

**Working Handbook of Roles, Responsibilities and Representation at Meetings
for REA:APPRRE Board, Officers and Staff
Effective 7/29/10**

TABLE OF CONTENTS

Section	Page
Introductory Notes	2
Board Rotations, Attendance at Meetings and Standing	2-4
Committee Roles	
President	5
President-Elect/Program Chair	6
Vice-President/Program Chair-Elect	7
Past-President	8
Recording Secretary	9
Treasurer	10
At-Large Board Members	11
Doctoral Student Representative	11
Forum Team Members	12-13
Papers/Workshops/Journal Selection Committee Chair	14
Papers/Workshops/Journal Selection Committee Members	15
Breakout Session Facilitator	15
Harper Committee	16-17
Archivist	17
 Appendix A	 18-19
Forum Coordination Teams: Membership and Responsibilities, Religious Education Association (Revised March 2009)	

INTRODUCTORY NOTES

- This is a working document. It was initially reviewed at the REA:APPRRE Board Retreat in March 2010. Revisions from that meeting are incorporated in the present version.
- If the information in this document should conflict at any time with the official By-laws of the organization, the By-laws shall supersede it.
- Relevant excerpts from the By-laws (last revision 11/4/08) are provided for comparison with new handbook text, and are boxed for easy reference.
- “Current annual meeting” refers to the meeting occurring in the upcoming November, while “next annual meeting” refers to the meeting occurring in the following year. (Thus, for the Board members and offices assuming responsibilities following the November 2009 meeting, the “current annual meeting” occurs in November 2010, and the “next annual meeting” occurs in November 2011.)

BOARD ROTATIONS, ATTENDANCE AT MEETINGS AND STANDING COMMITTEE ROLES

Duration and Timing of Board Terms

Each new term begins after the November annual meeting of the association and ends at the conclusion of the next annual meeting. Thus, following the November annual meeting:

- a. Outgoing Board members rotate off the Board, then serve on the Nominations Committee for the following year’s incoming Board members.
- b. New Board members (at-large members, Forum Team members and doctoral student representative) begin their new 3-year terms.
- c. New Vice-President/Program Chair-Elect comes onto the Board.
- d. Current President-Elect/Program Chair becomes President.
- e. New Recording Secretary and Treasurer assume duties (if elected that year).
- f. Current Forum Team members remain in their designated individual roles (Chair, REA Journal Board or Call for Papers) for the duration of their 3-year term.
- g. Harper Project Committee members remain in their designated individual roles.

Standard Board Meetings

- ⇒ Retreat (Friday evening through Sunday noon, normally no later than March)
- ⇒ November Board meeting at beginning of annual Association meeting: requires arrival one day early)

Board Members Master List

⇒ N.B. All of these are expected to attend Board Meetings and Annual Business Meetings of the Association.

- President (Chair of Board meetings and Annual Business Meetings)*†
- President-Elect/Program Chair*†
- Vice-President/Program Chair-Elect*†
- Recording Secretary*
- Treasurer*+
- Past-President
- At-large Board members
- Forum Team Chairs†
- Call for Papers Chair†
- Doctoral student representative
- Ex-officio: Executive Secretary*†
- Ex-officio: Networking Coordinator*†
- Ex-officio: Religious Education Journal Editor*
- Harper Committee Chair † (*voting status to be considered at 11/10 Board meeting*)
- *Ex-officio: Archivist (proposed at 3/10 Board Retreat; requires Board action at 11/10 Board meeting)*

*Members of Board Steering Committee (see below for relevant By-law excerpts)

†Members of Program Conference Committee (see below for relevant By-law excerpts)

ARTICLE IV

Section 7. The Steering Committee of the Board of Directors shall exercise such powers and duties as are conferred upon it by the Board.
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| <ol style="list-style-type: none">a. The Steering Committee shall be composed of the officers of the Association: President/Board Chair, President-elect, Vice-President, Recording Secretary, Treasurer, and the ex officio members, the Executive Secretary, the Networking Coordinator, and the Editor of Religious Education. The total voting membership shall be five. A quorum shall consist of a majority of the voting membership.b. The Steering Committee shall coordinate the work of the Board and its Committees, and it shall act and speak on behalf of the Board on matters that require decision in the interim between Board meetings. |
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ARTICLE VIII COMMITTEES

Section 1. For the maintenance and continuity of the work of the Association and for the promotion of its work of investigation, there may be the following standing committees, which shall report to the Association at its general meeting, and in the interim between meetings shall be responsible to the Board of Directors or the Steering Committee of the board of Directors:

a. Annual Program Conference. This Annual Program Conference Committee shall be responsible for the initiation and development of the programs of the Association, including annual conference plans, and such other matters as may properly be referred to it by the Board of Directors.

