

HANDBOOK FOR OFFICERS

OF

WMA OF BMAA

*Each officer is a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member.*

UPDATED 4/23/2024

**Welcome!**

You may be a brand- new National WMA Officer or you could be one of the many faithful ladies that has served in various capacities and stepping into a different position. Either way, we welcome you to this very special group of ladies who serve through the National WMA and become life-long friends with you. Not just friends but strong prayer warriors as well.

Several years ago, Mrs. Bettye Wilson compiled an **officer’s guidebook**. It was a shortened version and more specific than the once published Guidebook and Manual. She faithfully edited, made copies and distributed this information to all new officers. A few years ago, she “willed” that project to me.

Since that time, with her assistance and guidance, we updated the Guidebook and Manual, making it printable on request, as well as easy to update when needed. This is a work in progress. If you see something that may not be correct, please let me know. If you have changes in the duties of your office, please let me know. The Officer’s Guidebook and the full Guidebook and Manual is not to be a “know-all / end-all” book of information. It is simply a **guide** to assist you. Should you have any questions, do not hesitate to seek answers from other officers.

The Guidebook and Manual is available on the National WMA webpage, [www.nationalwma.org](http://www.nationalwma.org) as well as the Baptist Publishing House webpage, [www.baptistpublishinghouse.com](http://www.baptistpublishinghouse.com)

Thank you for serving the Lord through WMA,

Janet Widger, Treasurer



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**PRESIDENT**

You have been elected to the office of President of the Women’s Missionary Auxiliary of the BMA of America. You will be able with the Lord’s help to be a PRO:

**P**romote

**R**epresent

**O**rganize

As President, you more than likely have already served in other offices, primarily the 3rd, 2nd and 1st Vice Presidents positions. With that experience, you should have an understanding of the objectives of the work and are informed of the conditions and needs and will be able to **PROMOTE** by offering information and guidance concerning the entire auxiliary program.

You will frequently be required to travel to **REPRESENT** the cause of Christ as exemplified in the work of the WMA. You may be called upon to speak and teach the WMA objectives. You also, may be called upon for specific officer helps, program materials and information about WMA projects. You should be familiar with the WMA Manual and Guidebook which can be found on the Baptist Publishing House Website **(baptistpublishinghouse.com)** under the library tag as well as **(nationalwma.org).** Review the officer duties as well as the section on Parliamentary Procedures to be well informed when handling business matters

You will influence ladies to **ORGANIZE** their efforts and unite to serve the Lord effectively.

***Your term limit is two years so make the most of every moment***.

As a consultant for the other officers, you should be familiar with their duties. Communicate with the officers regularly to encourage them to do the work they are responsible to do. You may refer questions to the Advisory Council and depend upon them for wise counsel. You may also appoint a WMA member to act as a parliamentarian for any meeting. As President, you will also serve as an ex-officio member of all committees. As such, you are NOT the Chairman of said committees. Covenant with your staff of officers to pray regularly for the ministry of the WMA.

Form a connecting link to the state auxiliaries by corresponding with the State Presidents. Offer to help as the need arises. ***(If feasible plan a special recognition for them at the annual meeting.)***

Establish communication and promote the ministry of WMA by writing articles and send them to the Media Director, to be published on the National WMA website, as well as the various state papers, web-sites and Facebook pages.

**GETTING STARTED**

**SEND** a short autobiography to the Media Director for state papers and website.

**WRITE** the President of the BMAA, offering your prayer support and willingness to cooperate with the entire program of the Association. Provide your name, address and phone number for his files.

**PREPARE** an article for denominational papers to state your objectives and goals for the WMA year. Promote the organization, project and attendance at regular meetings. This will improve communications and promote WMA objectives. Send all publicity and promotional materials to the Media Director.

**ASSEMBLE** a handbook, listing the names and addresses of national officers, projects and other pertinent information. A list of state presidents is important. The book may be prepared, printed and then distributed as you travel. Other officers and state presidents may help with distribution. Also, a personal notebook with selected materials is **a must**.

**OTHER INFORMATION**

The program (speakers, special music, conference sessions, etc.) for the annual meeting will be prepared by the Second Vice President, but the agenda should be prepared and the booklets (officer reports, committee reports, recommendations to be voted on etc.) should be compiled and sent to a printer by the President. The program outline should be distributed as soon as possible.

Officer’s annual report: You will need to coordinate with whichever printing company you are using and **set a deadline date** for reports, recommendations and other information to be submitted. (This is usually at least a month before the annual meeting.) Due to time restraints, it is not feasible for every officer to give a verbal report at the meeting. This is why it is important that **ALL** reports be printed in the report booklet. ***(The exceptions to this would be the report/recommendations from the officer/recommendations committee meeting, an updated verbal report from the Treasurer, important information from the Youth Department and report from the Project Promotion Committee when announcing awards and certificates.)***

Contact ladies in geographical area of the meeting to coordinate nursery workers for the hours of the WMA meeting and conference only. Take into consideration the host state child protection laws and record check requirement. Coordinate financial compensation from the General Fund to these workers with the Treasurer.

It is customary that the President present small gifts to the National Miss GMA and Junior Miss GMA and their alternates at the annual GMA Retreat/Conference. The gifts may be small, but the gesture communicates the love and support of the WMA for the Youth Auxiliaries. Coordinate this expense compensation from the General Fund with the Treasurer. ***You may also be called upon to conduct the National GMA Officers installation at the annual GMA Retreat/Conference. Coordinate this with the Youth Officers.***

Often the President chooses small gifts or cards to present to officers, committee members and others who have been helpful. It is not required, just a curtesy at her own expense.

As President, you will be reimbursed (providing expenses are not paid by your church) for expense of travel, motel, meals and mileage when traveling to the annual meeting. Office, mail and phone expenses will also be paid. These expenses will be paid from the General Fund and must be documented with receipts submitted to the Treasurer.

**DUTIES OF THE PRESIDENT**

**Report to the BMAA.**

Once you are elected, as in-coming President, you will be required to report to the full body of the BMA of America. You will need to obtain information for this report from the Recording Secretaries, the Treasurer and the Registration Committee at that meeting. You will need to have the report of the WMA meeting ready to give/read in the general session of the association meeting. Check the schedule. Give a printed copy of the report to the recording secretaries as you leave the stage.

This report should include briefly the accomplishments of the prior year, project fund information (old project amount given and new project and goals) and a list of the incoming officers.

**“Don’t be nervous!”**

**Preside over all meetings**.

This includes the officer/recommendations committee meeting prior to the annual meeting, the annual meeting and any called special meetings either at the annual GMA Retreat or other times throughout the year. If you are not able to preside at these meetings, notify your First Vice President as soon as possible.

**Special note**: ***Due to changes in schedule of the annual meeting, the officer/recommendations committee meeting would be a good time to get acquainted with current and future officers. At this meeting have a form available for the officers to fill out their pertinent information. Coordinate this responsibility with the First Vice President.***

When the newly elected officer list is completed (name, address, phone, email, church, and option of birthdate) forward the information to all national officers. Also send to the Media Director as well as the associational department responsible for the annual handbook and directory. Since this information will be available to the general public, if a lady has concerns, please note that specific information to not be printed or posted publicly.

