

# Area Leadership Team Job Description

## Vice-president of Administration

**What you leave behind is not what is engraved in stone mountains, but what is woven into the lives of others. - Pericles**

Scribes in Bible times held positions of great authority. Not only were they responsible for recording the decrees and laws of kings and other officials, they bore the duty of interpreting the laws correctly and communicating them to the people.

Ezra was a ready scribe of the Law of Moses. His recording and faithful interpretation of those laws brought reformation and a love for God's Word to a people who had strayed far from it. His careful record keeping ushered in a new and needed order to the ecclesiastical and civil affairs of the nation.

As the Vice President of Administration, your job is much more than simply writing the minutes of leadership meetings, although that is certainly part of it. Like Ezra, your team relies on you to keep thorough, conscientious records of the meetings, and to keep them mindful of what's been done already and help chart the way for God's path ahead.

One of Ezra's hallmarks was his love and deep study of God's laws. You will also be one on your team who studies the Aglow guidelines carefully to aid your President and other team members as needed. You will also become well versed in *GameChangers* and *LifeChangers* principles to aid the people in your area.

Just as Ezra did, your record keeping will help illuminate the workings and plans of God, so they become understandable and are readily at hand for every member of the team. Your minutes will paint a clear picture of what God is unfolding in your area. You are the heart of communication for your team.

Ezra was consumed with a love for God's plans and for relaying them to the people. You are also filled with a love for God's plans and details as revealed in your Area Team meetings, and just as Ezra did, you will impart them understandably and in a timely manner to your team.

Remember that Ezra's work brought reform and a return to God for his people. Reform first must have a foundation of clear records to show what has been done and where God has been moving. Your work will be the impetus for growth for your entire area.

Don't think your office is minor or that "just anyone" can do it. God has given *you* a special calling and anointing for it, just as He did with Ezra.

Arise with joy into that identity! Arise into the wonderful calling God has gifted to you!

### **Pray this over yourself:**

*Father, I ask that the same Spirit that was upon Ezra to accurately record what was spoken in his day, to be upon me today as I walk in the position of VP of Administration on my Area Team. I decree and declare over myself that I am born for this! That God looked down through time and saw ME and has poured into me every good thing that is needed to excel. Thank You, Father!*

**As the Vice-president of Administration, you are walking under an apostolic anointing that covers all leaders in Aglow and you:**

Draw a road map for the team by discreetly keeping minutes, capturing the action and direction of the team in a nutshell.

- » Always include the following information in the minutes:
  - Full name (not just initials) and ID number of the Area Team
  - date of meeting
  - who is present/absent
  - from the Financial Report, include income, expenses, and bank balance each month for quick reference
  - all decisions, especially approved expenditures with a motion and 2nd
  - leadership changes on Lighthouse Teams or the Area Team
  - a brief summary of the successes, concerns, or outreach ministries of each Lighthouse
  - highlights of any upcoming Area plans or activities
  - new territory where the team is planning to hold interest meetings to establish new Aglow groups

As the minutes are completed after each team meeting, promptly send copies to Area advisors, the State Leader, and the Regional Director. Corrections or additions will be included in next month's minutes.

Copies of the previous month's minutes are to be given to each Area Team member and approved/corrected at each Team meeting.

Minutes are to be kept for 3 years and can then be destroyed.

As an Ezra, you will discover that your carefully kept minutes will become evidence of God's faithfulness to your team. Watch for it and joyfully share with your team.