

## **Position descriptions available - Spring 2026**

### **At-Large Member of the Nominating Committee:**

Three (3) At Large Members serve on the Nominating Committee along with one (1) representative from the Denominational Advisory Council, one (1) representative from the Justice, Equity, Diversity, and Inclusion Advisory Council, one (1) representative from one of the Mission Teams, and chaired by one of the Co-Presidents.

As a committee –

- Vets nominees for open positions
- Appoints members to Mission Teams and the JEDI Advisory Council
- Appoints Mission Team Co-Moderators and JEDI Advisory Council Co-Moderators
- Assembles a slate of nominees for the election of Executive Team offices
- Serves a 3-year term

### **Co-Treasurer:**

As a team –

- Review monthly financial services as managed by contracted services
- Represent the interest of the corporation in all financial areas
- Co-sign checks larger than the ceiling amount as established by the Executive Board
- Ensure review of APCE financial transactions is performed by an outside certified public accountant at least every five years and initiate an audit whenever APCE changes management companies
- Attend all Sustain Mission Team meetings
- Serve as ex-officio member on Mission Teams
- Facilitate the collection of Annual Event money, including registration, scholarship donations, and endowment donations
- Assist Registrar at the Annual Event
- Inform Sustain Mission Team of the funds available for disbursement as scholarships to the Annual Event
- Invest Endowment Funds quarterly, maintaining a cash balance of at least \$4000 in the savings account