



### **Key Functions of the Administration Missional Team**

As one reflects on the nature of “administration” and the needs of the HCUCC, the following broad functions would seem to emerge:

- Ensuring clarity of roles and expectations of each component of the bylaws and Conducting regular reviews of results (and perhaps recommending refinements based upon those results).
- Drafting, recommending, reviewing and, as needed, revising the Conference annual Budget as approved by the `Aha Pae`aina. Receiving and processing reviews of staff with the Personnel Committee – as well as related employee handbook and office policies that need to be created or revised from time to time.
- Receiving and identifying options for resolutions that are submitted from congregations or associations in preparation for presentation to the `Aha Pae`aina.
- Overseeing and managing with staff the work of outside consultants, especially legal counsel and independent auditor.