

President

The PRESIDENT, working with the Executive Committee, shall actively seek to advance all phases of the work of United Women in Faith. She shall:

- a) preside at all meetings of the district organization, its Executive Committee and serve as an ex-officio member of all other committees, where they exist, except the Committee on Nominations;
- b) work with the Executive Committee in receiving, evaluating and preparing reports;
- c) sign with the secretary all official and legal papers and orders on the treasury;
- d) serve as the contact person for local unit presidents, inform about resources, and conduct training at least annually, as determined by the Executive Committee;
- e) develop, with the Executive Committee, a plan to urge local, district units, cluster visitation, and others with the knowledge of United Women in Faith to promote the PURPOSE;
- f) develop, with the Executive Committee, a plan to urge local, district units or individual members to become Mission Today and Justice Today, using the criteria received from the conference, incorporate elements of Mission Today and Justice Today into the ongoing program by the district;
- g) work with and create an open communication stream with the District Superintendent;
- h) represent or designate someone to represent, United Women in Faith wherever opportunities are afforded;
- i) serve on all United Methodist Church committees as designated in the UMC District Handbook (i.e. ex-officio Bethlehem Center)
- j) Nurturing Partners—each Executive team member is assigned churches to visit at least one time during the year. After receiving the assigned churches, team member should contact their units introducing herself and asking for a convenient time to visit the unit. They may be asked to do a program. There may be times when it is necessary to contact Nurturing Partners to remind them of upcoming events for other communication needs;
- k) attend and participate in all Conference Executive Committee meetings and events;
- l) prepare an article for the quarterly District Newsletter;
- m) assure all annual reports are completed by appropriate mission coordinators and submitted to conference on a timely basis;
- n) commit to reading, understanding (asking questions if necessary), and following the District Standing Rules. Having the Conference Standing Rules is mandatory.

Officers Job Description Revised September 2022

Conference Responsibilities

The following are additional responsibilities as they relate to Conference events. Attendance is expected at events where expenses are paid by the Conference.

Mission u---expenses are paid to attend this meeting

- Presidents are asked to be prepared to assist in any area including Hands On Mission Projects, as a class secretary and/or golf cart driver, and in other capacities as needed.
- For your expenses to be paid, you are required to attend all sessions.

Annual Celebration---expenses are paid to attend this meeting

- Presidents are asked to be prepared to assist in all areas including registration, selling Gift to Mission cards, Love Offering, hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.
- Organize, manage and/or delegate the planning of an entertaining presentation for the “The Celebration Continues.”
- For your expenses to be paid, you are required to attend all sessions.

Participate as requested/needed on the program at each event.

Attend Executive Committee meetings, as well as participate on at least one Conference Committee.

Attend Conference training for your office once a year.

Vice President

The VICE PRESIDENT, working cooperatively with the President, shall assist the district in fulfilling the PURPOSE.

- a) promote and interpret the work of the General Board of Global Ministries supported by United Women in Faith;
- b) organize the District Annual Meeting (venue/communication/Annual Report/speaker, music, etc.) including finding and visiting the host church, communicating all aspects of the event with the local unit, coordinating the details such as tables need, space, multimedia needs, suggest, contact, and confirm an appropriate speaker, create/layout the Annual Report booklet, determine printer and negotiate costs and work with the other Executive Team members to assure all details are in place;
- c) serve as contact person for local unit vice presidents, provide information about getting resources, and conduct training at least annually;
- d) carry coordinating responsibilities for ecumenical relations in the district, interpret and promote Church Women United and the World Federation of Methodist and Uniting Church Women and encourage attendance at their events;
- e) chair the Committee on Programs, where one exists; serve on Committee on Finance;
- f) attend all District meetings and events;
- g) prepare an article for each quarterly District Newsletter;
- h) Nurturing Partners—each Executive team member is assigned churches to visit at least one time during the year. After receiving the assigned churches and/or individuals not necessarily members of the United Methodist Church but with interest in serving women, children and youth; team members should contact them introducing herself and asking for a convenient time to visit the unit or individuals. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or other communication needs.
- i) commit reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the District Vice President as their position relates to Conference events. Attendance is expected at events in which expenses are paid by the Conference.