**Prepare the working agenda.**

See paragraph in “other information”. Prepare the working agenda carefully. If you have not already selected ladies in advance, leave blanks for names of those who will lead in prayer to be filled in after arrival. Ask the Second Vice President to fill in plans for program time, special music and installation. Delegate duties as needed. (Note time limitations). **Provide a copy of this agenda to the First Vice President, as well as your parliamentarians.**

**Appoint Committees**

About 6 months prior to (if not earlier) the annual meeting start appointing your various committees. This would be best to be done prior to the various state WMA meetings so they can act on any requests that you might have. ***Give specific instructions. What is required. Where and when to meet. Supply necessary forms.*** You may also want to provide signs for committee locations as well as meeting locations. Again, this is depending on the schedule and plans of the BMAA.

**The Standing Committees are:**

Registration: Six to eight ladies preferably from a WMA(s) close to the meeting location. One of these ladies should act as Chairman and be ready to give report when called on.

Petitionary Letters: Two to three ladies. They can be from any WMA but should have some limited knowledge of the group. It would be helpful to supply a copy of the BMAA Handbook and Directory. Mainly, is their church in the BMA of America***. (If their church is new and has not petitioned in to the BMA of America, these ladies can be presented pending the acceptance of their church in to the BMA of America. However, they cannot be seated as messengers at that meeting.)***

Resolutions: Two to three ladies. They can be from any WMA. This report would be good to have far enough in advance to be printed in the report booklet.

Finance: Six to eight ladies. One of these ladies should act as Chairman and be ready to give report when called on. Two of these ladies should sit at the registration table to collect any offerings brought in at that time and all ladies on this committee should be available to collect any offerings collected during the meeting. **You can provide receptables for collecting the offering or have the committee provide them. Confirm this prior to arriving at the meeting.**  They should be able to sort and count the funds collected and give detailed report to the chairman to read and a copy to the Treasurer and Assistant Treasurer.

**Other Committees:**

Recommendations Committee: This committee is made up of all National WMA officers (***current and those to be recommended for election***), the president, secretary, treasurer and director of youth auxiliaries of each state. **See special note on previous page.**

Host Committee: This committee is made up of the state WMA president and/or the district WMA president of the area where the annual meeting is held. In previous years, the state WMA president has appointed a chairperson and the committee to serve in this capacity. The chairperson of this committee will work with you to make necessary arrangements that are best done locally. This would include names for the registration committee, arrangements for nursery location and workers, location for recommendations committee meeting, name tags (optional). In preparing your agenda, it is customary for the host state WMA President or representative to give the welcome.

You, along with the Treasurer, must contact the BMAA Chairman of the Arrangements Committee or other authorized person to reserve display tables and other necessary items for the meeting. (a sound system, video equipment, piano/keyboard, etc.)

Minister Wife/Widow Recognition: It has become customary to recognize the wives and widows of ministers. This could be as much as luncheon, when feasible, or as small as a token gift and recognized during the annual session. This is a responsibility that you can delegate to another officer and or a lady who lives in close proximity to the location of the association meeting. Whomever is responsible will need to work closely with the Treasurer for the financial needs. The Treasurer will be able to tell you the amount of funds available each year. This is also a duty that should be arranged as early as possible (6 months to a year in advance), coordinating with the BMAA Committee on Arrangements or authorized person from the BMAA.

President’s Award: The president’s award is a plaque (or other gift) presented to the highest contributor (local auxiliary) to the National WMA Project Fund when the fiscal books close on February 28th of each year. The Treasurer will keep you informed of who this group is and how much money from the General Fund is allowed.

Project Promotion Committee: As soon as possible, preferably during the annual BMAA meeting it is important that the newly elected Project Promotion Committee meet with the new project ministry representative. As President, you as well as the Treasurer need to be in the meeting to offer guidance and assistance.

**PROMOTE AND REPRESENT:**

Now that you have your instructions for the months leading up to the annual meeting and during the annual meeting, your work is not complete. Make a schedule of the various state WMA meeting and/or retreat dates. You do not need to wait and be invited, however if you do attend, let the State WMA or Retreat Chairperson know, expressing to them that you do not want to take up a lot of their limited schedule. However, be prepared to speak briefly about the WMA and have printed material available, especially promoting the project and annual meeting plans.

The smaller state groups may not have funds to pay for your expenses but they appreciate the fact that you have made the effort to attend and it makes them feel like they are included in the National WMA. ***(These dates may change but historically they are as follows: Arizona – February ??, Missouri – First Saturday in March, California – March ??, Kansas/Western MO – June, Tennessee/Kentucky – September, Oklahoma and Mississippi – October, Arkansas and Texas – November, don’t have general dates for Alabama, Louisiana, Michigan, New Mexico and Florida as well as other states.)***

If you can only attend one state meeting, try to make it the state in which the next annual meeting will be held. If you cannot attend the host state meeting, arrange for another officer to go and represent you. This helps in making plans for the annual meeting, if you have not already done so.

**However, all national officers should be encouraged to attend the various state meetings or retreats. This is good for communicating with ladies from across the country. Bottom line it is GREAT Public Relations.**

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Periodically, keep the officers as well as others updated about what you are doing as well as any items that would be of interest. This has become important since we no longer have a mid-year meeting in December.

**PRESIDENT’S ADDRESS**: Historically this is given to the WMA after you have presided over your second year. It would include a summary of the accomplishments of the past two years and a vision for future direction and ministry of the auxiliary. The address should not present personal views or attempt to influence current decisions that should be made by the auxiliary. However, due to the change in format of the annual meeting, this is not always feasible to do verbally but you can submit a written address to the Media Editor for publication.

**Other details:**

Publicity: Utilize the web pages, Facebook pages and state publications to keep others informed.

Meeting Set-up: As soon as possible (either night before or early that morning) when you arrive at the location of the meeting confirm that the various committee stations and display tables are set up. Check the meeting room area for whatever is needed. You can delegate this to your First Vice President, another officer or local WMA lady.

Sound system and video system: This should be delegated to the Second Vice President, your appointed sound system operator or your appointed video operator. The Song Leader and Pianist can assist with this as well.

Prayer time: Have an appointed time and location for prayer with officers and other invited ladies prior to the meeting starting. This responsibility can be delegated as well.

Keep in mind that you have approximately 15 or more officers that can and should assist you. The meeting should be a team effort but you are the **LEADER.**

**Time to preside**:

When you assume the Chair, **do not leave the podium** unless you call on the First Vice President to preside. Invite the First Vice President to preside when you desire.

Request that lengthy motions be brought to the Secretaries in writing.

The nominations for projects should have already been submitted in writing as required by April 1st. Each nomination may have one person speak to the project. The amount of time allotted will need to be equitable if multiple nominations are submitted. Stress the need for brevity for each, ideally in advance of the meeting.

