## ACLAME Leadership Guidelines (Feb. 2011)

ACLAME--the Association of Caribbean and Latin America Missionary Educators—exists to ***connect and encourage LA/C missionaries as they disciple, teach, mentor and train others for ministry***.

1. ***Leadership Team***
   a. The ministry of ACLAME is directed by the ACLAME Leadership Team.
   b. The AGWM Latin America/Caribbean Regional Director provides general oversight to the ACLAME Leadership Team and serves as an ex-officio member.
   c. Leadership Team members are AGWM LA/C missionaries actively involved in the ministry of discipling, teaching, mentoring and training.
   d. The Leadership Team recommends new and replacement Team members to the Regional Director for appointment.
   e. Members of the Leadership Team are appointed to serve a three-year term. Members may be re-appointed.
   f. Members are expected to:
      i. Attend annual Team meetings
      ii. Organize and attend ACLAME events (Summits, etc.) and needed planning meetings
      iii. Complete assigned ACLAME projects
      iv. Support the purposes of ACLAME

2. ***Administrative Team***
   a. The Administrative Team is chosen from the membership of the Leadership Team and is comprised of the Chairman, Assistant Chairman, Secretary and Treasurer.
   b. The Regional Director appoints the Chairman in consultation with the Leadership Team.
   c. The Chairman nominates and Leadership Team appoints the Assistant Chairman, Secretary and Treasurer in consultation with the Regional Director.
   d. Administrative Team members are appointed to serve a three-year term. Members may be re-appointed. In the event that an Administrative Team member is appointed in the middle of his Leadership Team term, his Leadership Team term will be extended to coincide with his Administrative Team term.

3. ***Administrative Team Responsibilities***
   a. Chairman
      i. Prepare Leadership Team meeting logistics and agenda
      ii. Direct Leadership Team meetings
      iii. Guide the development and execution of the ACLAME ministry strategy
      iv. Support and encourage Team members in ACLAME assignments and projects
      v.
   b. Assistant Chairman
      i. Direct Leadership Team meetings in the absence of the Chairman
      ii. Assist the Chairman in guiding the development and execution of the ACLAME ministry strategy
      iii. Support and encourage Team members in ACLAME assignments and projects
      iv.
   c. Secretary
      i. Record and distribute minutes of Team meetings to Team members
      ii. Maintain the ACLAME communication list (email, etc.)
      iii. Provide general oversight to ACLAME communications to the ACLAME list
   d. Treasurer
      i. Maintain a ledger of ACLAME income and expense
      ii. Provide periodic financial reports of ACLAME activity and balance
      iii.