1. The Annual Program Conference Committee shall be constituted by the President-Elect, the Vice-President, the three Forum Chairs, the Papers/Workshops Selection Committee Chair, the Harper Project Chair, and the Executive Secretary.

2. The President will also participate in the Annual Program Conference Committee to share his or her experience with planning the prior year's meeting.
3. Association members from the vicinity of the meeting should be invited to the committee.

PRESIDENT

ARTICLE V TERMS OF OFFICERS

Section. 1. The President/Chair of the Board serves for-one year and shall preside at the annual and special meetings of the Association. In case of the absence of the President, the President-elect or vice President will preside. The President also shall preside at Board meetings and Steering Committee meetings. In his/her absence, the same replacement procedure shall be followed. The President shall be an ex officio member of all committees of the Board. The President is the Association's public representative.

Timeline for Responsibilities

Between assuming office (end of November meeting) and Board Retreat

- Follows through on Board decisions from November Board Meeting and member decisions from Annual Meeting as needed
- Reminds all Board members of retreat date and location
- Solicits agenda items for Board Retreat and plans agenda
- Communicates with Executive Secretary regarding tasks
- Provides information, advice and support to President-Elect/Program Chair as needed regarding Current Annual Meeting

At Board Retreat

- Chairs business sessions of the retreat
- Begins process to surface new Board members, to be continued thereafter with Nominations Committee

Between Board Retreat and November Board Meeting/Current Annual Meeting

- Follows through on Board decisions from previous November Board Meeting and member decisions from Annual Business Meeting as needed
- Works with Nomination Committee to contact potential new Board members and seek consent to nominate at current annual meeting
- Reviews hotel contract for next annual meeting (with President-Elect/Program Chair, Vice-President/Program Chair-Elect, Treasurer)

PRESIDENT-ELECT/PROGRAM CHAIR

ARTICLE V

Section 2 The President-elect/Program Chair serves for one year, and is responsible for current year's programming and meetings in the absence of President. The President-elect shall become the President at the end of the current President's term or upon a leave of absence or resignation of the current President

Timeline for Responsibilities

Between assuming office (end of November meeting) and Board Retreat

- Plans program for current annual meeting and drafts proposal for Board Retreat
- Consults with President regarding other agenda items for Board Retreat
- Works with Journal Editor on anticipatory Journal Forum for current annual meeting

At Board Retreat

- Presents current annual meeting proposal to Board: schedule, budget items, etc.

Between Board Retreat and November Board Meeting/Current Annual Meeting

- Works with Executive Secretary and Networking Coordinator on program details, including:
 - Overall program schedule
 - Notices for quarterly REACH
 - Review of hotel contract for next annual meeting (with Vice-President/Program Chair-Elect, Treasurer and President)
- Works with Program Coordination Committee on events and details related to the current annual meeting
- Consults with President and Steering Committee regarding agenda items for current Board Meeting/Current Annual Meeting

Following Current Annual Meeting

- Prepares presidential address for publication in Religious Education

VICE-PRESIDENT/PROGRAM CHAIR-ELECT

ARTICLE V

Section 3 The Vice President/Program Chair-Elect, serves for one year, and shall be responsible for next programming.

Timeline for Responsibilities

Between assuming office (end of November meeting) and Board Retreat

- Generates ideas for next annual meeting theme

At Board Retreat

- Presents proposed theme for next annual meeting to Board

Between Board Retreat and Current Annual Meeting

- Does preliminary work on next annual meeting, e.g., inviting major speakers, disseminating theme information, etc.
- Works with Journal Editor on preview journal issue for next annual meeting, including author forum on meeting theme
- Reviews hotel contract for next annual meeting (with Program Chair/President-Elect, Treasurer and President)