Present the gavel to the newly elected President at the appropriate time.

Make notes that will be helpful in future meetings and brief the new President on vital issues she will need to address. Pass along helpful information to make the transition smooth.

***Special Dates***

January Resolution for Growth

February Enlistment

March General Fund Special Emphasis

April Annual Session

May Project Emphasis

June GMA Retreat – Officers meeting or workshop (when feasible)

July

August

September Youth Auxiliaries Emphasis

October Pastor and Deacon Appreciation

November Thanksgiving Emphasis

December Christmas Greeting

Ideally, you have been grooming for this position for some time. It is a big responsibility but enjoy your time. Call on others to assist you. Have a few select ladies that you can confide in who will give you wise counsel. Most of all PRAY for the Lord to watch over you and give you the strength and wisdom that you will need.

**FIRST VICE PRESIDENT**

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Your election to the office of First Vice President will give you opportunity to serve the Lord as you serve others. The office of First Vice President is **VERY** important. Communication is of the utmost importance. Keep in close touch with the President. **You are her first assistant!** **She will need dedicated loyal support and** **encouragement from you.**

In the event the President resigns or becomes unable to perform her duties, you would assume the office. Like the President, you will need to have a working knowledge of the Manual and Guidebook and parliamentary procedures. As you assume the duties of First Vice President, prepare to represent national WMA when you are invited or have the opportunity to do so. You must have an understanding of the objectives of the work and must be informed of the conditions and needs and be able to offer information and guidance concerning the entire auxiliary.

Historically, the First Vice President will be elected to the office of President when the President’s term has expired. If this is a responsibility and obligation that you feel you cannot fulfill, you need to let it be known before your two-year term as First Vice President expires and step down from that position. This will allow another lady to be prepared to serve in the position.

You may be called upon to speak or teach WMA objectives and may be asked to travel in the interest of the WMA, especially on the subject of enlistment. ***As a national WMA officer, you are a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member.***

Your term limit in this position is two years so make the most of each opportunity.

An added dimension to your office would be to **serve as an official greeter** at the meetings. Ladies who come to the meetings, especially for the first time could be made to feel a part of the group with a personal greeting. It would be good to have a committee of “greeters” to mix with the ladies and give them a friendly welcome.

**DUTIES OF THE FIRST VICE PRESIDENT**

**To preside:** In the absence of the President or at the request of the President.

**To serve as Chairperson of the Nominating Committee**: This committee is to be made up of the First Vice Presidents of all the states. The committee will ascertain whether officers are eligible and are willing to serve and recommend names for those offices that need to be filled. **All potential ‘officers’ must be active members** **of a local auxiliary or women’s ministry**. They should also show an interest and be active in their District (when one is available), State and National Auxiliaries.

**To serve as Chairperson of the Growth and Development Committee**: The purpose of this committee is to identify the auxiliaries of the WMA and their needs in order to adapt to changes in today’s society. Members of this committee will consist of the president of each state WMA. To keep an accurate record of meetings and for continuity of information, one of the two Recording Secretaries of the National WMA will attend any meetings of this committee. (It is understood that due to term limits, the persons on this committee will change automatically.) The committee should solicit all auxiliaries to submit suggestions and ideas of how to gain new members and retain current members.

It may not be feasible for this committee to meet in person but with new technology these meetings could be held via conference calls, zoom meetings, or other technical sources.

**To serve as Enlistment Chairman**: The duties of this position should work in conjunction with the Growth and Development Committee and recommendations from them. As chairman, you should promote a plan of enlistment which can be used locally and nationally. **February is designated as Enlistment Month**. Promotion should begin with a brief article outlining a plan, theme and instructions. This information should be sent to the Media Director no later than **January 1**. Coordinate with her in using state publications, web sites and Face-book media sources. Publicize the petitionary letter form and invite new auxiliaries to petition for membership in the national group in cooperation with the Media Director. Seek ways of emphasizing and welcoming new auxiliaries. New auxiliaries are to be recognized at the annual meeting, voted on to accept and seat their messengers that are present. You may wish to write a note of welcome to each new auxiliary soon after the meeting.

**To Promote Pastor and Deacon Appreciation**: It is customary in some states for the first vice president to lead in a special pastor and deacon recognition called ***“Pastor (or Deacon) Appreciation Week”.***

In addition to the responsibilities already listed, have promotional and enlistment material ready to distribute every opportunity you get.

Correspond with state and district first vice presidents to encourage their involvement and provide helps for their office. Build a circle of prayer partners with these ladies.

Make an annual report of the year’s activities. Send a copy of the report to the President (or her designee) for the annual report booklet.

**Last item you may be responsible for as First Vice President:** When the current President leaves office at the end of her two-year term it has been tradition to be presented with a gift from the officers. It will be your responsibility to collect funds from each officer and purchase a nice gift for the out-going President. This gift can be presented to her as she presents the gavel to you.



**SECOND VICE PRESIDENT**

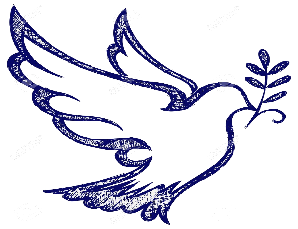
You have been chosen to serve as Second Vice President. You serve as the program chairperson. As you assume the duties of the Second Vice President prepare to represent the National WMA when you are invited or have the opportunity to do so. ***Each officer is a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member.***

**Your first official duty is to select a theme for the year**.

This ***theme and scripture*** reinforcing the theme should be introduced at the annual meeting in which you are elected to this position before the adjournment. You should seek the leadership of the Holy Spirit to guide you in your selection. It is also helpful to have a visual to portray your theme. If you wish, ***a song that could*** ***be beneficial to reinforce the theme as well***. Coordinate music with the Song Leader and Pianist. Send your theme and information to the Media Director as soon after the annual meeting as you can. A priority is to provide leadership in the area of spiritual program and effective presentation. The programs must be up-lifting as well as informative. Work closely with the President and confer with her as your plans develop.

In recent years the schedule and format of the annual meeting has changed. It would be wise to look back over previous years to see what or how they were planned. Recently, the format is to have a keynote speaker in the morning session as a “worship” time and then various “breakout” sessions after lunch. You are also responsible for a brief installation of officers. You will need to work closely with the President as well as the BMAA Committee on Arrangements or another authorized department. This will be a great help when searching for speakers. The expenses for the program will be paid from the General Fund. Communicate frequently with the Treasurer concerning funds availability.





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As Second Vice President, you are an **assistant to the President** and should be informed of the activities of the auxiliary. You should also be prepared to preside should the need arise. With that in mind, have a working knowledge of the WMA Manual and Guidebook and parliamentary procedures.

You must have an understanding of the objectives of the work and must be informed of the conditions and needs and be able to offer information and guidance concerning the entire auxiliary program.

