive Secretary
- Review hotel contracts with Vice-President/Program Chair and Executive Secretary
- Consult with Program Chair, Forum Team Chairs, and Harper/Wornom Committee regarding their budgets
- Periodically, e.g., every third year, arrange and oversee an informal review/audit of financial records, and report outcome to Board and membership

RECORDING SECRETARY Duties and Responsibilities

Responsibilities

- Take minutes for Board meetings and Annual Business meeting, recording decisions made and actions taken.
- Collect all materials shared and created during meetings.
- List topics discussed at all meetings (organized by committee/area reports) and highlight action items.
- Distribute notes and minutes to Board within one month after each meeting.
- Prepare summary to post on web about Board discussions and REA issues within one month after each meeting. Distribute to Board.
- Collect information about retirements and memorials.
- Plan celebration of retirements and memorials at Annual Meeting.

Timeline for Responsibilities

Between end of Annual Meeting and Board Retreat

- Send minutes of November Board Meeting and Annual Business Meeting to Board members for review, with action items highlighted, by January 1.
- After review, posts minutes of Annual Business Meeting to Association website by February 1.

At Board Retreat

- Take minutes.
- Report on retirements and memorials.
- Collect materials shared and created for Executive Secretary (and for archives)
- Arrange snacks and other hospitality items.

Between Board Retreat and Current Annual Meeting

- Prepare summary to post on web about Retreat discussions and REA issues by May 1. Distribute to Board.
- Send notes of Board Retreat to Board members for review with action items highlighted by June 1.
- Collect announcements of retirements and deaths. In collaboration with the Program Chair, arrange recognition at Annual Meeting, including inviting colleagues to speak or write something, and printing information to be included in the meeting folders.

At Annual Meeting

- Take minutes during Board meeting and Annual Business Meeting.
- Conduct remembrance part of banquet.

Nov2015

PROPOSAL SELECTION COMMITTEE CHAIR Duties and Responsibilities

Responsibilities of the Chair

Between end of previous annual meeting and Board Retreat

- ~~Review and select from papers presented at the previous annual meeting those for the Conference issue of Religious Education journal to be published the following summer.~~
- With Program Chair/President-Elect, Executive Secretary, and Networking Coordinator, prepare proposal submission notices and procedures for the next annual meeting. Generally, the deadline for proposal submissions will be May 1, the deadline for selections will be June 15, and the deadline for paper and outline submissions will be September 15.

At Board Retreat

- Report procedures and timeline for Committee work in preparation for annual meeting
- Collect and report historical data on submissions and presentations.
- Report on evaluations of breakout sessions at previous meeting.

Between Board Retreat and Annual Meeting

- Guide Committee in reviewing proposals for breakout sessions
- Develop guidelines for presentations (Research Papers, Colloquies, Workshops, Posters) and for moderators of sessions.
- Prepare notifications of selection to those who submitted proposals.
- Handle all correspondence with presenters, including reminders about deadlines (one month and two weeks prior to September 15), eligibility and formatting requirements, presentation guidelines, and responses to inquiries.
- At Annual Meeting, work with Executive Secretary as the liaison with presenters for the Meeting
- Develop and administer evaluation of breakout sessions at annual meeting.

Nov 2015

RELIGIOUS EDUCATION IN ACADEMIC DISCIPLINES AND INSTITUTIONS Chair's Duties and Responsibilities

The major concern of this Committee is to promote the highest level of research, scholarship, teaching, and leadership in religious education through diverse aspects of academic life. This Committee seeks to enhance religious education in several ways by:

- acknowledging theology/religion as valid forms of inquiry/knowing
- affirming the spirituality of both the study and practice of religious education and emphasizing the individual and communal forms of spirituality
- maintaining the scholarly integrity of religious education's constructive/critical analysis of the field
- engaging in exploratory inquiry into other disciplines
- giving attention to learning, formation, and conversation in the context of religious/theological diversity
- encouraging quality publications in religious education
- nurturing academic teaching of religion
- supporting professional development of academic religious educators