At November Current Annual Meeting

- Presents theme and Call for Papers for next annual meeting

PAST-PRESIDENT

Timeline for Responsibilities

Following Current Annual Meeting

- Attends Board Retreat and November Board Meeting for 1-2 years to provide consultation as needed
- Continues to participate in Board-related communication between meetings
- Participates in Board-related projects as determined in consultation with the President and Steering Committee
 - Chairs review committee for the Executive Secretary and conducts his/her annual evaluation with 2 other Steering Committee members

RECORDING SECRETARY

ARTICLE V

Section 4 The Recording Secretary serves for three years and shall keep a full and accurate report of the proceedings of the meetings of the Association and of all the meetings of the Board of Directors and Steering Committee. In the absence of the Recording Secretary, the presiding officer shall appoint a pro-tempore secretary.

Timeline for Responsibilities

Between end of Annual Meeting and Board Retreat

- Sends minutes of November Board Meeting and Annual Business Meeting to Board members for review with action items highlighted (normally by Jan. 1)?
- After review, posts minutes of November Board Meeting and Annual Business Meeting to association website (normally by June 1)?

At Board Retreat

- Takes minutes

Between Board Retreat and Current Annual Meeting

- Sends minutes of Board Retreat to Board members for review with action items highlighted (normally by June 1)?
- After review, sends final minutes of Board Retreat to Board members (normally by September 1)?

At Annual Meeting

- Takes minutes during Board meeting and Annual Business Meeting

TREASURER

ARTICLE V

Section 5 The Treasurer serves for three years and shall oversee, under the direction of the Board of Directors and of the Steering Committee, all money paid to the Association; shall oversee budget, audits, taxes and endowment; and shall render the accounts for the fiscal year to the Board of Directors. The Treasurer will work closely with the Executive Secretary. The Treasurer shall give such bond for the faithful discharge of those duties as may be required by the Board of Directors.

Timeline for Responsibilities

Between end of Annual Meeting and Board Retreat

- Works with Executive Secretary on any revisions to financial report and budget accepted at annual meeting

At Board Retreat

- Consults with Executive Secretary regarding budget items as needed

Between Board Retreat and Current Annual Meeting

- Consults with Executive Secretary regarding annual financial report and proposed budget to be presented to members at current annual meeting

As needed

- Reviews monthly financial reports from Executive Secretary
- Arranges for periodic audits of association records, normally every 3 years
- Signs off on hotel contracts in consultation with Vice-President/Program Chair and Executive Secretary
- Consults with Forum Team Chairs regarding their budgets for current annual meeting

AT-LARGE BOARD MEMBERS

ARTICLE IV BOARD OF DIRECTORS

Section 1.

c. The Board shall consist of a maximum of 15 members, to include the elected officers of the Association, the President/Chair, President-elect/Program Chair, Vice President/Program-chair elect, Recording Secretary and Treasurer, forum chairs, three at-large members, one doctoral student representative and designated ex officio, non-voting members. These ex officio members are the Editor of the journal, *Religious Education*, the Executive Secretary of the Association, and the Networking Coordinator. All persons elected or appointed by the Board must be members of the Association.

Section 2. Board members will be actively involved in various REA responsibilities and activities.

Timeline for Responsibilities

- Participates as voting member at Board meetings and in Board decision making throughout the year
- Represents the interests of members at Board meetings and in Board decision making throughout the year
- Serves on a Board subcommittee
- Assists in building community and connections within the Association, including:
 - Attends New Member Reception/Orientation at annual meetings
 - Follows up with Association members who have not renewed annual membership to encourage their renewal

DOCTORAL STUDENT REPRESENTATIVE (see By-laws ARTICLE IV.1.c as excerpted above)

Timeline for Responsibilities

- Participates as voting member at Board meetings and in Board decision making throughout the year

At Board Retreat

- In consultation with the President-Elect/Program Chair and Executive Secretary, plans events for doctoral students for the current year's annual meeting

