

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT PRESIDENT

Qualifications: A laywoman who is a member of a United Methodist church located within the boundaries of the district.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Tenure: No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years. However, when a leader serves as president and has tenure remaining to serve in another office, within the 8 years, she is eligible to serve again. If she has completed her 8-year tenure in positions other than president, she may still be elected president.

Duties:

- * Preside at all meetings of the district organization and its leadership team
- * Serve as an ex officio member of all other committees, where they exist, except the committee on nominations
- * Assist the leadership team in receiving, evaluating and preparing reports
- * Sign off on all official legal and financial documents
- * Serve as the contact person for local unit presidents
- * Provide resources and conduct training as determined by the leadership team based on ongoing assessment and evaluation
- * Develop with the leadership team a program of regular local, district or cluster unit visitation to promote the UMW PURPOSE
- * Develop with the leadership team ways to plan and engage in mission
- * Serve as a member of the conference leadership team
- * Represent or designate someone to represent UMW whenever opportunities are afforded

Other Duties as Assigned:

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT TREASURER

Qualifications: A lay woman who is a member of a United Methodist church located within the boundaries of the district.

A laywoman possessing a general knowledge of the financial responsibilities of the district organization and the mission emphasis and responsibilities of the UMW national organization

A laywoman eligible to be bonded through the UMW, Inc. national office

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Tenure: No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years

Tenure on the leadership team for elected leaders is limited to eight years

Duties:

- * Serves as an elected officer on the district leadership team
- * Serves as the contact person for local unit treasurers, provides resources and conducts training at least annually as determined by the leadership team
- * Assists the district leadership team in promoting contributions with emphasis on the importance of Mission Giving
- * Serves as the chair of the committee on finance where one exists, if there is no separate committee, chairs the leadership team when dealing with matters relating to finance
- * Conducts two meetings of the finance committee; one to prepare a district budget, and one for financial analysis and goal setting
- * Serves on other committees when dealing with financial matters
- * Recommends the amount to be pledged for mission by the district
- * Prepares a proposed budget for consideration by the district leadership team and submits it to the district organization for adoption
- * Receives funds from local, charge or cluster treasurers and from district units and district members monthly or quarterly as the conference determines
- * Remits all funds from local treasurers and from district units and district members to the conference treasurer

- * Sends itemized statements of all finances to district elected leaders and the the conference treasurer at least quarterly
- * Prepares a budget request for district administration and membership development funds recommended by the district leadership team and submits it to the conference committee on finance for approval
- * Receives funds from the conference treasurer for administration and membership development use in the district organization
- * Disburses district administration and membership development funds in accordance with approved recommendations from the leadership team upon written order of the president and the secretary
- * Presents the schedule of cash activities to the district leadership team and conference treasurer
- * Arranges for a certified public accountant or a person with a minimum of four-year accounting degree to perform specified accounting procedures on the books and accounting records of the district and insures that the report form is complete

Other Duties as Assigned:

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT SECRETARY

Qualifications: A laywoman who is a member of a United Methodist church located within the boundaries of the district

A laywoman who possesses a general understanding of the mission emphasis and total involvement of the district organization

A laywoman who possesses a working knowledge of computer and information technology

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Term and Tenure: No elected officer will hold the same office for more than four years
Those elected will assume their duties on January 1 following the election

Duties:

- * Serves as an elected officer of the district leadership team
- * Attends all meetings of the district leadership and of the district organization
- * Serves as the custodian of all records and official documents of the district
- * Keeps accurate minutes of all meetings of the district organization and for the leadership team, and gives notice of such meetings
- * Signs all official, legal and financial documents, making certain they are properly dated
- * Keeps an accurate roll of local units and their elected leaders
- * Serves as the contact person for local unit secretaries, providing resources and conducting training as determined by the leadership team based on ongoing assessment
- * Assists the district president in preparing agendas, programs and other mailings
- * Serves on the leadership committee on finance and other committees as assigned
- * Sends the names, addresses, zip codes, telephone numbers and e-mail addresses of elected district officers to the local presidents and to the secretary of the conference leadership team, immediately upon their election, and reports any interim changes as they occur

Other Duties as Assigned:

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT CHAIR, COMMITTEE ON NOMINATIONS

Qualifications: A laywoman who is a member of a United Methodist Church located within the boundaries of the district

A laywoman who possesses a thorough knowledge of the duties of each elected member of the district leadership team

No member of the nominating committee may hold an office in the organization beyond the local unit

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Term and Tenure: A two-year term as chairperson of the committee on nominations is in addition to the tenure limitations of four years for all other officers, except the treasurer, who may serve six years.