Spiritual Growth Retreat—expenses are not paid to attend this meeting

- Vice Presidents are asked to be prepared to assist selling Gift to Mission cards, helping with the collection of Hands On Mission Projects, with communion, as ushers and in other capacities as needed.

Mission u---expenses are paid to attend this meeting

- District Vice Presidents are asked to be prepared to assist with the Hands On Mission Projects, as a class secretary, a golf cart driver, and in other capacities as needed
- For your expenses to be paid, you are required to attend all sessions.

Annual Celebration---expenses are paid to attend this meeting

- District Vice Presidents are asked to be prepared to assist with selling Gift to Mission cards, to assist with taking up the Love Offering, serve as hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

Participate as requested/needed on the program at each event.

Attend Conference training for your office once a year.

Treasurer

The TREASURER shall actively work to fulfill the PURPOSE. For this task, she shall become informed concerning the financial responsibility of the organization and the program and responsibilities of United Women in Faith. She shall be bonded and shall:

- a) receive funds from local unit treasurers, district units, district members and individuals not necessarily belonging to the United Methodist Church but who share the interest in serving women, children and youth mission goals monthly or quarterly, as the conference determines; remit all funds to the conference treasurer, send itemized statements of all finances to district elected leaders and the conference treasurer at least quarterly;
- b) receive funds from the conference treasurer for Administration and Membership Development and in the district organization disburse those funds in accord with approved recommendations from the Executive Committee upon written order of the President and Secretary;
- c) see that a certified public accountant, or a person with a minimum of a four-year accounting degree, performs specified accounting procedures on the books and accounting records of the district, and that the report form is completed;
- d) present the Schedule of Cash Activities statement to the District Executive Committee and the Conference Treasurer
- e) work in cooperation with the Mission Coordinator for Education and Interpretation to promote giving to mission with emphasis on the importance of undesignated giving, including promotion of the World Thank Offering;
- f) serve as the contact person for local unit treasurers, provide resources, and conduct training at least annually, as determined by the Executive Committee;
- g) chair the Committee on Finance where one exists, or if there is no separate committee, chair the Executive Committee when dealing with matters relating to finance, serve on the Committee on Program where one exists, serve on the Conference Committee on Finance;
- h) Nurturing Partners—each executive team member is assigned churches to visit at least one time during the year. After receiving the assigned churches, team members should contact their units introducing herself and asking for a convenient time to visit the unit. They may be asked to present a program to the unit. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or other communication needs. Members of United Women in Faith who are not part of a unit should be contacted and given a chance to be visited;
- i) prepare an article for the quarterly District Newsletter;
- j) attend all district meetings and events;
- k) commit to reading, understanding (asking questions as necessary) and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the Treasurers as their position relates to Conference Events. Attendance is expected at events in which expenses are paid by the Conference.

Spiritual Growth Retreat---expenses are not paid to attend this event.

- Treasurers are asked to be prepared to assist selling Gift to Mission cards, helping with the collection of Hands On Mission Projects, with communion, as ushers and other capacities as needed.

Mission u---expenses are paid to attend this event.

- Treasurers are asked to be prepared to assist with the Hands On Mission Projects, as a class secretary, a golf cart driver, and in other capacities as needed.
- For your expenses to be paid, you are required to attend all sessions.

Annual Celebration---expenses are paid to attend this event.

- Treasurers are asked to be prepared to assist with selling Gift to Mission cards, to assist with taking up the Love Offering, serve as a hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

As members of the Western North Carolina Conference United Women in Faith Finance Committee, treasurers are expected to attend the twice a year meetings of this committee.

Attend Conference training for your office once a year.