FORUM TEAM MEMBERS

ARTICLE VII FORUMS	
Section 1. The Association will respond to and nurtures attentiveness to religious education in a variety of contexts through three standing forums.	<ul style="list-style-type: none"> a. Religious Education in Faith Communities. The Religious Education in Faith Communities Forum will focus on religious education in local faith communities, and within and by denominational/religious bodies, on regional, national, and international levels. b. Religious Education in Public Life and the Global Community. The Religious Education in Public Live and the Global Community Forum will focus on the role of religious education beyond religious and academic contexts in the interest of the common good as well as on inter-religious education and conversation. c. Religious Education in Academic Disciplines and Institutions. The Religious Education in Academic Disciplines and Institutions Forum will focus on the engagement in and advancement of religious education in academic disciplines and in schools, colleges, universities, and graduate schools of religion and theology.
Section 2. The activities of each forum will be coordinated by three representatives, Forum Coordination Teams who are nominated and elected by the membership during the annual meeting. One of these persons will be designated by the Team [Note 7/29/10: This has been changed to appointment upon election to a 3-year term and requires By-law revision] as chair.	<ul style="list-style-type: none"> a. The task of the coordination team will be to promote the effective functioning of the forums through their input in Association programming matters as outlined in the programming section. b. The representatives will be elected to three staggered overlapping classes so that the coordinating team members across the three forums do not rotate off at the same time and are enabled to carry out their task on behalf of the forums. c. The selection process should assure representation that is diverse and reflective of the broad Association constituency.
Section 3. The three representatives of each forum will help to facilitate programming related to their forum within the overall theme of the annual meeting.	<ul style="list-style-type: none"> a. The forum chairperson will serve on the Annual Conference Program Planning Committee. One forum representative will serve on the Papers/Workshops Selection Committee of the Association. One representative will be part of the Editorial Board of the Journal. b. The forum representatives (Coordination Teams) will be responsible for any special activities of the forum occurring beyond scheduled Research Interest Groups, Resourcing Groups, and Colloquia at the annual meeting and for activities beyond the annual meeting. <ul style="list-style-type: none"> 1. Funding for forum programming at the annual meeting will be included in the annual budget. 2. Events outside the annual meeting may be funded through the annual budget at the discretion of the Board, or funding may be sought from Harper funds or other sources.

FORUM TEAM MEMBERS' INDIVIDUAL ROLES

Transitions for individual representatives rotating on and off each Forum Team are scheduled as follows. Effective date is immediately following the November annual meeting for that year.

2009, 2012, 2015, etc.: Journal Board representatives

2010, 2013, 2016, etc.: Forum Team Chairs

2011, 2014, 2017, etc.: Paper/Workshops/Journal Selection Committee

- ⇒ See Appendix A, “Forum Coordination Teams: Membership and Responsibilities (Revised March 2009)” for further specification of individual Forum Team Member roles.

FORUM TEAM CHAIR'S INDIVIDUAL ROLE

Timeline for Responsibilities

Throughout the year

- Work with President-Elect/Program Chair and one's Forum Team to plan events and initiatives related to the current annual meeting
- Attend the Board Retreat to consult and collaborate with the President-Elect/Program Chair for the current annual meeting
- As needed, work with Vice-President/Program Chair-Elect (later, as President-Elect/Program Chair) and one's Forum Team to plan events and initiatives related to next annual meeting.
- For each annual meeting, the Program Chair-Elect or Program Chair may designate one Forum Team for direct collaboration on a plenary session. Beginning in 2009, this designation is as follows:
 - 2009: Forum on Religious Education in Academic Disciplines and Institutions

FORUM TEAM MEMBERS' ROLES ON TEAMS

Timeline for Responsibilities

Throughout the year

- Work with one's Forum Team to plan events and initiatives related to the current annual meeting
- As needed, work with one's Forum Team to plan events and initiatives related to next annual meeting
- Work with either the Journal Editorial Board or the Papers/Workshops Selection Committee for designated responsibilities (see further descriptions in separate document, “Forum Coordination Teams: Membership and Responsibilities”)

PAPERS/WORKSHOPS/JOURNAL SELECTION COMMITTEE CHAIR

ARTICLE VIII, Section 1, Part c.	
	b. Publications. The Publications Committee is a standing subcommittee of the REA Board, who shall confirm members and chair of this committee. It shall serve in an advisory capacity in connection with the publications of the Association, making recommendations in matters of policy regarding these publications.
	c. The Papers/Workshops Selection. The Papers/Workshops/ <i>Journal</i> * Selection Committee shall be composed of one representative from each of the three Forum Coordination Teams and staffed by the Executive Secretary. A chair shall be elected by the Association’s membership.
	<ol style="list-style-type: none"> 1. Proposals for Research Interest Groups, Resourcing Groups, or Colloquia are to be directed to the Papers/Workshops/<i>Journal</i>* Selection Committee with or without specification of a preferred forum under which the paper or presentation would be offered. 2. The Selection Committee is free to designate papers and presentations for particular forums as it deems appropriate. 3. <i>The Selection Committee also reviews and recommends papers submitted from the annual meeting for inclusion in the annual conference issue of the Journal.*</i>