Duties:

- * Serves on the district leadership team and other committees as assigned
- * Keeps the members of the nominating committee aware of positions that need to be filled each year and vacancies that may occur throughout the year
- * Helps members of the committee see their task as an ongoing one
- * Prepares a slate of recommended elected leaders to be nominated to the district leadership team at least 30 days prior to the annual meeting at which the election will be held
- * Ensures that the leadership of the district organization reflects the diversity of the membership within the district
- * Serves as the contact person for local committees on nomination, providing resources as needed and conducting training at least annually as determined by the leadership team and based on ongoing assessment and evaluation
- * Works with local committees on nominations to identify and promote new leadership
- * Presents an annual written report of term and tenure of the district leadership team members to the leadership team.

Other Duties as Assigned:

- * Prepares articles for the district UMW newsletter regarding positions that are vacant and other relevant information
- * Attends meetings of the Conference Committee on Nominations upon request

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT COMMITTEE ON NOMINATIONS

Committee Composition:

The committee will be composed of no fewer than five members, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size.

The committee will be representative of the membership of the district in matters of employment, age, and racial and ethnic background. Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.

The committee may elect a vice chairperson.

No member will hold an office in the organization beyond the local unit

The committee will be divided into classes, with no member serving more than one four-year term

Members of a new class will be elected annually to replace the class that is rotating off; others may be elected to fill any vacancies remaining in previous classes

Duties:

- * Meet at least semiannually and on the call of the chairperson
- * Make a slate of nominees available to the leadership team at least 30 days prior to the annual meeting at which the election will be held, and then to the membership at the annual meeting
- * Make nominations to fill vacancies that occur throughout the year
- * Gain an understanding of the program of the district and the responsibilities of each office
- * Work throughout the year to identify women for leadership roles in the district organization
- * Ensure that the leadership of the district organization reflects the diversity of the membership with regard to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities, and employment outside the home

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT COMMITTEE ON MEMBERSHIP

Committee Composition:

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may appoint

No appointed leaders of the district organization will hold any other office beyond the local unit of UMW

Appointed leaders will serve no more than four years on the leadership team in any combination of such appointed responsibilities

Duties:

- * Meet at least semiannually and on the call of the chairperson
- * Work with the local units to collect membership data in collaboration with the conference committee on membership and the United Methodist Women National Office
- * Analyze the membership needs of the district and develop plans to organize new units
- * Work with the district program of local unit visitation to assist local units with membership concerns
- * Work with local units too small to function to see if forming a cluster unit or charge unit is feasible
- * Develop a district organizations and encourage interested women in churches with no active unit to become district members if there is no possibility of continuing or reorganizing a unit in that church

JOB DESCRIPTION FOR UNITED METHODIST WOMEN DISTRICT COMMITTEE ON PROGRAM

Committee Composition:

If a separate committee is established, its members will include a representative from the leadership team and others that the leadership team may determine

No appointed leaders of the district organization will hold any other office beyond the local unit of UMW

Appointed leaders will serve no more than four years on the leadership team in any combination of such appointed responsibilities

Duties:

- * Meet at least semiannually and on the call of the chairperson
- * Guide the leadership team in planning and implementing the mission emphasis of the district organization to fulfill the PURPOSE
- * Designate a special subcommittee to plan for the annual meeting and/or special programs such as workshops, seminars, or retreats; with at least one person on the subcommittee also being a members of the Committee on Program
- * Implement the plan and evaluate the effectiveness of each program

**JOB DESCRIPTION FOR UNITED METHODIST WOMEN
DISTRICT MISSION COORDINATOR FOR SPIRITUAL GROWTH**

Qualifications: A laywoman who is a member of a United Methodist church located within the boundaries of the district

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Term and Tenure: No elected officer will hold the same office for more than four years
Those elected will assume their duties on January 1 following the election

Duties:

- * Serves on the Executive Committee of the District United Methodist Women
- * Serves as the contact person for local unit Mission Coordinators for Spiritual Growth
- * Shares in carrying out the responsibilities of all district mission areas
- * Helps the local units understand and appreciate the biblical and theological basis for our mission and ministries with women, children and youth
- * Provides opportunities for women to realize personal growth and spiritual renewal for mission