Secretary

The SECRETARY must understand the organizational form, the PURPOSE, the program and total involvement of the district organization in order to perform the responsibilities assigned to her and to assist the President. She shall:

- a) keep and record accurate minutes of all the meetings of the district organization, give notice of said meetings, and keep attendance for all;
- b) serve as custodian of all records and official papers;
- c) sign, with the President, all orders on the treasury and all official and legal papers, making sure they are properly dated;
- d) send a list of elected district officers (including addresses, zip code, phone numbers and available email addresses) to the Conference Secretary, with a copy to the District President immediately upon their election; and report interim changes;
- e) serve as a contact person for the local unit secretaries, individual members and provide resources and conduct training for them at least annually, as determined by the Executive Committee;
- f) serve on the Executive Committee and, where they exist, the Committees on Program, Finance, and Membership Nurture and Outreach;
- g) send any correspondence as directed by the President;
- h) Nurturing Partners---each executive team member is assigned churches to visit at least one time during the year. After receiving the assigned churches team members should contact their units introducing herself and asking for a convenient time to visit the unit. They may be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs. Members of United Women in Faith who are not part of a unit should also be given the opportunity to be visited;
- i) prepare an article for the quarterly District Newsletter;
- j) attend all District meetings and events;
- k) commit to reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the District Secretary as their position relates to Conference events. Attendance is expected at events in which expenses are paid by the Conference.

Spiritual Growth Retreat---expenses are not paid to attend this meeting

- Secretaries are asked to be prepared to assist in selling Gift to Mission cards, helping with the collection of Hands On Mission Projects, with communion, as ushers and in other capacities as needed.

Mission u---expenses are not paid to attend this event

- Secretaries are asked to be prepared to assist with the Hands On Mission Projects, as a class secretary, a golf cart driver, and in other capacities as needed.

Annual Celebration---expenses are not paid to attend this event

- Secretaries are asked to be prepared to assist with selling Gift to Mission cards, to assist with taking up the Love Offering, serve as a hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

Participate as requested/needed on the program at each event.

Attend Conference training for your office once a year.

Mission Coordinator for Spiritual Growth

The MISSION COORDINATOR FOR SPIRITUAL GROWTH shall coordinate opportunities for spiritual and theological development related to mission. She shall:

- a) provide devotion/meditation at team meetings and district events;
- b) organize the District Annual Prayer Breakfast/Day Apart, etc, including finding and visiting the host church, communicating all aspects of the event with the local unit. Coordinating the details such as tables needed, space, multimedia needs, suggest, contact, and confirm an appropriate speaker, create/layout the program, determine printer and negotiate costs, and work with the Executive Committee members to assure all details are in place;
- c) serve on the Executive Committee and, where they exist, the Committees on Program and Finance;
- d) serve as a contact person for local unit Mission Coordinators for Spiritual Growth and members of United Women in Faith who may not belong to a local unit, provide resources, conduct training at least annually, as determined by the Executive Committee;
- e) Nurturing Partner---each Executive Committee team member is assigned churches to visit at least once a year. After receiving the assigned churches, team members should contact those units introducing herself and asking for a convenient time to visit the unit. May be asked to present a program for the unit. In the visits Call to Prayer and Self Denial should be highlighted. Members of United Women in Faith who do not belong to a specific unit may need a visit as well.
- f) attend all District meetings and events;
- g) prepare an article for each quarterly District Newsletter;
- h) commit to reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the District Mission Coordinator for Spiritual Growth as their position relates to Conference events. Attendance is expected at events in which expenses are paid by the Conference.

Spiritual Growth Retreat---expenses are paid to attend this event

- District Spiritual Growth Coordinators will assist the Conference Spiritual Growth Coordinator with all aspects of this event, including lining up additional District team members to assist with specific tasks such as communion, ushering, etc.

Mission u---expenses are paid to attend this event

- District Spiritual Growth Coordinators assist with Morning Praise each morning each as well as to assist with the Hands On Mission Projects, as a class secretary, a golf cart driver and other capacities as needed.
- For your expenses to be paid, you are required to attend all sessions.

Annual Celebration---expenses are not paid to attend this event

- District Spiritual Growth Coordinators are asked to specifically help with the Memorial Service and if they are unable to attend will assure a fellow District team member to take their place. Assist with selling Gift to Mission cards, take up Love Offering, serve as a hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

Participate as requested/needed on the program at each event.

Attend Conference training for your office once a year.