**Proposed By-law changes for consideration at November 2010 annual meeting.*

Timeline for Reponsibilities

Between end of previous annual meeting and Board Retreat

- Works with Papers/Workshops Selection Committee to determine selections for previous annual meeting issue of Religious Education Journal

At Board Retreat

- Reviews procedures and timeline for Committee work in preparation for current annual meeting, coordinating this with Program Chair/President-Elect, Executive Secretary and Journal Editor

Between Board Retreat and Annual Meeting

- Works with Executive Secretary and Networking Coordinator to prepare Call for Papers notices and procedures
- Guides Committee in reviewing proposals for breakout sessions at current annual meeting and planning schedule blocks for these sessions
- Arranges for facilitators for each breakout session
- Works with Networking Coordinator to make Research Interest Group papers accessible to members on the Association website for advance reading

PAPERS/WORKSHOPS/JOURNAL SELECTION COMMITTEE MEMBERS

Timeline for Responsibilities

Following previous annual meeting

- Works with Committee Chair to determine selections for previous annual meeting issue of Religious Education Journal

Between Board Retreat and Annual Meeting

- Works with Committee Chair to prepare Call for Papers notices and procedures
- Works with Committee Chair to review proposals for breakout sessions at current annual meeting and planning schedule blocks for these sessions

BREAKOUT SESSION FACILITATOR

At Annual Meeting

- Introduces presenter(s) at a designated Research Interest Group, Colloquium or Resourcing Workshop at the annual meeting and keeps time during the session to allow adequate attention to each presenter and for general discussion

HARPER COMMITTEE

ARTICLE VIII
Section 1

COMMITTEES

d. Harper Committee. The Harper Committee, a permanent standing committee, will seek to promote the values of inter-faith and ecumenical collegiality and religious education in the public arena through the Harper Award and the Harper Project.

1. The Harper Committee will be composed of four members from among the Association's membership, appointed to three staggered or overlapping classes by the Board, based on nominations from the Nominating Committee, pending ratification by the Membership.

- a. At least one member of the Harper Committee should have a primary vocational identity in the public arena, and/or one should be from a religious tradition other than Christian.
- b. Attention should be given to ethnic, gender, and religious diversity in constituting the Committee.
- c. The William Rainey Harper Award will be given occasionally, as the Committee deems appropriate (but no more than once per year), to outstanding leaders whose work across disciplines and fields of service has had a profound impact on religious education. The Committee shall make recommendations to the Board.
- d. The Herman Eskridge Wornom Award will be given occasionally to an organization or institution that has provided outstanding support and leadership to religious education. The Committee shall make recommendations to the Board.

2. The Harper Committee will use the Harper Project to promote the values of inter-faith collegiality and religious education in the public arena through constructive programming, research, and regional networking.

- a. A projected sum of \$3,000 will be available annually to fund the Harper Project. Annual funding may accumulate from year to year for larger projects. Projects may be part of the annual meeting or independent from it.
- b. The Committee may decide to plan and execute such special projects under its own initiative or award grants from the Harper Project Fund to individuals or groups from within the Association's membership.
- c. Applications may be reviewed at the Annual Meeting for proposed future projects.

HARPER COMMITTEE CHAIR

Timeline for Responsibilities

Throughout the year

- Convenes the Committee as needed
- Proposes new Committee members to the Board for appointment
- Leads the Committee in fulfilling its responsibilities as described below

At Board Retreat and November Board Meeting

- Attends as ex officio member to present any motions from the Committee and to receive Board approvals, recommendations, etc.

