

# **SOUTH ATLANTIC CONFERENCE of SDA**

## **ADCOM Terms of Reference**

Voted by Exec. Committee: Nov. 20, 2022 | Revised: June 11, 2023

### **Working Definition**

ADCOM is an acronym for Administrative Committee.

### **Membership of ADCOM**

ADCOM is comprised of the following executive and administrative officers

- A. Executive Officers
  - 1. President
  - 2. Executive Vice President
  - 3. Chief Financial Officer/Treasurer
  - 4. General Vice President
  
- B. Administrative Officers
  - 1. Vice President for Education
  - 2. Vice President for Pastoral Ministries

### **Authority of ADCOM**

ADCOM acts to care for the day-to-day operations of the Conference. ADCOM is responsible to the Executive Committee and the SAC Constituency.

### **Purpose of ADCOM**

ADCOM is empowered to administer

- A. **Conference Operation** - Perform the ordinary duties required to effectively conduct the day-to-day business of the Conference, in harmony with NAD and SAC Executive Committee approved policies, the SAC Strategic Plan, and the voted budget.
- B. **Conference Office Personnel** - Make staffing decisions necessary to operate the essential functions of the conference office, including administrative assistants and department secretaries.
- C. **Organizational Effectiveness** – Provide for the strategic selection and development of workers to serve Christ and the constituents with excellence and professionalism.

### **Invitees to ADCOM**

The President may invite essential resource persons to ADCOM meetings to provide input and support as needed. Invitees shall have voice but no vote.

### **Regular, Semi-Executive, and Executive ADCOM Meetings**

ADCOM meetings may be conducted as follows

- A. **Regular Session** – Executive and administrative officers, recording secretary (who shall be the Administrative Assistant for the Executive Vice President), and invitees
- B. **Semi-Executive Session** – Executive and administrative officers, with the recording secretary or invitees present, at the discretion of the Chair
- C. **Executive Session** – Executive officers only