Mission Coordinator of Social Action

The MISSION COORDINATOR OF SOCIAL ACTION shall coordinate the district's program of study and action relating to current local, national, international and global social issues. She shall:

- a) work with the Executive Committee to select priority issues on which to focus district prayer, study and action, taking into consideration conference priorities;
- b) coordinate any public and legislative activities of the district;
- c) promote and interpret the biblical basis for social action and the position of the United Methodist Church on social issues, utilizing the Social Principles (The Book of Discipline, 2000, 160-166) and The Book of Resolutions of the United Methodist Church, 2000);
- d) serve as a member of the District Committee on Church and Society (The Book of Discipline, 2000, 657);
- e) serve as a contact person for local unit Mission Coordinators of Social Action, provide resources, conduct training at least annually as determined by the Executive Committee; conduct Nurturing Partner visits to promote Justice today and other programs as requested;
- f) work with the Executive Committee to urge local, district and individuals not members of the United Methodist Church to become involved in Justice Today. Receive reports from all that fulfill the Justice today criteria, and send a yearly report regarding district participation to the Conference Coordinator for Social Action and Communications Coordinator with a copy to the District President and prepare the information for the District Annual Report Book;
- g) prepare an article for each District Newsletter;
- h) Nurturing Partners---each Executive Committee team member is assigned churches to visit at least one time during the year. After receiving the assigned churches or individuals who may not be members of the United Methodist Church but share the interest in supporting women, children and youth, should be contacted for a visit. They may also be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs;
- i) attend all District meetings and events;
- j) commit to reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the District Social Action Coordinators as their position relates to Conference events. Attendance is expected in which expenses are paid by the Conference.

Mission u---expenses are paid to attend this event

- District Social Action Coordinators are asked to be prepared to assist at legislative writing tables inviting women to write letters, postcards, sign petitions, etc., helping with the collection of Hands On Mission Projects, with communion, as ushers and in other capacities as needed.

Annual Celebration---expenses are not paid to attend this event

- District Social Action Coordinators are asked to be prepared to assist at legislative writing tables, inviting women to write letters, postcards, sign petitions, etc., helping with the collection of Hands On Mission Projects, with communions, as ushers and in other capacities as needed.

Participate as requested/needed on the program at each event.

Attend Conference training for your office once a year.

Mission Coordinator for Education and Interpretation

The MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION shall empower women to understand, interpret and participate in the mission giving and the outreach of the church. She shall:

- a) promote and interpret the work of the General Board of Global Ministries supported by United Women in Faith, including interpretation of the changing concepts of mission and changing roles of mission personnel;
- b) promote mission education opportunities: mission studies, local mission opportunities, Mission u, United Methodist Seminars on National and International Affairs, mission encounters, and supplying material resources for mission programs and projects;
- c) organize the District Mission Study (venue/communication/ program/speaker/ music, etc.) including finding and visiting the host church, coordinating the details such as tables needed, space, multimedia needs, create/layout program, determine printer and negotiate costs, choose an approved study and find a qualified study leader (the yearly Mission u event is an excellent place to find leaders), work with the other Executive Committee members to assure all details are in place;
- d) promote and utilize printed and audiovisual resources of United Women in Faith and the General Board of Global Ministries to tell the mission story;
- e) promote and interpret the need for undesignated giving to undergird the program of mission outreach with special emphasis on women, children and youth;
- f) serve as the contact person for local unit Mission Coordinators for Education and Interpretation, provide resources, and conduct training at least annually, as determined by the Executive Committee; conduct Nurturing Partner visits and be available for visits with women not members of the United Methodist Church but share the interest in serving women, children and youth; mission education, installation of officers and other programs requested;
- g) work with the Executive Committee to urge local, district and individual members to become Mission Today recipients, receive reports from all that fulfill Mission Today criteria, send a yearly report regarding participation to the Conference Mission coordinator for Education and Interpretation, with a copy to the District President, and prepare a listing of churches and individuals that completed mission studies for the District Annual Report Book;
- h) receive information from the District Treasurer regarding units and individuals who have participated in all Five Channels of Mission Giving. Send a yearly report regarding district and individual participants to the Conference Mission Coordinator for Education and Interpretation, with a copy to the District President and prepare information for the District Annual Report Book;
- i) prepare an article for each quarterly District Newsletter;

- j) prepare a Mission Moment for all district team meetings and district events;
- k) serve on the Executive Committee and where they exist, the Committees on Program, Finance and Membership Nurture and Outreach;
- l) Nurturing Partners---each Executive team member is assigned churches and individuals to visit at least one time during the year. After receiving the assigned churches or individuals, team members should contact their Nurturing Partner introducing herself and asking for a convenient time to visit. They may also be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs;
- m) attend all District meetings and events
- n) commit to reading, understanding (asking questions as necessary) and following the District Standing Rules

Conference Responsibilities

The following are additional responsibilities of the District Mission Education and Interpretation Coordinators as their position relates to Conference events. Attendance is expected in which expenses are paid by the Conference.