Other Duties as Assigned:

**JOB DESCRIPTION FOR UNITED METHODIST WOMEN
DISTRICT MISSION COORDINATOR FOR SOCIAL ACTION**

Qualifications: A laywoman who is a member of a United Methodist church located within the boundaries of the district

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Term and Tenure: No elected officer will hold the same office for more than four years
Those elected will assume their duties on January 1 following the election

Duties: * Serves on the Executive Committee of the District United Methodist Women
* Shares in carrying out the responsibilities of all district mission areas
* Serves as the contact person for local unit Mission Coordinators for Social Action
* Assists women in the local units in study, action and reflection regarding current and emerging social, economic, environmental and political issues
* Helps the local units focus on at least one priority social action issue each year, such as, concerns for women, children and youth; the elimination of racism; supporting the United Nations; and promoting economic and environmental justice

Other Duties as Assigned:

From: *Focus on Local Units*, United Methodist Women Handbook 2009-2012, Pages 12 and 13
Prepared January 2015

**JOB DESCRIPTION FOR UNITED METHODIST WOMEN
DISTRICT MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION**

Qualifications: A laywoman who is a member of a United Methodist church located within the boundaries of the district

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Term and Tenure: No elected officer will hold the same office for more than four years

Those elected will assume their duties on January 1 following the election

- Duties:
- * Serves on the Executive Committee of the District United Methodist Women
 - * Shares in carrying out the responsibilities of all district mission areas. All Mission Coordinators work actively with the executive committee to fulfill the PURPOSE and to interpret and implement: The Social Principles and Our Theological Task, Mission Giving, The Charter for Racial Justice, and the Reading Program
 - * Serves as the contact person for local unit Mission Coordinators for Education and Interpretation
 - encouraging use of mission resources such as, the Prayer Calendar, Program Book, *response Magazine*, *New World Outlook* magazine and the Reading Program books
 - promotes the Mission Today Unit goals at district events, newsletters and local unit visits to encourage all local and district units to become Mission Today Units using the criteria provided by the conference officers of the UMW. (The goal is that at least 75% of all units will be Mission Today Units by the end of 2016)
 - * Helps the local units understand the mission and outreach ministries of the church
 - Coordinates and oversees assignments for the district visitation program with local units
 - identify and recommending mission workers (missionaries, deaconesses, US-2's, mission interns, staff of national mission institutions) to tell the mission story at district gatherings
 - arranging visits to Mission projects/sites supported by Mission Giving
 - promoting Mission U and proposed mission study materials
 - encourages in-gatherings of material resources from mission programs and sites
 - * Emphasizes the need for continual financial support for the program and mission of United Methodist Women

- * Seeks ways to educate and interpret the mission of United Methodist Women and educate others and promotes the Charter for Racial Justice Policies, Children's Sabbath and UMW's Action Network

Other Duties as Assigned:

- * Prepare and conduct annual district training for Local Mission Education and Interpretation Coordinators
- * Collect Mission Today Unit data from local units and recognize local Mission Today Units at district annual meetings and forward the reports to the conference

From: *Focus on Local Units*, United Methodist Women Handbook 2009-2012, Pages 13, and Pages 23 and 33 from United Methodist Women Handbook 2013-2016, Pages 23 and 33
Prepared January 2015/ Updated November 2015

**JOB DESCRIPTION FOR UNITED METHODIST WOMEN
DISTRICT SECRETARY OF PROGRAM RESOURCES**

Qualifications: A laywoman who is a member of a United Methodist church located within the boundaries of the district

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women

Term and Tenure: No elected officer will hold the same office for more than four years

Those elected will assume their duties on January 1 following the election

- Duties:
- * Serves on the Executive Committee of the District United Methodist Women
 - * Serves as the contact person for local unit Secretaries of Program Resources
 - * Assists members and elected leaders of the local units to know about and secure resources that enable them to fulfill the PURPOSE
 - * Keeps up to date on the extensive selection of printed and audiovisual materials available at the Mission Resource Center
 - * Promotes individual and unit subscriptions to the two United Methodist mission magazines, *response* and *New World Outlook*

Other Duties as Assigned:

From: *Focus on Local Units*, United Methodist Women Handbook 2009-2012, Page 12
Prepared January 2015