



ADC Board of Directors Responsibilities and Covenants

Approved by the Board April 11, 2024

Purpose of Form	This document provides basic information about what ADC requires from its Board members. (Doubts about ability to commit the required time or comply with these requirements should be resolved in consultation with the Nominating Committee.)
Term of Office	The term of office is normally 3 years. However, ADC is in the process of implementing staggered terms so during this implementation process terms may vary (i.e. 1 year, 2 years, or 3 years)
Election Process	Directors are elected by the general membership ballot. Nominees' Profiles are published on ADC's website and a link to the page sent to ADC's full membership in various media. The Board may appoint Directors to fill vacancies until the next election.
Time Commitment	<p>A primary time commitment is participation in ADC's monthly board meetings which are held via video conference. These meetings are currently held one Thursday per month from 7 PM – 9 PM Eastern time. Normally, the board does not meet in July and August, however, if a pressing issue were to arise that cannot wait until September, a summer meeting may be called.</p> <p>Executive Committee members (President, Vice President, Secretary, and Treasurer) make an additional commitment to attend Executive meetings which are called periodically as needed. These Board Members also take on specific responsibilities related to their roles.</p> <p>Service on a Committee, Task Force or Working Group will also require a commitment of time, the amount of which will be determined by the task.</p> <p>Board Members are also strongly encouraged to attend all ADC Members Meetings which will be held annually once ADC becomes a charity. Annual Member Meetings will normally be held via video conference except when they are held in conjunction with a major ADC in-person event (eg. Triennial National Conference) in which case they may be held in person or in a hybrid format. Executive Members and other board members whose services are required for specific agenda items at Members Meetings must be in attendance. Depending on the nature of the agenda item, it may</p>

	<p>sometimes be possible for board members to submit a written report instead.</p> <p>Board members are also encouraged to participate in special events, such as ADC’s Triennial National Conference and other ADC sponsored events (for example, education and formation events like our recent EPF Preaching Conference). In addition, ADC normally has a display booth at General Synod, and it is particularly helpful if board members who live comparatively close to the location of General Synod can make themselves available to help staff this booth along with other local ADC members.</p>
Non-judgmental Board Participation Policy	<p>The board recognizes that despite good intentions circumstances may arise after a board member is elected or appointed that make it difficult for them to fulfill their obligations as board members. If, for any reason, a Board Member is NOT able to participate in three board meetings in a row, the President shall contact the member and ask whether the Director wishes to resign. If the Director refuses to resign, the Board then may call a special meeting of the Members for the purpose of declaring the seat of that Director vacant.</p>
Committee, Task Force and Working Group Meetings	<p>From time to time, the ADC Board creates task forces or working groups to meet time-limited needs. Currently it has one standing committee – Communications Committee - which serves long-term needs, and a Triennial National Conference Planning Committee which is formed every three years to plan and deliver ADC’s national conference, and a Membership Task Force working to strengthen ADC’s recruitment and retention of its members. Other committees may be added as ADC grows and evolves.</p> <p>These committees, task forces and working groups include both Board members and non-Board members. They meet at the pleasure of their members to accomplish certain tasks by established deadlines. Attendance is essential. Board Members who serve on these groups also act as a liaison between the board and the committee/task force/working group.</p>
*Orientation Session	<p>New Board members will be contacted shortly after their election to arrange a Board orientation session. This orientation will be done by phone. Participation is essential.</p>
Fundraising and Membership Development	<p>All Board members are expected to support any future fundraising efforts or planned giving campaigns. Board members are also expected to encourage their dioceses to support the work of ADC in various ways and to encourage the diaconal community in their diocese to become members and/or to make an annual gift to ADC.</p>
Other Requirements	<p>Board members are expected to be members in good standing of ADC throughout their tenure. In addition, deacons, presbyters (priests) and bishops who serve (or may serve) as ADC Board Members must be in good standing in their diocese of canonical residency.</p>
Nomination Process	<p>Nominees are sought broadly throughout the organization’s membership through an email invitation and ADC’s Facebook page and website. All</p>

	current ADC members and Board members may invite prospective nominees to submit a Nominee Profile. Self-nomination is also appropriate. Prospective board members should receive and review this statement of Board Responsibilities and Covenants before accepting nomination.
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*This Orientation Session is a new proposal which has yet to be implemented.