Responsibilities

- Sustain the Association's focus on the context of religious education in academic disciplines and institutions, especially as that focus can be expressed through
 - Contributing in creative ways to the growth and advancement of the Association
 - Assisting in articulating and communicating our identity and vision for a broad audience
 - Exploring grant opportunities and securing funding
- Promote connections and insights at the border of scholarship and practice
- Make annual reports to the Board on the activity of the Committee
- Work with at least two working groups and/or start new working groups related to religious education in academic disciplines and institutions
- Serve on the Program Committee, involving your Committee in the planning of events and initiatives relating Religious Education in Academic Disciplines and Institutions to the Annual Meeting theme
- Liaison with PhD programs and attend to REA's mentoring of students, including encouraging directors' promotion of REA to their students and collaborating with student representative on sessions for students at the annual meeting.
- Develop/maintain academic resources on website.
- Connect REA with other academic organizations, including tending the AAR connection.
- Liaison with publishers concerning publishing directions for our field, and overseeing the book display at the meeting and the Amazon bookstore on the website.

Nov2015

RELIGIOUS EDUCATION IN FAITH COMMUNITIES CHAIR

Duties and Responsibilities

Responsibilities

- Sustain the Association's focus on the context of religious education in faith communities, especially as that focus can be expressed through
 - Contributing in creative ways to the growth and advancement of the Association
 - Assisting in articulating and communicating our identity and vision for a broad audience
 - Exploring grant opportunities and securing funding
- Promote connections and insights at the border of scholarship and practice
- Make annual reports to the Board on the activity of the Committee
- Serve on the Program Committee, involving your Committee in the planning of events and initiatives relating Religious Education in Faith Communities to the Annual Meeting theme
- Work with at least two working groups and/or start new working groups related to religious education in faith communities (e.g., a working group to build relationships with denominational RE associations)
- Liaison with designated RE leaders and groups within denominational/religious bodies on regional, national, and international levels.
- Build and sustain connection with religious education curriculum providers
- Encourage participation from practitioners
- Liaison with local faith communities to promote and/or inform of annual meeting (standing committee on RE in Public Life and the Global Community will liaison with media and local organizations)
- Contribute to the planning of the Program Committee, especially regarding events and initiatives relating Religious Education in Faith Communities to the Annual Meeting theme
- Work with at least two working groups and/or start new working groups related to religious education in faith communities (e.g., a working group to build relationships with denominational RE associations)
- Liaison with designated RE leaders and groups within denominational/religious bodies on regional, national, and international levels.
- Build and sustain connection with religious education curriculum providers
- Encourage participation from practitioners
- Liaison with local faith communities to promote and/or inform of annual meeting (standing committee on RE in Public Life and the Global Community will liaison with media and local organizations)

Nov2015

**RELIGIOUS EDUCATION IN PUBLIC LIFE AND THE GLOBAL COMMUNITY
Chair's Duties and Responsibilities**

Responsibilities

- Sustain the Association's focus on the context of religious education in public life and the global community, especially as that focus can be expressed through
 - Contributing in creative ways to the growth and advancement of the Association
 - Assisting in articulating and communicating our identity and vision for a broad audience
 - Exploring grant opportunities and securing funding
- Promote connections and insights at the border of scholarship and practice
- Make annual reports to the Board on the activity of the Committee
- Serve on the Program Committee, involving your Committee in the planning of events and initiatives relating Religious Education in Public Life and the Global Community to the Annual Meeting theme
- Work with at least two working groups and/or start new working groups related to religious education in public life and the global community
- Liaison with media and local organizations to promote and/or inform of annual meeting (standing committee on RE in Faith Communities will liaison with local faith communities)
- Increase multi-religious representation and involvement in REA
- Cultivate and attend to connections with our international members and colleagues

DOCTORAL STUDENT REPRESENTATIVE Duties and Responsibilities

Responsibilities

- Represent the interests of students at all Board meetings.
- Represent the Association to graduate students on an ongoing basis and at the Annual Meeting. Encourage student participation in the Association, especially its Annual Meeting, to include encouraging them to submit proposals, recruiting volunteers, and circulating information about student travel grants.
- Coordinate, in consultation with the Program Chair and the Chair of the Committee on RE in Academic Disciplines and Institutions, a student-focused session at the Annual Meeting, e.g., a student breakfast, a session with senior scholars, or colloquy. Coordination will include participation in writing grant proposals for such programs, their evaluation, and the submission of any necessary reports to funders.
- Collaborate with the Networking Coordinator and the Committee on RE in Academic Disciplines and Institutions to maintain on the REA website a current listing of doctoral programs in religious education, and grant opportunities and other resources for students.
- Propose nominees for a successor to the Nominating Committee.