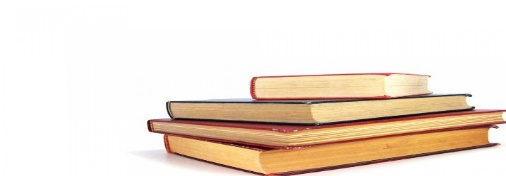
You may be called upon for specific officer helps, program materials and information about WMA projects. You may be called upon to speak or teach WMA objectives and may be required to travel. Communicate with the Treasurer concerning expense reimbursement.

It is customary to invite the current **Miss GMA** to give a devotional and when the **Junior Miss GMA** is present, to ask her to lead in prayer or special music at the annual meeting. The GMA/YLA Promoter or other Youth Officer should be called on to introduce them. Their expenses to attend this session will be paid from the Youth Fund. Communicate and coordinate with the Youth Department as well as the President and Treasurer concerning their travel and lodging.

Due to change in format, at some point during the day, express your appreciation and gratitude for all who participated in the program.

***Last but certainly not least.*** As Second Vice President it will be assumed that you will be groomed to automatically move to the First Vice President position or even President position. If at any time you feel that you will not be able to fulfill the obligations of those offices, please let it be known and step down from this position at the end of your first year. This will allow time for another lady to be preparing for those positions.

Serving as Second Vice President can be an enjoyable and spiritual blessing. **Your term limit is two years**. Make the most of that time and plan a memorable program.



**THIRD VICE PRESIDENT**

As Third Vice President you will have the privilege and opportunity to serve the Lord by promoting regular and systematic Bible Study. **As an officer, you are a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member.**

You will serve as Chairperson of Literature and Tract Distribution. You may need to research the various sources for this material.

You will also serve as the Chairperson of the Inspirational Resources Committee (formerly Study Book Committee). In this responsibility, you and the committee, will recommend and promote Christian scriptural reading material to the ladies by writing a review on a book(s) and send to the Media Editor to be sent to the various state papers, websites and Facebook pages. You can also write devotionals and/or ask other ladies to write a devotional or a book review and send to the Media Editor. These should be focused on strengthening the ladies in local auxiliaries and promote spiritual growth and maturity. Give suggestions on where the material can be obtained.

Due to the fact that the National WMA in conjunction with the Baptist Publishing House no longer provides “study books” there are not any new ones being printed by the BMAA. However, the previously printed books may be obtainable by contacting the author or looking on-line through various vendors. Just recently (2022) the “reorganized” Baptist Publishing House has been downloading various books on their website.

You can also encourage the ladies to keep up to date on the BMAA missionaries by looking on-line at the “Mission World” magazine.

You may be asked to represent the National WMA and should do so at every opportunity. With that in mind, you should have a working knowledge of the Manual and Guidebook and parliamentary procedure.

***Last but certainly not least.*** As Third Vice President it will be assumed that you will be groomed to automatically move to the Second Vice President position, First Vice President position or even President position. If at any time you feel that you will not be able to fulfill the obligations of those offices, please let it be known and step down from this position at the end of your first year. This will allow time for another lady to be preparing for those positions.

Serving as Third Vice President can be an enjoyable and spiritual blessing. **Your term limit is two years**. Make the most of that time and encourage Biblical study.



***“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*** II Timothy 2:15 (KJV)

**RECORDING SECRETARY AND ASSISTANT**



You have been elected to a very important position, which requires commitment to detail. Your records will be referred to often and much of the continuity of the work will depend upon the written records. ***Each officer is a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member.***

**The term limit for the office is five years.** If you are elected as the **Assistant Secretary**, use the time that you have with the Secretary wisely and be able to perform the duties of the position in her absence and after her term expires.

The Recording Secretary and Assistant Recording Secretary must work together as an **important team.** It is imperative that they are focused and can keep detailed and accurate accounting of the proceedings. (Some past Secretaries have used recording devices to assist them.)

**The duties of the Recording Secretary and Assistant are:**

1. To keep an accurate record (minutes) of all proceedings and to preserve all papers of all auxiliary meetings (this includes the Officer Recommendations meeting, the annual business meeting and any other called meeting by the President). One of you are to attend meetings of the Growth and Development Committee, at the request of the First Vice President. Be punctual to every meeting, or when unable to attend, notify the president well in advance. Prepare minutes immediately to avoid overlooking important data.
2. During the meeting, assist the president by helping her with names, nominees and motions which she may not have time to list. Both the Recording Secretary and the Assistant should write the minutes and compare notes to make sure nothing is omitted.
3. Write minutes as concisely as possible to preserve the action of the auxiliary. Include full names of ladies if available (for instance, Mrs. John M. (Jane) Doe rather than Jane Doe). Record minutes in a notebook with reinforced paper (may be typewritten). Use pocket pages to insert copies of programs and other loose materials. Label notebooks as to the dates included and change books as soon as one is filled. Deposit filled books with the BMAT Seminary Library, Jacksonville, TX for safe-keeping.
4. To prepare the minutes for publication. The BMA of America includes the records of the WMA and GMA meetings in the annual Yearbook. You will send copies of the minutes, including officer reports, third party financial review report, and any committee reports of both Women’s Missionary Auxiliary and Girls’ Missionary Auxiliary to the Clerk of the Baptist Missionary Association within a month of the meeting.
5. To notify newly elected officers who were not present when elected.
6. Send copies of the WMA minutes to the President, Treasurer, Historian as well as the Media Director for publicity.

Minutes may be printed in program booklet or copies may be made to distribute rather than reading orally. They should be adopted at the next meeting.

***Even though your term limit is five (5) years, there could be a possibility that you would be nominated and elected to one of the president positions. With this in mind, as with any officer, you should have a working knowledge of the Manual and Guidebook and parliamentary procedure.***



**Be Punctual**

Arrive a few minutes before starting time

Prepare to take minutes at the first action

**Be Prepared**

Paper / pencils

Previous minutes

Lists of officers, committees, recommendations, etc.

Tape recorder (optional)

**Be Ready**

Read previous minutes just before the meeting

Make notes of unfinished business to hand to the president

Notice unannounced guests in congregation and notify president

Discuss with each other before the meeting on which section to cover when counting votes.

**Be Finished**

Type minutes immediately after meeting. Retain one copy in permanent book.

Send copies to:

BMAA Clerk

President

Historian

Treasurer

Media Director

**Be Organized**

File notes for quick reference

File notebook for safekeeping



**TREASURER AND ASSISTANT TREASURER**

***Each officer is a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member****.* Additionally, promotion of WMA work is an important duty of every member of the WMA, but especially of the Treasurer. She helps to coordinate the work of the auxiliary on all levels. Your term limit is ten (10) years. Do not accept this position if you feel that you may not be able (barring any unforeseen causes) to commit to that amount of time.

As Treasurer, you will act as the **Financial Agent** of the WMA of the BMAA. As soon as possible after you are elected, you will need to open a checking account with a financial institution in close proximity to where you live. You will need documentation from the WMA of BMAA giving you authorization to open the account. This includes the federal tax-exempt number from the BMAA. You will need to have the Assistant Treasurer on this account.

