

## **CANAL DISTRICT GUIDELINES FOR STRUCTURE AND ORGANIZATION OF UNITED METHODIST WOMEN LOCAL UNITS AND SUBGROUPS**

### **Functions of a Local Unit**

The main functions of a local unit are to 1) learn about and support the mission of United Methodist Women 2) plan programs that incorporate the four mission emphases: Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach, 3) build a budget that reflects the PURPOSE, 4) interpret the need for and use of funds for mission, and 5) develop and train leaders.

Units must choose a structure, which would ensure that the functions of administration, finance, program planning for mission, record keeping, and nominations are carried out; as well as addressing the four areas of mission emphasis, ie. spiritual growth, social action, education and interpretation, and membership nurture and outreach.

### **Options for Local Unit Structure**

Leaders in the unit may select a structure that best meets their needs, and overtime may adapt their structure to address their changing mission involvement. One of the women must be named president and serve as a contact person for the district organization and represent the UMW on the local Church Council.

Basic Structure – consists of the following officers elected by the membership of the unit: President, Vice President, Secretary, Treasurer, and Chair of the Committee on Nominations.

Expanded Structure - consists of the basic structure plus one or more mission coordinators (Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach) elected by the membership of the unit.

Under either structure membership of the local leadership team includes any local UMW member who is a director of the national UMW organization, or a jurisdictional, district, or conference officer or representative.

Subgroups and Task Groups - may also be formed to allow members an opportunity to focus on special mission interests in smaller groups. Subgroups enrich and increase the program of the local unit; and they provide greater flexibility and freedom for individuals to participate, be nurtured, and to develop leadership skills. The more choices your unit offers, the more women from a variety of backgrounds and circumstances can be involved. Note: Subgroups do not have separate bank accounts. Funds received in a subgroup are passed on to the unit treasurer, and decisions about the use of funds are made by the unit as a whole, not by individual subgroups or circles. Each subgroup should select a representative to serve on the Program Committee and the Finance Committee, where they exist within the structure of the unit.

## **Composition of the Executive Committee, also known as the Mission Team or Leadership Team**

The leadership team's role is to nurture the members, reach out and invite other women and strengthen the connection with the district, conference and national organizations.

Elected officers under a Basic Structure comprise the Executive Committee, along with the local pastor, who serves an ex-officio member. Under this plan, the Executive Committee assumes responsibilities for all the basic functions and the four areas of mission emphasis mentioned above. Other leaders may be appointed for expansion of specific areas or needed services upon the recommendation of the executive committee.

The composition of the Executive Committee under the Expanded Structure option allows for the election of additional members beyond those named in the basic structure, i.e. Coordinators for Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach, and a Secretary of Program Resources. Also, all leaders or selected representatives of each subgroup are members of the Executive Committee.

## **Terms and Tenure of Officers**

Officers are elected for a specific length of time decided by their local unit. The maximum number of four consecutive years that a woman may serve in the same office is called *tenure*, and is determined by the Constitution and Bylaws of United Methodist Women, Inc. The chairperson of the Committee on Nominations can serve as chairperson for only two of the four years that she serves on that committee.

## **JOB DESCRIPTIONS FOR LOCAL UNITED METHODIST WOMEN OFFICERS AND COORDINATORS**

### **LOCAL UNIT PRESIDENT**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A laywoman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization.

The term of the office may be determined by the local unit.

Duties and Responsibilities:

- \* Serves as the chairperson of the local leadership team, presiding at all meetings of the unit and its leadership team
- \* Serves as an ex officio member of all other committees, where they exist, except on the committee on nominations
- \* Signs all legal and financial documents and orders on the treasury
- \* Prepares reports as necessary with the elected officers
- \* Develops, with the leadership team, ways to plan and engage in mission
- \* Represents the unit in all meetings or names a substitute
- \* Serves as a member of the local church administrative council or administrative board/church council
- \* Other duties as assigned

## **LOCAL UNIT VICE PRESIDENT**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: The term of office may be determined by the local unit.  
Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization.

Duties and Responsibilities:

- \* Assists the president in fulfilling the PURPOSE of United Methodist Women, Inc.
- \* Performs the duties of the president in her absence
- \* Chairs the Program Committee, where one exists; or chairs the leadership team when discussing matters relating to its responsibility for planning and implementing the program of the unit
- \* Other duties as assigned

## **LOCAL UNIT TREASURER**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Willingness to understand the financial responsibility of the unit and the programs and responsibilities of the national organization.