Timeline for Responsibilities

Between Annual Meeting and Board Retreat

- Prepare and administer an evaluation of student events, in consultation with the Executive Secretary and Networking Coordinator.
- Send an evaluative report on student events to any funders (Wabash Center), citing number of students, the topics covered, how the desired outcomes were met, the final cost, and the executive secretary's address, who receives the check.

At Board Retreat

- Report on the compiled evaluation results from student events at previous Annual Meeting and any student concerns.
- Propose topic/theme for upcoming student event, based on previous year's event evaluations and speaking with student members.
- Represent the interests of students in Board discussions.

Between Board Retreat and November Board Meeting/Current Annual Meeting

- Together with Program Chair, finalize theme and format of student event(s).
- Find speakers, panelists, etc. needed for event and propose their topics. Communicate arrangements to Executive Secretary so that agreement letters can be sent for the necessary signatures and hotel arrangements can be made.
- Send funding request letter to the Wabash Center for Teaching and Learning in Theology and Religion. REA has a standing agreement with the Wabash Center for the latter to provide \$2500 annually for a student event that focuses on some aspect of developing one's career in teaching theology and religion. The letter should include a general description of theme and format of event, with an estimate of the number of attendees and the projected costs.

- Update web resource pages for PhD programs and grant opportunities.
- In consultation with the Executive Secretary, email student members, letting them know the kind of events being planned, asking for diet requests, if needed, and providing any other information available at the time.
- Recruit student volunteers to assist Executive Secretary with meeting tasks.
- Send an e-mail letter to the speakers, panelists, etc., thanking them for their anticipated participation and providing any last minute information regarding the venue, etc., that they might need to know.
- Coordinate, with web developer, room-share arrangements for annual meeting.

At November Annual Meeting

- Anchor the student events, welcome attendees, introduce speakers, etc.
- Be present at the opening to welcome new students.
- Administer evaluation of student events.

At some point during the student representative's term, it is helpful to bring on another active student member as an assistant to help brainstorm with ideas for event topics, etc., and so that someone else gains familiarity with the tasks/procedures undertaken by the student representative. It is possible that the assistant could be selected as the next student representative to the Board.

Mar2016

MEMBERS-AT-LARGE Duties and Responsibilities

Responsibilities

- Participate as voting member at Board meetings and in Board decision-making throughout the year, sustaining the Association's focus on the interests of members, especially underserved constituencies, as that focus can be expressed through
 - Contributing in creative ways to the growth and advancement of the Association
 - Assisting in articulating and communicating our identity and vision for a broad audience
 - Exploring grant opportunities and securing funding
- Promote connections and insights at the border of scholarship and practice
- Make annual reports to the Board on membership data (with the Executive Secretary), proposed growth strategies, and activities of the Members-At-Large.
- Assist in building community and connections within the Association, including
 - Conduct New Member Orientation at annual meetings
 - Follow up with Association members who have not renewed annual memberships
 - Recruit volunteers for Annual Meeting
- Assist Networking Coordinator in building community and connections beyond the Association, especially with underserved constituencies.
- Assist in building community and connections among Board members by collaborating with the Recording Secretary on hospitality arrangements and leading worship reflections at Board meetings and retreat.
- Conduct periodic surveys of membership to assess needs and satisfaction.

HARPER/WORNOM COMMITTEE CHAIR Duties and Responsibilities

Responsibilities of the Chair

Each member of the Harper/Wornom Committee will serve as Chair of the Committee during their fourth year on the Committee.

- Collaborate to identify potential candidates, and accept and review nominations from REA members for Harper Award and Wornom Grant;
- Present Committee's recommendations to Board for Harper Awards and Wornom Grant;
- Communicate with Award recipients and Project directors to prepare announcements, make travel arrangements, and respond to any additional needs for the exchange of information;
- Prepare publicity about Awards and Projects for press releases, the website, and Annual Meeting;
- Host awardees at the Annual Meeting and arrange program for making the Awards, in consultation with Program Chair;
- Monitor the progress of Projects, including receiving periodic reports and final assessments;
- Review, assess, and revise working guidelines for the nominating process, grant proposal procedures and evaluation, etc., as needed, in concert with By-laws;
- Serve as liaisons with past awardees to encourage their work in religious education and honor our recognition of them with these awards.
- Make annual reports to the Board on the activity of the Committee;