In conjunction with the new checking account, you will also need to obtain a post office box with the US Postal Service to receive funds in a secure location. This actually should be done in advance that way the new address can be announced at the annual meeting. You will need to make sure that the Assistant Treasurer has access to this PO Box.

It is also important and very helpful to contract with a legitimate reliable on-line bookkeeping program. This will assist you greatly when compiling your reports for the fiscal year. This program and reporting should be accessible to the Assistant Treasurer too.

You will receive and disburse **all** funds pertaining to the WMA. That will include general fund, national project fund, youth fund, sunbeam fund and any other miscellaneous funds involving the national WMA. You will record and file statements in the permanent minutes, indicating financial institution where the auxiliary funds are deposited.

**Make annual report**. This report will include the total auxiliaries contributing to the project fund, general fund and designated funds as well as balances on all funds. Send a copy of the report to the president for the annual program booklet. She may also instruct you to send it to whomever she has arranged to compile and print the book.

**Prepare documentation for Third Party Review**. Coordinate with the Assistant Treasurer the documentation preparation of the fiscal year financial records to be sent to a committee for oversight review. This committee consisting of two ladies from the WMA and one minister of the BMAA will be appointed annually by the president.

During the year, communicate regularly with the other officers as to the status of the financial accounts. Keep them apprised of any needs that may need to be addressed either immediately or at the next annual session.

You will also consult with the Salary and Finance Committee concerning any recommendations that they may need to make at the next annual session.

Being the custodian of the finances for the WMA is a very serious position. **It is important that you keep the records up to date on a weekly basis.**

The majority of the day-to-day responsibilities of processing the finances of the WMA will fall on the Treasurer. However, it is very important that the Assistant Treasurer has a working knowledge of the process as well as complete access to the funds, book-keeping program and reporting process.

It is IMPERATIVE that these two positions (officers) work as a cohesive team. One link out of place can be disastrous.



**MEDIA DIRECTOR**

The Media Director is the Public Relations Officer of the Women’s Missionary Auxiliary. The publicity will greatly determine the image and perception of the auxiliary as a whole. It is vital that the Lord’s work through the auxiliary efforts be publicized.

As you assume this office, prepare yourself to represent the WMA of the BMA of America when there is an opportunity for publicity. ***Each national WMA officer is a representative of Christ and the Auxiliary and should be an example in spiritual*** ***conduct as well as a team member***. You must have an understanding of the objectives of the work, scheduling and must be informed of the conditions and needs and be able to offer information and guidance concerning the entire auxiliary program.

**The term limit for this office is five years**.

You will be responsible for maintaining the National WMA website (nationalwma.org) as well as the National GMA website, (nationalgma.org) unless otherwise directed by the Director of Youth Auxiliaries.

**The websites should be your primary focus. It is imperative**

**that the information is accurate and up to date.**

This public media source is an important tool in reaching out to

ladies who need help. Provide information concerning officers,

projects, programs, mission emphasis along with devotionals and other spiritual material. Promote and advertise future meetings and programs of the WMA, keeping the information time sensitive. Solicit and seek out information and announcements from other officers.

You will be responsible for reporting through the various denominational papers the progress of the national auxiliary work including a summary of the proceedings of the annual meeting and any other called meetings. Some states require that you send information to their state **WMA Editor** while some allow you to send information directly to the editor of that publication. Keep updated information on who you should contact in the various states and send information as well as a knowledge of the various dates and deadlines for publication.



[This Photo](https://fabiusmaximus.com/2017/12/31/morpheus-speech-to-zion-at-new-year/) by Unknown Author is licensed under [CC BY](https://creativecommons.org/licenses/by/3.0/)

Work in cooperation with the administrator of the National WMA Face-book page reporting news and announcements. Communicate with the Historian about information and share pictures of the events and officers.

***Suggestions for monthly information and emphasis***

JANUARY Information on annual meeting plans (President)

FEBRUARY WMA Enlistment (First Vice President) &

Emphasis on the fiscal financial books closing date (Treasurer)

March Publicity and additional information for the annual meeting (President and Second Vice President)

APRIL Annual meeting report

MAY Emphasis on prayer (National Day of Prayer)

JUNE GMA Retreat (Youth Department Officers)

JULY National Project Promotion (Project Promotion Committee)

AUGUST Open to your discretion

SEPTEMBER Youth Auxiliaries Emphasis

OCTOBER Pastor and Deacon Appreciation

NOVEMBER Thanksgiving Emphasis

DECEMBER Christmas Greetings

**EDITOR**

The Editor is an integral part of the team of officers. ***Each national WMA officer is a representative of Christ and the Auxiliary and should be an example in spiritual*** ***conduct as well as a team member.* The primary duty of the Editor is to promote the mission’s emphasis** of the WMA and GMA through the printed page. This is needed by GMA and Sunbeam Counselors as well as WMA Missions Chairpersons.

These duties can be done in the following ways:

Write or assemble articles of missions’ interest and send to the Media Director.

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Prepare articles of mission interest, such as spotlight on missionaries’ children, wives, projects, special events, etc. These may be sent to the Media Director for inclusion in the state papers.

-

Correspond with missionaries and invite them to participate by sending biographies, information about native workers, articles of special interest. Contact them by email for information.

-

If room is available at location of the national meeting, prepare a display promoting the support of missions around the world. Prepare a Resource Sheet that lists mission books that are available, giving the information for ordering them. Invite other ladies to contribute articles about missionaries that may be shared.

-

Consider previous articles and list possible subjects. Make a yearly plan to include articles about North American and International Missionaries. Articles promoting mission emphasis of WMA, GMA and Sunbeams. Announcement of meetings, projects and information. Interview

missionaries for first-hand information and promote world missions.



**HISTORIAN**

As you assume the duties of Historian, prepare to

represent National WMA when you are invited or have

The opportunity to do so. ***Each national WMA officer is a***

***representative of Christ and the Auxiliary and should be***

***an example in spiritual*** ***conduct as well as a team member***.

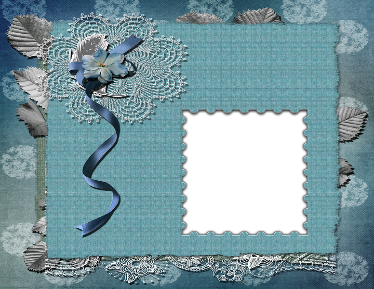
You must have an understanding of the objectives of the work, scheduling and must be informed of the conditions and needs and be able to offer information and guidance concerning the entire auxiliary program. The **term limit for this office is two years**, start early in your term and make the most of it.

Preserve History

Compile and keep vital statistics on the progress of the national auxiliary. Keep a file of minutes for each year since the organization of the national auxiliary. Keep a scrapbook containing pictures, programs and news clippings. The information about the projects through the years should be updated and sent to the Media Director for distribution to the various denominational papers as well as posted on the website. In keeping with improved technology, preserve meetings and special programs through electronic means and make available for viewing on the National WMA website. Coordinate this with the Media Director.