Term and Tenure: The term of office may be determined by the local unit.

Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization.

Duties and Responsibilities:

- \* Chairs the committee on finance, where one exists, or chairs the leadership team when dealing with matters related to finance and budget
- \* Serves on other committees when dealing with financial matters
- \* Works with the leadership team to develop a plan for receiving funds from individuals and subgroups on a regular basis
- \* Receives and disburses funds on order of the unit leadership
- \* Accounts for all funds, making itemized reports at regularly scheduled leadership team and unit meetings
- \* Submits the local unit books annually to the audit committee of the local church
- \* Remits all funds, except those designated for local missions, local administration, and local leadership development to the district treasurer, as directed by the conference or district organization
- \* Sends an annual itemized statement of all funds to the district treasurer
- \* Attends district and conference training events
- \* Other duties as assigned

## **LOCAL UNIT SECRETARY**

**Qualifications:** A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of the UMW.)

**Term and Tenure:** The term of office may be determined by the local unit. Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization.

### **Duties and Responsibilities:**

- \* Serves on the leadership team and other committees as necessary
- \* Assists the president in preparing an agenda for the scheduled meetings of the unit and the leadership team
- \* Gives notice of all scheduled meetings of the leadership team and the unit
- \* Keeps accurate minutes of all meetings of the unit and its leadership team
- \* Serves as custodian of all records and official documents
- \* Signs all official, legal and financial documents, making certain each is properly dated
- \* Keeps an accurate roll of membership, with the help of the coordinator of membership nurture and outreach, where one exists (UMW does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.)
- \* Sends a list of elected leaders of the unit, including home addresses, ZIP codes, telephone numbers and e-mail addresses, to the secretary of the district organization immediately upon their election and/or with interim changes
- \* Sends the name of a new president to the UMW Mission Resources office
- \* Other duties as assigned

## **LOCAL UNIT CHAIR, COMMITTEE ON NOMINATIONS**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Possesses a clear understanding of the duties of each elected leader  
Is familiar with the skills, interests and potential leadership characteristics of the individual members of the unit

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization.

The term of office for the chairperson of the Committee on Nominations is also set by the bylaws of the national organization for a total of 2 years during her term on the nominating committee. The term of office for the women serving on the committee on nominations may be set by the local unit.

Duties and Responsibilities:

- \* Serves on the leadership team of the local unit and other committees as necessary
- \* Develops a plan to help members of the committee on nominations and the leadership team to see the task of identifying and promoting new leadership as an ongoing task
- \* Calls the committee on nominations together at least twice a year
- \* Prepares a slate of nominees for local officers to be presented to the leadership team for approval and to the membership for election at their annual business meeting
- \* Recruits and secures nominees for recommendation to the leadership team for vacancies that may occur throughout the year
- \* Other duties as assigned

## **LOCAL UNIT MEMBERS OF THE COMMITTEE ON NOMINATIONS**

Note: This committee should be comprised of no less than three members including the chairperson.

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization

Term of office may be determined by the local unit

Duties and Responsibilities:

- \* Be alert throughout the year to identify women for leadership roles in the local unit
- \* Attend meetings of the committee on nominations upon the request of the chair
- \* Assist in recruiting and securing nominees for leadership roles within the unit to prepare a proposed slate for presentation to the leadership team for approval and to the unit membership for election at its annual business meeting
- \* Ensure that elected leaders of the unit and members of the committee on nominations reflect the diversity of the membership of the unit
- \* Secure nominees and make recommendations to the leadership team to fill any vacancies that may occur during the year
- \* Secure leaders for the subgroups as requested by the leadership team
- \* Other duties as assigned



## LOCAL UNIT SECRETARY OF PROGRAM RESOURCES

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization

The term of office may be determined by the local unit

Duties and Responsibilities:

- \* Is familiar with the extensive selection of printed and audio visual materials available from the resource center of the national organization
- \* Informs the unit members and the leadership team about resources available to enable them to fulfill the UMW PURPOSE
- \* Promotes individual and unit subscriptions to the United Methodist mission magazine *New World Outlook* and the UMW *response* magazine
- \* Orders and distributes books, magazines, and other promotional materials from the national resource center upon the request of the leadership team member or its members
- \* Other duties as assigned

