

District Officer Job Descriptions

President

The **PRESIDENT**, working with the Executive Committee, shall actively seek to advance all phases of the work of United Methodist Women. 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, provide resources, and conduct training at least annually, as determined by the Executive Committee;**
- e. **develop, with the Executive Committee, a program of regular local and district unit or cluster visitation to promote the PURPOSE;**
- f. **develop, with the Executive Committee, a plan to urge local and district units to become Mission Today Units, using the criteria received from the conference; incorporate elements of Mission Today into the on-going program of the district;**
- g. **serve as a member of the conference Executive Committee;**
- h. **represent, or designate someone to represent, United Methodist Women wherever opportunities are afforded by the district.**

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- g. serve as a member of the conference Executive Committee;
- h. represent, or designate someone to represent, United Methodist Women wherever opportunities are afforded by the district.

Vice President

The **VICE PRESIDENT**, working cooperatively with the president, shall assist the district in fulfilling the PURPOSE. She shall:

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- a. guide the Executive Committee in its responsibility for planning and implementing the program of the district, including the district annual meeting;

b. serve as contact person for local unit vice presidents, provide resources, and conduct training at least annually, as determined by the Executive Committee;

c. 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;

d. perform the duties of the president in her absence;

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d. perform the duties of the president in her absence;

e. chair the Committee on Program where one exists or, where there is no separate committee, chair the Executive Committee when dealing with matters relating to program; serve on the Committee on Finance where one exists.

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Secretary

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

a. keep accurate minutes of all meetings of the district organization and its Executive Committee and give notice of Executive Committee meetings;

b. serve as custodian of all records and official papers;

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c. sign, with the president, all orders on the treasury and all official and legal papers, making certain they are properly dated;

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d. keep an accurate roll of local units and elected leaders;

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e. send a list of elected district leaders of the organization (including addresses, zip codes and telephone numbers) to the local presidents and the secretary of the conference organization immediately upon their election; and report ad interim changes;

send a list of elected district leaders of the organization (including addresses, zip codes and telephone numbers) to the local presidents and the secretary of the conference organization immediately upon their election; and report ad interim changes;

f. serve as contact person for local unit secretaries, provide resources, and conduct training for them at least annually, as determined by the Executive Committee;

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g. serve on the Executive Committee and, where they exist, the Committees on Program, Finance, and Membership Nurture and Outreach.

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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 the Women's Division. She shall be bonded through the Women's Division. She shall:

a. receive funds from local unit treasurers and from district units and district members monthly or quarterly, as the conference determines; remit all funds from local treasurers and from district units and district members 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 use in the district organization and disburse district Administration and Membership Development funds in accord with approved recommendations from the Executive Committee upon written order of the president and the secretary;

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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;

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d. present the Schedule of Cash Activities statement to the district Executive Committee and the conference treasurer;

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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;

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f. serve as the contact person for local unit treasurers, provide resources, and conduct training at least annually, as determined by the Executive Committee;

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.

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Return form to:
Patricia White
P.O. Box 107
Birdnest, VA 23307

UNITED METHODIST WOMEN
Virginia CONFERENCE
Eastern Shore District

Date: _____

RECOMMENDATION TO THE **DISTRICT** COMMITTEE ON NOMINATIONS

I recommend:

Name: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Age: _____ 20's _____ 30's _____ 40's _____ 50's _____ 60's _____ 70+

Race/Ethnicity _____ Employed: _____ Yes _____ No

Why I think you should consider this person (attach extra sheet if necessary):

District UMW Position(s) I would recommend this person for:

Signed: _____

Address: _____ Telephone#: _____