Recall Heritage

Prepare articles concerning the history of the auxiliary and send to the Media Director to be placed on the website and distributed to the various denominational papers.

Prepare a display of auxiliary memorabilia (if space is allowed at the location of meeting). Plan a celebration for special events and anniversaries. Prepare a manuscript on the history of the national auxiliary, when voted by the messengers. Consult with the President and Second Vice President well in advance to coordinate the plans. 

Annual Report

Make an annual report of the year’s activities. Send a copy of the report to the President for the annual program booklet.

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#### YOUTH AUXILIARY WORKERS

A strong national auxiliary work results from the cohesiveness of the National Youth Auxiliary Team. The auxiliary team consists of the director of youth auxiliaries, the asst. director of youth auxiliaries, the GMA-YLA promoter, the asst. GMA-YLA promoter, the Sunbeam promoter, and the asst. Sunbeam promoter. As officers of the national WMA, they work together, but have separate duties. To correlate their work and keep each other informed, the team will meet together at the National WMA meeting and at National GMA Retreat.

One objective of the national GMA/Sunbeams is to assist local churches as well as districts and states in organizing new auxiliaries. For those who already have auxiliaries, the team offers continuing training and support.

**The term limit is five years for each youth auxiliary worker.**

***As a national WMA officers, you will be a representative of Christ and the Auxiliary as well as a team member***

**The GMA website is: nationalgma.org**



NATIONAL YOUTH AUXILIARY TEAM

1. Budgets finances of the national youth auxiliaries under the direction of the National Director of Youth Auxiliaries and the National GMA Advisory Council.
2. Recommends updates to the statement of principles to the National Director of Youth Auxiliaries.
3. Attends planning sessions during the National WMA meeting and at GMA Retreat.
4. Under the direction of the National Director of Youth Auxiliaries, Travels and assists in organizing GMA and assists in training district and state GMA leaders. (Expenses to be paid by the national WMA Youth Fund, as funds are available).
5. Acquainted thoroughly with all GMA/Sunbeams curriculum.
6. Assists in writing of GMA**/**Sunbeam materials.
7. Researches literature in order to recommend books for reading assignments in the Forward Steps.
8. Assists in coordinating GMA Retreat along with the national GMA officers.
9. Promotes a week of prayer the week before GMA Retreat.
10. Assists in planning adult and special interest classes at GMA Retreat.
11. Assists the National Director of Youth Auxiliaries and the National GMA Advisory Council in selection of speakers for GMA Retreat.
12. Sends names and addresses of GMA/Sunbeam counselors to National Director of Youth Auxiliaries to update address list.
13. Works with the National Director of Youth Auxiliaries and the Missions Department of the Baptist Missionary Association of America to coordinate the annual GMA mission trip. (Trip is awarded to the GMA who raises the most money for the national GMA project.)
14. Promotes the national GMA/Sunbeam project, retreat, and GMA week along with the national GMA officers.
15. Contributes articles to the denominational papers (as well as the various means of social media), as directed by the National Director of Youth Auxiliaries.

**DIRECTOR OF YOUTH AUXILIARIES**

1. Coordinates the work of the National Youth Auxiliary Team
2. Coordinates budget preparation along with the National Youth Auxiliary Team and the National GMA Advisory Council.
3. Proposes recommendations of updates to the statement of principles to the National GMA Advisory Council.
4. Calls meetings of the National Youth Auxiliary Team at the National WMA meeting and GMA Retreat. (Additional if needed) Coordinates GMA**/**Sunbeam organization and training of district and state GMA/Sunbeam leaders. (Expenses to be paid by the national WMA **Youth Fund**, as funds are available).
5. Represents GMA Retreat at Camp Ministries Trustee meetings.
6. Coordinates with team in preparation for GMA Retreat.
7. Coordinates a week of prayer the week before GMA Retreat.
8. Coordinates in planning adult and special interest classes at GMA Retreat.
9. Consults with the team and the National GMA Advisory Council in selection of speakers for GMA Retreat.
10. Reports to the national WMA concerning national GMA**/**Sunbeam.
11. Submits the minutes of the national GMA Retreat to be printed in the minute book of the BMAA.
12. Keeps a file of GMA’s**/**Sunbeam’s and addresses of counselors
13. Coordinates and makes all necessary arrangements for the annual GMA mission trip along with the team and the mission department.
14. Coordinates training of district and state GMA/Sunbeam leaders.
15. Coordinates with the team and the national GMA officers in promoting the national GMA project, retreat, and GMA week.
16. Coordinates contribution of articles by the team to denominational papers and social media.



NATIONAL DIRECTOR OF YOUTH AUXILIARY ASSISTANT

1. Works as a member of the National Youth Auxiliary Team.
2. Assists the National Director of Youth Auxiliaries as needed.



NATIONAL GMA-YLA PROMOTER

1. Works as a member of the National Youth Auxiliary Team.
2. Reports to the national WMA on yearly activities.
3. Corresponds with district and state GMA promoters.
4. Selects a theme along with the team and promotes GMA Week.
5. Oversees Miss GMA activities.

NATIONAL GMA-YLA PROMOTER ASSISTANT

1. Works as a member of the National Youth Auxiliary Team.
2. Assists the National GMA-YLA Promoter as needed.



**NATIONAL GMA ADVISORY COUNCIL**

This council is composed of the director of youth auxiliaries and assistant, GMA/YLA promoter and assistant, Sunbeam promoter and assistant, national WMA president, director of youth auxiliaries from each state, national GMA treasurer and five adult GMA workers elected by the girls.

The advisory officers of this auxiliary shall be an advisory council composed of:

1. Five adult women who shall be elected from the floor on a staggered basis of three years each.
2. The Director of Youth Auxiliaries and assistant, the GMA-YLA Promoter and assistant, the Sunbeam Promoter and assistant, the President of the WMA of the BMAA, and the Treasurer of the GMA of America and assistant.
3. All state directors/promoters of GMA-YLA or the assistant director/promoter.
4. The outgoing president of the GMA of America, who shall serve a two-year term.
5. Past National Directors of Youth Auxiliaries will automatically serve as members.

At the national GMA Retreat/Conference these ladies work behind the scenes to make the event a memorable experience for all who attend. With their positive attitudes, words of encouragement and an abundance of hugs, they support the officers.

Other duties include:

1. Assist the Youth Auxiliary Team in selecting a theme and speakers for GMA Retreat/Conference.
2. Makes recommendations that benefit the National Youth Department
3. Make financial recommendations and approve expenses.
4. Make nominations for Adult Treasurer and Assistant, Secretary, Adult Historian, Evangelism Director and Assistant, Breakout Sessions coordinator and Assistant, Queen Day coordinator and assistant, Adult Instrumentalist, Adult Music Director, Decorations Director and assistant, Crafts Director, Coronation Director and assistant, Project Director, and Media Director and Assistant
5. Interview the nominees for national GMA offices.
6. Meet in April after the national WMA meeting and in June at retreat/conference as needed.
7. One member shall sit on the stage with girl officers to advise concerning parliamentary procedures.