## **LOCAL UNIT MISSION COORDINATOR FOR SPIRITUAL GROWTH**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization

The term of office may be determined by the local unit

Duties and Responsibilities:

- \* If elected or appointed, serves on the local unit leadership team
- \* Works actively with the leadership team to fulfill the PURPOSE
- \* Maintains contact with the district coordinator for spiritual growth and attends district training opportunities
- \* Helps the local unit to understand and appreciate the biblical and theological basis for our mission and ministries with women, children and youth
- \* Assists the leadership team in planning and providing opportunities for women to realize personal growth and spiritual renewal for mission
- \* Other duties as assigned

## **LOCAL UNIT MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization

The term of office may be determined by the local unit

Duties and Responsibilities:

- \* If elected or appointed, serves on the local unit leadership team
- \* With the leadership team, or a separate appointed committee, searches for and enlists new members, nurtures existing members, and interprets the PURPOSE to the church
- \* Works with the leadership team to build supportive community among the members of the unit
- \* Seeks contact with all women of the church to discover their needs and special interests and keeps the leadership team informed about those needs and interests
- \* Encourages the unit members to reach out teen women, mothers of children and youth, and working professionals
- \* Encourages and supports the organization of additional subgroups
- \* Encourages member participation in opportunities for spiritual growth, leadership development, involvement in mission, and meaningful participation in study and social action
- \* Assists the secretary in maintaining an updated membership list and attendance record for each meeting
- \* Maintains contact with the district coordinator for membership and attends district training opportunities
- \* Other duties as assigned

## **LOCAL UNIT MISSION COORDINATOR FOR SOCIAL ACTION**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization

The term of office may be determined by the local unit

### Duties and Responsibilities:

- \* If elected or appointed, serves on the local unit leadership team
- \* Works with the leadership team, or a separate appointed committee, to assist the women of the unit in study, action and reflection regarding current and emerging social, economic, environmental, and political issues
- \* Keeps current on priority social action issues of the national organization and helps the leadership team choose at least one priority social action issue each year for emphasis
- \* Maintains contact with the district mission coordinator on social action and attends district and conference training opportunities
- \* Other duties as assigned

## **LOCAL UNIT MISSION COORDINATOR FOR EDUCATION AND INTREPRETATION**

Qualifications: A lay woman who is a member of the local United Methodist Church with which the unit is affiliated. (A lay woman serving as a local pastor is not eligible to serve as an elected or appointed leader of UMW.)

Term and Tenure: Tenure of not more than 4 consecutive years in any office is determined by the bylaws of the national organization

The term of office may be determined by the local unit

Duties and Responsibilities:

- \* If elected or appointed, serves on the local unit leadership team
  
- \* Works with the leadership team, or a separate appointed committee, to help the membership understand the mission and outreach ministries of the church
  
- \* Maintains contact with the district coordinator of education and interpretation and attends district and conference training opportunities
  
- \* Other duties as assigned

## **OPTIONAL COMMITTEES FOR EXPANDED UNIT STRUCTURE**

### **LOCAL UNIT COMMITTEE ON PROGRAM**

When the local unit chooses to have a separate committee on program, the vice president will chair the committee, which may include the president, treasurer, secretary, representatives of each of the subgroups, and the mission coordinators for spiritual growth, social action, and education and interpretation.

The responsibility of the committee on program is to recommend and plan programs of study and action for the unit to help fulfill the PURPOSE of the organization.

### **LOCAL UNIT COMMITTEE ON FINANCE**

When the local unit chooses to have a separate committee on finance, the treasurer will chair the committee, which may include the president, vice president, secretary, representatives of the subgroups, where they exist, the program resources secretary, and mission coordinators for social action, education and interpretation, and spiritual growth.

The responsibility of the committee on finance is to analyze the giving pattern and income of the unit, prepare and recommend a budget to the leadership team for approval, and present the final proposal to the unit membership for adoption at its annual business meeting. At the call of the treasurer, the committee should convene at least twice per year, once for financial analysis and goal setting, and once for budget preparation.

### **LOCAL UNIT COMMITTEES FOR EXPANDED NEEDS**

Other committees for expansion of specific program areas or needed services for implementation of the PURPOSE of the organization may be named by the leadership team.