Spiritual Growth Retreat---expenses are not paid to attend this event

- District Mission Education and Interpretation Coordinators are asked to be prepared to assist selling Gift to Mission cards, helping with the collection of Hands On Mission Projects, with communion, as ushers and in other capacities as needed.

Mission u---expenses are paid to attend this event

- District Mission Education and Interpretation Coordinators are asked to be prepared to assist with the collection of Hands On Mission Projects, with communion, a golf cart driver, and in other capacities as needed.
- For your expenses to be paid, you are required to attend all sessions.

Annual Celebration---expenses are paid to attend this meeting

- District Mission Education and Interpretation Coordinators are asked to be prepared to assist with selling Gift to Mission cards, to assist with taking up the Love Offering, serve as a hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

As members of the United Women in Faith Finance Committee, District Education and Interpretation Coordinators are expected to attend meetings twice a year.

Attend Conference training for your office once a year.

Mission Coordinator for Membership Nurture and Outreach

The MISSION COODINATOR FOR MEMBERSHIP NURTURE AND OUTREACH shall actively assist in fulfilling the PURPOSE. She shall:

- a) work with the Executive Committee to determine the needs of the membership and to plan for the organization of new units, individuals not necessarily members of the United Methodist Church but share the interest in serving women, children and youth, and to recommend and work on ways for inactive members to participate;
- b) serve as the contact person for local unit Mission Coordinators of Membership Nurture and Outreach, provide resources, conduct training at least annually, as well as Nurturing Partner visits to promote membership, nurturing and outreach, and provide programs as requested;
- c) chair the Executive Committee when dealing with matters relating to membership, serve on the Committees on Program and Finance, where they exist;
- d) manage Nurturing Partner program, maintain records of those conducted, file any requested/appropriate report (s);
- e) receive membership reports for the local units or individuals and send a yearly report to the Conference Communications Coordinator for Membership Nurture and Outreach and copies to the Conference Communications Coordinator and the District President, prepare the information for the District Annual Report Book;
- f) prepare an article for the quarterly District Newsletter
- g) Nurturing Partners---each Executive team member is assigned churches and individuals to visit at least one time during the year. After receiving the assigned churches and individuals, team members should contact them introducing herself and asking for a convenient time to visit. They may also be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or other communication needs;
- h) attend all District meetings and events;
- i) promote Ubuntu Day of Service and Walk to Mission events;
- j) commit to reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the District Membership Nurture and Outreach Coordinators as their position relates to Conference events. Attendance is expected in which expenses are paid by the Conference.

Mission u---expenses are paid to attend this event

- District Membership Nurture and Outreach Coordinators are asked to be prepared to assist with the Hands On Mission Projects, as a class secretary, a golf cart driver, and in other capacities as needed
- For your expenses to be paid you are required to attend all sessions.

Annual Celebration---expenses are not paid to attend this event

- District Membership Nurture and Outreach Coordinators are asked to be prepared to assist with selling Gift to Mission cards, assist with taking up the Love Offering, serve as a hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

Participate as requested/needed on programs at each event.

Attend Conference training for your office once a year.