***The world judges you not only by what you stand for, but what you fall for.***

**NATIONAL SUNBEAM DIRECTOR & ASSISTANT**

The Sunbeam Director and Assistant are important advocates for the children’s ministries in our churches.

Both are also an integral part of the National Youth Department Team and work in a cooperative manner in planning activities and writing literature.

As a national WMA officer, you are ***a representative of Christ and the Auxiliary and should be an example in spiritual*** ***conduct as well as a team member.***

A main objective should be to seek opportunities to assist local churches as well as districts and states to organize new auxiliaries and strengthen existing groups.

Work as a team and share the duties of the office.

1. Review all Sunbeam curriculum and helps
2. Select a theme and promote national Sunbeam Week by sending information to the Media Director for publication in the various denominational papers, websites and FB pages.
3. Cooperate with other youth workers in correspondence and workshops to train and equip district and state Sunbeam leaders. Seek every opportunity to conduct workshops, when possible, for local, district and state leaders to give instruction of the program, curriculum and projects.
4. Compile a directory of Sunbeam sponsors and correspond with them. Communication is a great tool for promotion and instruction.
5. Submit a report to the National WMA President for the annual report book.

**SONG DIRECTOR**

As a national WMA officer, you are ***a representative of Christ and the Auxiliary and should be an example in spiritual*** ***conduct as well as a team member.***

You may be able to encourage others by your example, and by offering suggestions concerning planning, procuring and presenting inspirational music.

You will work as a team with the president, second vice president and pianist for music at all meetings of the national WMA.

Communicate with the second vice president and pianist before each meeting to correlate the music. Pray about appropriate selections to suggest. Offer to help with special music as needed.

Plan ahead and be prepared. Consider time schedule in planning congregational and special music.

Prepare interesting articles about hymns, their authors and the circumstances under which they were written. Forward them to the Media Director for publication.



**PIANIST**

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***As a national WMA officer, you will be a representative of Christ and the Auxiliary as well as a team member.***

Working in cooperation with the program chairman and the Song Leader in preparation and presentation of music for the national auxiliary meetings, you will add an important dimension to the meetings.

Be prepared with preludes and offertory selections. While not often, there may be times when a song might be requested as a time filler, be prepared.

Your term limit for the office is two years.

***Even though your term limit is two (2) years, there could be a possibility that you would be nominated and elected to one of the president positions. With this in mind, as with any officer, you should have a working knowledge of the Manual and Guidebook and parliamentary procedure.***

**PROJECT PROMOTION COMMITTEE**

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The project promotion committee is charged with presenting news and progress of the current national WMA project. Provide ideas to offer incentive and motivation to stimulate concern. Emphasis should be to willingly and generously “give” to the special need, preferable to “raising funds”. Working together in fund raising activities can be a unifying force, but must be carefully approached and planned so as to offer opportunities to “give” and not just to solicit funds. The Committee should keep the president informed of all activities.

***Each member of this committee is a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member.*** The term limit is three years and members are elected on a staggered basis. (One going off the committee after 3 years and a new member elected)

The most effective method of “getting the new project information” in the hands of the local WMA ladies is through the printed page, website, social media and word of mouth.

The Chairperson shall receive project nominations, presented in writing by **April 1 of the current year**. The nomination must be made by a local WMA group and must be for a BMAA ministry. Each nomination may have one person to speak briefly on nominated project, amount needed to complete the project and details regarding the ministry. You will coordinate those who wish to speak, notifying them of the approximate time of their appearance. Notify the President of the speakers and give the names to the Recording Secretaries.

The Duties of the Project Promotion Committee are:

1. Set a financial goal for the current project and make suggestions for obtaining the goal.
2. Prepare materials and displays to be used in advertising the project. (This includes the use of video – social media).
3. Expense of promotion will be paid for from the project fund and not to exceed **$2,000.00** per year. (This amount is subject to change annually). ***Any remaining funds from this amount will be given to the “project ministry” at the end of the annual meeting when all expenses are turned in.***
4. The expenses must be accompanied by receipt on and expense form provided by the Treasurer.
5. Prepare articles of information concerning the current project. Send articles to the Media Director to be published in denominational papers, the national WMA web page, Facebook page and any other social media.
6. (Optional) Prepare mail-outs to be distributed no later than June 1.
7. The chairman is to make an annual report to the president for the annual report booklet.
8. Cooperate with the Treasurer and President in preparing awards and certificates.





1. Meet as soon as possible, preferably during the annual BMA of America meeting. Those in this meeting should include a representative of the project, all three committee members, the president, the media director, the treasurer and assistant treasurer. Normally, the most senior termed person on the committee will serve as chairperson and will be responsible for arranging this meeting.
2. Set the financial goal.
3. Compile information about the project, what it involves, how much is required to complete, ways that it will help others.
4. Decide on division of duties:
5. Primary contact person
6. Articles and other advertisements
7. Displays
8. Mail-outs
9. Follow up on all advertisements regularly:
10. Make frequent reports on the amount raised
11. Distribute all the information about the project
12. Keep records of activities (what was successful and what wasn’t successful) to pass on to future committee members.

**SALARY AND EXPENSE COMMITTEE**



The salary and expense committee, a very important to the stability of the financial condition of the Auxiliary. One member is elected annually with a three-year term limit. (The one elected first goes off, when a new one is elected. The first named person serves as chair-person for the committee.)

As with other positions, ***you are a representative of Christ and the Auxiliary and should be an example in spiritual conduct as well as a team member***.

Each fiscal year the Salary and Expense Committee in consultation with the President, Treasurer and Director of Youth Auxiliaries shall make a recommendation at the Officers / Recommendations meeting concerning expenses reimbursed and salaries for the officers as well as percentage allotments for the annual project.

The recommendation(s) should be prepared and sent to the president for inclusion in the program booklet.

The recommendations should:

1. List the salaried officers, the amounts they are paid and the expenses that are to be reimbursed.
2. State travel expenses for salaried and other officers who travel in the interest of the National WMA, National GMA and Sunbeams.
3. State expenses of officers incurred in the duties of their office.
4. State promotion committee expenses and limit to be spent.
5. Consider other financial items as necessary.
6. Prepare a schedule of expenses and salaries for easy reference.

**Salary and Expense Recommendations**

The following are the recommendations presented and accepted at the

**2022 annual meeting in Springfield, MO.**

**General Expenses Reimbursed:**

The office, mail and phone expenses are to be paid for all elected officers in the performance of their duties, not to exceed **$150.00** per year with the following exceptions:

**From the General Fund:**

**President** - Expense of travel (mileage or airfare), lodging and meals when traveling to the annual meeting of the Women’s Missionary Auxiliary of the BMAA. (When not provided by her church)

Expense of travel (mileage or airfare), lodging and meals when traveling to speak and promote the Women’s Missionary Auxiliary. (When not paid by the inviting group).

To be reimbursed for purchasing the annual President’s Award not to exceed **$100.00**.

