**Growing in Faith/ Diakonia National Board**

1. **Role of the National Board of Directors**

The national organization of **Growing in Faith/diakonia** exists to provide resources for oversight, guidance, support, and communication within and between the area programs with funding provided by the area programs, as stipulated in the bylaws.

The diakonia National Board of directors:

\*Provides vision and leadership on a national level through strategic decision making and program planning

\*Interacts with ELCA Synods and National expressions of the church

\*Maintains, updates, interprets and follows the latest version of the diakonia constitution

\*Maintains national treasury

\*Maintains a national directory of Graduates

\*Establishes operational policies for the diakonia program

\*Establishes and oversees the diakonia program in new geographic areas

\*Provides training materials and training as needed

\*Establishes, reviews, and revises program curriculum

\*Oversees national website and other social media communications

\*Hires and oversees consultants, specialists or other services as needed. (determined by board)

*\*Develops and authorizes standard national publicity materials, trademark, logos, etc.*

1. **Operations and Procedures**

*Meetings of the Board of Directors*

 *Meetings shall be held at least two times a year, on a schedule determined by the Board as a whole. Special meetings may be called by the Chairperson, or by two other officers, as needed. Meetings may be conducted in person or via electronic media. The agenda for each meeting shall be provided by the Chairperson at least one week in advance of the meeting.*

-from Continuing resolution: Board of Directors annual meeting agenda

 The annual meeting shall be held in the month of October. The agenda shall include at least the following: minutes of the previous meeting; approval of new area programs' membership and reception of new Board members nominated by area Steering Committees; the Treasurer's report, with the report of the audit committee; reports from each of the area programs' Steering Committees; a media committee report, with a recommendation for future staffing and budget; and election of any officers, as needed.

 *A quorum shall consist of 25% of the members of the Board. Voting by proxy or by absentee ballot shall not be permitted. However, the Board may authorize a vote on a motion (not an election) by electronic media outside a formal meeting. In such cases, the date by which votes must be cast shall be specified, and passage shall require a simple majority of all Board members.*

*Robert’s Rules of Order, latest edition, shall govern parliamentary procedure of all meetings.*

-from Diakonia constitution

The constitution may be amended or changed at two consecutive meetings of the Board of Directors, with reading of the proposed amendment at both meetings and voting at the second meeting. Amendment shall be made by a majority vote of the number of members present at the second meeting, noting that a quorum shall be necessary to hold a meeting.

Bylaws

The Board may adopt bylaws. No bylaw may conflict with the current constitution.

Bylaws may be adopted or amended at any legally called meeting of this Board with a quorum present by a two-thirds vote of those voting members present and voting.

New bylaws or changes to the bylaws may be proposed at any meeting by any voting member provided, however, that such additions or amendments be submitted in writing to the Board Chairperson at least 14 days in advance of the meeting. The Secretary shall supply all members of the Board a copy of that proposed amendment electronically at least 10 days in advance of the meeting.

1. **Officers**

 *Officers of the Board of Directors serve without compensation and without furnishing of bond or fidelity guarantee. Candidates for elected office shall be nominated from among the active members of the Board. Election to office shall be achieved by majority vote of the Board at a formal meeting thereof, provided a quorum, as defined below, is present and accounted for.*

 *Elected officers hold office for a three-year term and may be reelected to one additional term for the same office. No officer may serve in the same office after a total continuous term of six years. After one elapsed year, a former officer may be eligible to be elected to that same office. Nothing prevents an officer from being elected to a different office, but no person may hold two offices concurrently.*

***Chairperson***

* *shall be a non-ordained person who is a graduate of the diakonia program.*
* provides the leadership for the National Board.
* *presides at all meetings of the National Board*
* *consults with other National Leaders and area leaders for guidance as needed*
* *acts in an executive capacity between regular meetings of the Board*
* *calls special meetings of the Board as needed with 10 day’s notice*
* *authorizes disbursements from the treasury of* ***GIF/diakonia*** *national along with another Board member so designated yearly at an official Board meeting*
* *The Chairperson and Vice Chair shall jointly appoint a three-person committee, at least one of whom shall be a CPA, to perform an annual audit and submit their report to the Board*

***Vice Chairperson***

* *shall be a non-ordained graduate of the program.*
* *acts as Chairperson in the absence or inability to serve of the Chairperson*
* *functions in the office of Chairperson if it is vacated, until the next regular or special meeting of the Board, at which a Chairperson shall be elected.*
* *The Chairperson and Vice Chair shall jointly appoint a three-person committee, at least one of whom shall be a CPA, to perform an annual audit and submit their report to the Board.*

***Secretary***

* *shall be a non-ordained graduate of the program or an ordained person on the active roster of the ELCA*
* *records minutes of Board meetings and preserves them*
* *maintains the roster of Board members and their term expiration date*
* *provides for the maintenance of a roster of* ***GIF****/****diakonia*** *graduates with the year of their graduations (National Verified Graduate registry)*
* *sends notice to each Board member of regular or special meetings, as directed by the Chairperson.*

***Treasurer***

The Treasurer is the first point of contact for financial matters, including tax and bank related communications. Specific tasks include oversight of the national bank account, paying bills, receiving monies.

* *shall be a non-ordained graduate of the program or an ordained person on the active roster of the ELCA.*
* *maintains financial records and supplies reports thereof to the Board at least semi-annually*
* *submits financial records for audit prior to the annual meeting*
* *The Treasurer disburses payments as authorized by the Chairperson and a designated Board member and provides a standardized form for requesting such reimbursements, and preserves these for future reference.*
* *Distributes/orders graduation crosses and other supplies to the Areas upon request.*

***Executive Director***

* Shall be an ordained ELCA pastor
* provides pastoral leadership for the National Board
* The Executive Director has no term limits and serves at the pleasure of the Board
* *provides spiritual and theological guidance for* ***GIF/diakonia***
* *acts as a liaison on behalf of* ***GIF/diakonia*** *with official church structures, as necessary or advisable.*

 *For certain essential, continuing functions, the Board may engage* ***Coordinator(s).*** *A person in such a position shall be a member of the Board ex officio, with voice but no vote, and may be compensated. Any function requiring a Coordinator shall have oversight by a committee drawn from members of the Board and, as needed, person(s) with relevant expertise from outside the Board.*

**Board Members**

Board members are responsible for all national board matters. Acting as a team, the board members participate in discussions at national board meetings, preparing information as needed to support the tasks of the board.