



BURMA ADVOCACY GROUP



BGM EC Item 13

Proposed Burma Advocacy Group Structure

Dear Friends,

After two years of experience with the Burma Advocacy Group, I am recommending a structure that will strengthen our work and set the foundation for further growth of the Burma Advocacy Group as a ministry formally under the umbrella of the American Baptist Churches.

Since the Burma Advocacy Group is under the ABCUSA 501(c)3, it does not have its own bylaws but operates under the following understandings:

The proposed structure is composed of four different components: the officers, a steering committee, an operations team and working groups.

The officers include the following:

1. Executive Director who is responsible for overall operations
2. Associate Executive Director who works closely with the Executive Director, sharing responsibilities as assigned by the Executive Director, and serving on behalf of the Executive Director when that person is unavailable due to illness, travel, or other reasons.
3. Secretary who is responsible for recording and distributing the minutes of meetings and maintaining BAG's records including information regarding the members of the steering committee and working groups.
4. Assistant Secretary who aids the Secretary as requested and is responsible for the fulfillment of the duties of the Secretary when that person is not available.
5. Treasurer who works with the Executive Director and Associate Executive Director to create a proposed budget and monitors deposits and withdrawals with the Treasurer of ABCUSA who is responsible for maintaining the finances of BAG including paying its expenses as authorized by either the Executive Director, Associate Executive Director or Treasurer. The treasurer together with the Assistant Treasurer is responsible for sending the annual appeal for support among member bodies and friends.
6. Assistant Treasurer who aids the treasurer as requested and is responsible for the duties of the Treasurer when that person is unavailable due to illness, travel, or other reasons.
7. Those initially named as officers shall serve a term of 3 years after which the Steering Committee shall elect a slate of officers with staggered terms so that no more than the terms of two officers shall expire in any year except for vacancies.

Steering Committee

1. Composed of the General Secretary/Executive Director or their appointees, of the following bodies: American Baptist Churches, USA, Chin Baptist Churches USA, Chin Baptist Association of North America, Kachin Baptist Churches, USA; Kachin American Baptist Association, Karen Baptist Churches USA; the US Chin Coalition and the Karenni Baptist Convention of America. In addition, there shall be 1 representative from each of 3 other member groups invited by the Steering Committee, rotating every 3 years among the membership.

The Burma Advocacy Group: [Burmese American Community Institute/Burmese Christian Association of N. America/Chin Association of Maryland/Chin Baptist Association of North America/Chin Baptist Churches USA/Chin Community of Indiana/Chin National Unity Organization/Grassroots Movement for Burma/Kachin Baptist Churches USA/Kachin Alliance USA/Kachin American Baptist Association/Karen Baptist Churches USA/Karen Organization of America/Karenni Baptist Convention of America/Milwaukee Burmese Christian Church/US Campaign for Burma/US Chin Coalition/Zo Chin Ministers Union of USA \(ZOMU\)/American Baptist Churches, Office of General Secretary/American Baptist Churches, International Ministries/American Baptist Home Mission Societies/American Baptist Churches of Greater Indianapolis/American Baptist Churches of Nebraska/Baptist World Alliance/21Wilberforce](#)

2. The Steering Committee shall meet 3x a year (October, February, and May, for planning the overall direction and focus of the work of BAG, including identifying Working Groups. In addition they shall adopt the annual budget for BAG and support it financially.

Operations Team

1. Meets monthly or as needed for strategizing and review of BAG efforts; providing input to the Steering Committee, and serving as BAG liaison group with NUG
2. Is composed of the officers and working group leaders

Working Groups

1. Working Groups are composed of members of BAG member bodies who choose to participate and are led by Working Group Leaders (2 each) named by the Executive Director.
2. Each Working Group meets as needed to plan and implement strategies in its area
3. Initially there shall be the following working groups:
 - a. Advocacy which undertakes work with the US, UN, NGO's and other bodies advocating for BAG's concerns for Burma
 - b. Humanitarian Aid which works with various US government, NGO, other groups and the network of Baptist Churches in Burma and related refugee areas to obtain and distribute humanitarian aid.
 - c. Education Consultative Group which draws together the various efforts by member bodies to share strategies and seek funding for educational efforts among underserved children and youth in Burma and refugees in Thailand, Malaysia and India.
 - d. Communications which is responsible for maintaining media presence with current materials and creating educational podcasts and materials for distribution, and maintain social media presence including website)
 - e. Youth/Young Adults which seeks to involve and mobilize youth and young adults on behalf of Burma through BAG.

We seek your support for this structure and your organization's participation in it. Please communicate your affirmation or concerns to me.

Yours in Christ,

Rev. Dr. A. Roy Medley, Convener

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