To be reimbursed for any paid publicity for the annual meeting and women’s conference not to exceed **$200.00**. (In cooperation with the First Vice President and Second Vice President and after all free media sources are used)

**First Vice President** – As chairperson of the Growth and Development Committee expenses to not exceed **$500.00** per year. This can be used in conjunction with the President and Second Vice President in promoting and other expenses involved with a women’s conference as part of the annual meeting.

**Second Vice President** – As program chairperson expenses up to **$1,000.00** per year. This would include props, speaker(s) gratuities, gifts, etc.

**Recording Secretary and Assistant** – Compensated **$100.00** for each meeting recorded. If either of the elected secretaries are not present, then one appointed by the President will receive the compensation.

**Treasurer and Assistant Treasurer** – Expense of travel (mileage or airfare), lodging and meals when traveling to the annual meeting of the Women’s Missionary Auxiliary of BMAA. (When not provided by her church).

To be compensated with the following hourly salary while performing the duties of their office if they so choose to be compensated.

Treasurer: **$6.00** an hour

Assistant Treasurer: **$5.00** an hour

**Media Editor** – To be compensated **$250.00** per fiscal year.

**Minister’s Wives / Widows Recognition** (when feasible) to not exceed **$1,500.00** each annual meeting.

**Nursery Workers** – When available and in consideration of host state child protection laws to be compensated **$15.00** an hour during the time of the Women’s Missionary Auxiliary annual meeting and conference only.

The expense of the National WMA website and domain be paid.

An honorarium of **$200.00** each be given to the video technician (if used) and the sound technician (appointed by the sitting President) to serve during the annual meeting and conference.

Expense of printing the report book each year.

**From the Youth Fund:**

**Director of Youth Auxiliaries –** Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of their office if she so chooses. **$6.00** an hour.

**Assistant Director of Youth Auxiliaries** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **$5.00** an hour.

**GMA Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **$6.00** an hour.

**Assistant GMA Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **$5.00** an hour.

**Sunbeam Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National Sunbeam planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **$6.00** an hour.

**Assistant Sunbeam Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **$5.00** an hour.

The **Miss GMA and Junior Miss GMA** to be reimbursed for travel expense to the annual meeting of the Women’s Missionary Auxiliary of the BMAA.

***Mileage compensation for all officers will be $0.40 per mile.***

**From the Project Fund:**

**Project Promotion Committee** – Expenses for promotion to not exceed **$2,000.00** per fiscal year.

***It is encouraged to utilize all available social media sources such as the National WMA website and Facebook page as well as the various other sites.***

**Expenses for gifts / certificates to be given out.**

All funds must be received by the Treasurer no later than **February 28th** of each fiscal year to qualify for the President’s Award (from general fund) and for the following:

Framed certificates to groups contributing $1,000.00 or more.

Unframed certificates to groups contributing $500.00 to $999.99.

**Criteria and percentages for a project:**

That nominations for a project must be submitted in writing to the President and the Project Promotion Committee Chairperson by April 1 of the current year.

The nominations must be made by a local WMA.

Each nomination may have 1 person speak briefly giving a description of the ministry and the amount needed to complete the project. The President will allow an equitable amount of time on the program if there is more than one nomination.

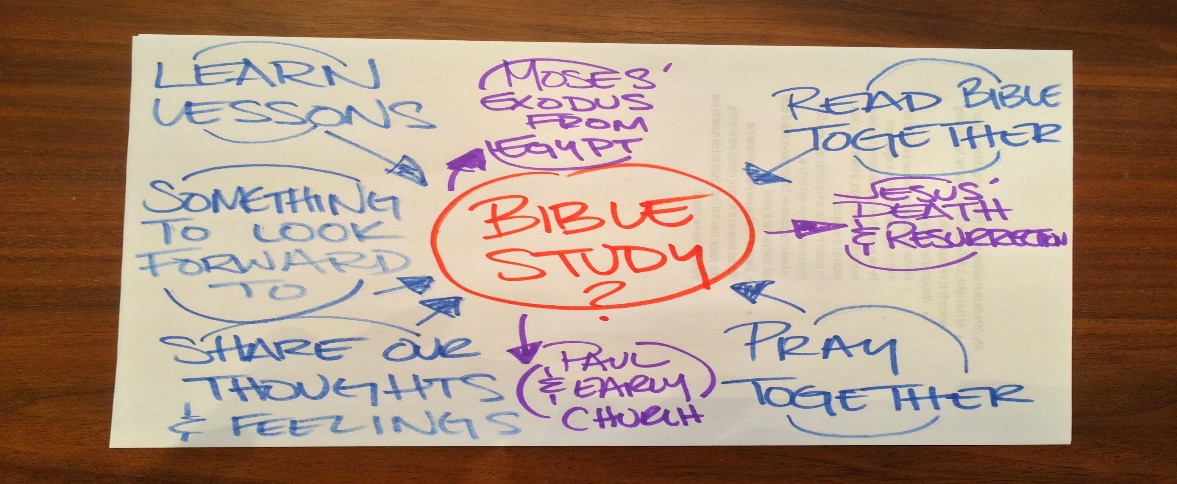
The nomination must be a ministry of the Baptist Missionary Association of America.

Percentages – **The WMA General Fund 15%** of contributions received.

The **selected project 85%** of contributions received.

***Note: These percentages will be reviewed and modified on a yearly basis depending on the needs of the General Fund and the Youth Fund.***

**INSPIRATIONAL RESOURCE COMMITTEE**

****

Formerly the Study Course Book Committee, the Inspirational Resource Committee, must be alert to the needs of the local auxiliaries for study material and suggest timely subjects for study. It is important to be continuously aware that inspirational, informational, and instructional materials are needed by many auxiliaries.

The committee consists of five members: the president, the third vice president (Chairperson), and three members elected from the floor in annual session.

Of the three members elected from the floor, one member is elected annually with a three year term limit. (The one elected first goes off, when a new one is elected, thus serving on a staggered basis.)

The guidelines are as follows:

The committee shall meet and consider prayerfully, possible subjects to recommend for reading and study.

Cooperate with the Third Vice president to provide materials for publicity by the Media Director. **Since we no longer publish study books**, it is expedient that we provide helpful information to those auxiliaries who are seeking study materials.

There may be a limited number of study books available from the authors, you may be able to obtain a copy through them.

Another source available is through the Baptist Publishing House. www.baptistpublishinghouse.com

N**ATIONAL WMA ADVISORY COMMITTEE**

The Advisory Committee is ideally comprised of three pastors elected annually. If there is a man, who has proven to have a working knowledge of the auxiliary, being a pastor will not be a requirement.

These men will act as Parliamentary Advisors and if possible, should be present in all sessions of the annual meeting. They may need to advise the body when there is a question about whether or not the proceedings are in harmony with the spirit and principles of the BMA of America.

Provide counsel to the president and officers when needed.

Advise on any correspondence related to requests for funds or assistance out of the ordinary course of auxiliary work.

**NOTES**