Communications Coordinator

The COMMUNICATION COORDINATOR shall actively work to assure clear channels of communication for the local units, individuals not necessarily members of the United Methodist but share the interest in serving women, children and youth; and district and conference while assisting in fulfilling the PURPOSE. She shall:

- a) work with elected leadership in promoting the organization, PURPOSE and publicizing activities of United Women in Faith;
- b) serve as editor of the District United Women in Faith's newsletter. This includes collecting articles from the District Executive team, individuals who have articles of interest, formatting and readying the newsletter for print, preparing mail labels, getting the newsletter copied, mailed and emailed and sending copies to Conference Communications Coordinator and Conference Webmaster;
- c) serve on the Executive Committee and, where they exist, the Committees on Program, Finance, and Membership Nurture and Outreach;
- d) maintain a database/spreadsheet of addresses and contact information for district, local units and individuals. Make this database available to Conference Communication Coordinator, and the District Executive team. This position requires Microsoft Office Excel or equivalent;
- e) send district calendar to Conference Webmaster for posting on the United Women in Faith website and to the District Superintendent's office for posting the district calendar;
- f) Nurturing Partners—each Executive team member is assigned churches or individuals to visit at least one time during the year. After receiving the assigned churches or individuals, the team member should contact their list introducing herself and asking for a convenient time to visit. They may also be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs;
- g) attend all District meetings and events
- h) commit to reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the Communications Coordinator as their position relates to conference events. Attendance is expected in which expenses are paid by the Conference.

Spiritual Growth Retreat---expenses are not paid to attend this event

- District Communications Coordinators are asked to be prepared to assist selling Gift to Mission cards, helping with the collection of Hands On Mission Projects, with communion, as ushers and in other capacities as needed.

Mission u---expenses are paid to attend this event

- District Communications Coordinators are asked to be prepared to assist with the collection of the Hands On Mission Projects, as a class secretary, a golf cart driver, and in other capacities as needed.
- You are required to attend all sessions, for your expenses to be paid.

Annual Celebration---expenses are not paid to attend this event

- District Communications Coordinators are asked to be prepared to sell Gift to Mission cards, to assist in taking up the Love Offering, serve as hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

Participate as requested/needed in program at each event.

Attend Conference training for your office once a year.

Secretary of Program Resources

The SECRETARY OF PROGRAM RESOURCES has the responsibility for helping elected leaders of the district organization, local units and individuals who are not necessarily members of the United Methodist Church but share the interest in serving women, children and youth. Secretaries of Program Resources know about and secure resources for their task of fulfilling the PURPOSE. She shall:

- a) be informed about and promote the use of printed and audiovisual materials of the General Board of Global Ministries and United Women in Faith which are available through the Service Center;
- b) promote the Reading Program-adult, youth and children; receive reports from local units and individuals regarding their participation in the Reading Program and send a yearly report regarding participation to the Conference Secretary of Program Resources and the Conference Communications Coordinator, with a copy to the District President;
- c) promote *response* magazine;
- d) have display at district events providing information about obtaining various resources;
- e) serve as the contact person for local units Secretaries of Program Resources, facilitate training for the local units, as determined by the Executive Committee;
- f) serve where they exist, on the Committees off Program Resources and Finance;
- g) prepare an article for each quarterly District Newsletter;
- h) Nurturing Partners---each Executive team member is assigned churches or individuals to visit at least one time during the year. After receiving the assigned churches or individuals, team members should contact their list introducing herself for a convenient time to visit. She may also be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs;
- i) attend all District meetings and events;
- j) commit to reading (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the Secretary of Program Resources as their position relates to Conference events.

Spiritual Growth Retreat---expenses are not paid to attend this event.

- Secretaries of Program Resources are asked to be in charge of the Program Resource table as well as assist with the collection of Hands On Mission Projects, with communion, as ushers, and in other capacities as needed.

Mission u---expenses are not paid to attend this event.

- Secretaries of Program Resources are asked to be in charge of the Program Resource table as well as assist with the Hands On Mission Projects, as class secretary, a golf cart driver, and in other capacities as needed.

Participate as requested/needed in program at each event.

Attend Conference training for your office once a year.

Committee on Nominations

The CHAIR and other members of the Committee on Nominations are responsible for the nomination of all elected leaders for the district. This requires a clear understanding of the duties of each position, and knowledge of the skills, interests, and potential of the members of local units and individuals who qualify to hold office.