HARPER COMMITTEE MEMBERS

Timeline for Responsibilities

Throughout the year

- Collaborates to identify potential candidates for Harper Award, Harper Project, Wornom Award, and to present to the Board for approval
- Develops working guidelines for nominating process, frequency of awards, etc., in concert with By-laws

ARCHIVIST

Timeline for Responsibilities

Throughout the year

- Maintains records of the Association in collaboration with the Executive Secretary
- Communicates with the Board regarding archives and any actions needed

At November Annual Meeting

- Provides annual Archivist's report to the Association

APPENDIX A

Forum Coordination Teams: Membership and Responsibilities Religious Education Association

(Approved by REA Board, February 2006; revised version approved by REA Board, March 2009)

I. Purpose

Forum Coordination Teams are organized to help the REA sustain its focus on the three major contexts for religious education, as delineated in the three Forum titles: “Religious Education in Faith Communities,” “Religious Education in Public Life and the Global Community,” and “Religious Education in Academic Disciplines and Institutions” (6.1.1-6.1.3).*

II. Composition

Three REA members serve on each Forum Coordination Team. Of these three, one is designated as Chair, one is the Forum representative for the **Call for Papers** Committee, and one is the Forum representative for the Editorial Board of *Religious Education* (6.1.5).

III. Election, Time Commitment and Rotation of Duties of the Forum Coordination Team Members

- A. Each member is elected for a three-year term, in three staggered overlapping classes (6.1.4).
- B. Upon election, a new member is assigned one of the following roles on the Forum Team, and remains in this role throughout his or her three-year term (see descriptions of these roles below, “Individual Responsibilities of the Three Forum Coordination Team Members”):
 1. Member of Editorial Board of *Religious Education*
 2. Member of Call for Papers Committee (one of the 3 members of the Call for Papers Committee will also be designated as Committee Chair)
 3. Forum Chair

IV. Team Responsibilities of the Forum Coordination Team Members

- A. “The task of the coordination team will be to promote the effective functioning of the forums through their input in Association programming matters as outlined in the programming section” (6.1.4).
- B. “The three representatives of each forum help to facilitate programming related to their forum within the overall theme of the annual meeting.... Forums may also organize national or regional events apart from the annual meeting. The forum representatives (Coordination Teams) are responsible for any special activities of the forum occurring

*Section numbers in parentheses refer to the REA-APPRRE Reorganization Document, May 2003, http://www.religiouseducation.net/org/reorg/May_03%20REA_APRRE.rtf. Consult this document for full information on the items summarized here.

beyond scheduled Research Interest Groups, Resourcing Groups, and Colloquia at the annual meeting and for activities beyond the annual meeting” (6.1.5).

V. Individual Responsibilities of the Three Forum Coordination Team Members

1. Member of Editorial Board of *Religious Education*
 - a. Consults with the Editor on future directions for the journal
 - b. Reviews articles as appropriate for inclusion in the journal and as appropriate to one’s expertise

2. Member of Call for Papers Committee
 - a. Determines guidelines for submission of proposals and papers in conjunction with the annual meeting, typically in late February
 - b. Reviews set of proposals for Research Interest Group Papers, Resourcing Workshops, and Colloquia submitted each spring for the upcoming annual meeting (6.3.2 and 6.3.8), typically in May
 - c. Determines list of accepted proposals and their placement within the annual meeting program, typically in summer
 - d. Reviews Research Interest Group papers submitted following the annual meeting and makes recommendations for those to be published in the annual meeting issue of *Religious Education*, typically in January-February

3. Forum Chair and Member of Annual Meeting Program Planning Committee
 - a. Coordinates the work of the Forum throughout the year
 - b. Communicates with the Board President and Executive Secretary as needed regarding the work of the Forum, budget, etc.
 - c. Attends the annual Board retreat in February
 - d. As determined by the Program Chair of the Annual Meeting: Assists in the planning of the annual meeting and in coordinating the contribution of the Forum to the meeting, typically from February through the end of the meeting in November

VI. Communication of REA Officers with Forum Team Members

- A. Upon election to a Forum Team, new members will receive a notice from the Executive Secretary informing them of their official role on the Forum Team, including a copy of this document, the current Board and Forum rosters, available budget for Forum activities, and any other items deemed necessary by the Board. The Executive Secretary will include all Forum Team members in Board communication as appropriate, and will inform each Forum Chair of the annual Board retreat and his or her expected attendance. The Executive Secretary will communicate with the Networking Coordinator regarding the Forum membership rosters and Forum Team chairs.

- B. The Program Chair of the Annual Meeting will communicate with each Forum Chair regarding the Forum Team responsibilities for implementing the theme of the Annual Meeting.