The CHAIR is elected for a two-year term. Together, they shall:

- a) attend regular meetings called by the Chair to discuss potential candidates;
- b) Nurturing Partners---each Executive team member is assigned churches or individuals, team members should contact their list introducing herself and asking for a convenient time to visit. They also may be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs. This is a prime opportunity to identify potential leaders;
- c) compile a committed and inclusive slate of officers to serve the district, prepare and submit the slate of officers for publication at least 30 days prior to the District Annual Meeting and election;
- d) assure each nominee is made aware of the details of the expectations of the office in which they are potentially being elected;
- e) nominees should not hold an office beyond the local unit or individuals qualifying to serve as an officer while a member of the District Executive Committee;
- f) be intentional about looking for women who could be leaders, solicit recommendations while attending local and district events;
- g) serve as the contact/s for local Committees on Nominations and individuals who would qualify, and assist the Chair in conducting training at least annually, as determined by the Executive Committee;
- h) attend all District meetings and events;
- i) be prepared for nominations from the floor at District Annual Meeting
- j) the Chair shall prepare an article for each quarterly District Newsletter;
- k) commit to reading, understanding (asking questions as necessary), and following the District Standing Rules.

Conference Responsibilities

The following are additional responsibilities of the Committee on Nominations as their position relates to Conference events. Attendance is expected at events where expenses are paid by the Conference.

Spiritual Growth Retreat---expenses are not paid to attend this event.

- Members of the District Committee on Nominations are asked to be prepared to sell Gift to Mission cards, helping with the collection of Hands On Mission Projects, with communion, as ushers and in other capacities as needed

Mission u---expenses are not paid to attend this event.

- Members of the District Committee on Nominations are asked to be prepared to assist with the collection of the Hands On Mission Projects, as class secretary, a golf cart P
- For your expenses to be paid, you are required to attend all sessions.

Annual Celebration---expenses are not paid to attend this event

- Members of the District Committee on Nominations are asked to be prepared to assist with selling Gift to Mission cards, to assist with taking up the Love Offering, serve as hostess for a missionary, deaconess or home missionary at the Mission Luncheon, assist with communion and in other capacities as needed.

The Chair and one committee member shall attend the Conference Executive Committee meetings in February and August.

Participate as requested/needed on programs at each event.

Attend Conference training for your office once a year.

Parliamentarian

The PARLIAMENTARIAN is an expert in parliamentary procedures, who provides explanations and/or advice. She shall:

- a) provide explanation for parliamentary procedures, utilizing Roberts Rules of Order;
- b) assists in correctly stating motions, rules of debate, etc.
- c) assists with creating, amending Standing Rules;
- d) maintains a copy of the Standing Rules;
- e) sits in close proximity to the presiding officer during meetings;
- f) assures adherence to meeting agendas;
- g) assists with election and voting procedures;
- h) keeps track of the order of those wishing to speak, motions, amendments, voting, etc.;
- i) supports the District President in maintaining order and adhering to time schedules;
- j) Nurturing Partners---each Executive team member is assigned churches or individuals to visit at least time a year. After receiving the list, team members should contact their list introducing herself and asked for a convenient time to visit. They may be asked to present a program. The District President may ask team members to contact their list to remind them of upcoming events or other communications;
- k) attend all District meetings and events.

Attend Conference training for your office once a year.

Participates in reviewing District Standing Rules with the Conference Parliamentarian as needed.

Historian

The HISTORIAN documents the District meetings and events while furthering the PURPOSE of United Women in Faith. She shall:

- a) prepare mission education opportunities, mission studies, local mission opportunities, Mission u, United Methodist Seminars on National and International Affairs, mission encounters, and supplying material resources for mission programs and projects;
- b) maintain records of District meetings and events, including a copy of all meeting minutes and a list/description of events;
- c) maintain a list of officers by year;
- d) photograph, organize (with descriptions) and store pictures of all events;
- e) prepare and maintain an annual scrapbook/yearbook
- f) give historical presentations;
- g) Nurturing Partners---each Executive team member is assigned units or individuals to visit at least one time during the year. After receiving the list, team members should contact them introducing herself and asking for a convenient time to visit. They may also be asked to present a program. The District President may ask team members to contact their Nurturing Partners to remind them of upcoming events or for other communication needs;
- h) attend all District meetings and events;
- i) commit to reading, understanding (asking questions as necessary) and following the District Standing Rules.

Attend Conference training for your office once a year.