

South East District United Women in Faith

Leadership Roles and Responsibilities

Elected Leaders

The president will:

- a. Preside at all meetings of the district organization and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations. "Ex officio" is defined as having voice and no vote.
- b. Work with the leadership team in receiving, evaluating, and preparing reports.
- c. Sign all official, legal, and financial documents.
- d. 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.
- e. Develop with the leadership team a program of regular local, district, or cluster unit visitation to promote the Purpose.
- f. Develop with the leadership team ways to plan and engage in mission.
- g. Serve as a member of the conference leadership team.
- h. Represent or designate someone to represent United Women in Faith wherever opportunities are afforded.

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Leadership Roles and Responsibilities

The treasurer will be informed concerning the financial responsibility of the district organization and the mission emphases and responsibilities of the United Women in Faith national organization. She is bonded through the United Women in Faith National Office.

She will:

- a. Receive funds from local, charge or cluster 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, and 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 accordance with approved recommendations from the leadership team upon written order of the president and the secretary.
- c. Arrange for a certified public accountant or a person with substantial accounting, audit, or finance experience to perform agreed-upon procedures on the books and accounting records of the district and send a copy to the conference treasurer.
- d. Work in cooperation with the leadership team to promote contributions with emphasis on the importance of Mission Giving.
- e. Present the schedule of cash activities statement to the district leadership team and conference treasurer.
- f. Serve as the contact person for local unit treasurers, provide resources, and conduct training at least annually as determined by the leadership team.
- g. Chair the committee on finance where one exists, or if there is no separate committee, chair the leadership team when dealing with matters relating to finance.
- h. Serve on the leadership team and other committees when dealing with financial matters.

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Leadership Roles and Responsibilities

The secretary will be informed about the mission emphases and the total involvement of the district organization in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the district organization and for the leadership team and give notice of such meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal, and financial documents, making certain they are properly dated.
- d. Maintain minutes and local documents/records for 2 quadrennia (the preceding and the current). Archive older minutes and records with the district United Methodist archives per the General Commission on Archives and History recommendations. Electronic or physical records may be archived as is the preference of the archival site.
- e. Keep an accurate roll of local units and elected leaders.
- f. Send names of elected and appointed district leaders of the organization, including addresses, ZIP codes, telephone numbers, and emails, to the local presidents and the secretary of the conference organization within ten (10) days of their election, and report ad interim changes immediately.
- g. Serve as contact person for local unit secretaries, provide resources, and conduct training as determined by the leadership team based on ongoing assessment.
- h. Serve on the leadership team, committee on finance, and other committees as necessary.

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Leadership Roles and Responsibilities

The chairperson of the committee on nominations and other members of the committee on nominations are responsible for the nomination of all elected leaders of the district organization. This requires a clear understanding of the duties of each elected leader.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Work with local committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for local committees on nominations, provide resources, and conduct training at least annually as determined by the leadership team and based on ongoing assessment and evaluation.
- f. Will serve on the leadership team and other committees as necessary.
- g. Will attend district leadership team meetings and district events.

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Leadership Roles and Responsibilities

The Committee on Nominations will:

- a. Be comprised of no fewer than five (5) members, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size.
- b. 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.)
- c. Elect a vice chairperson if needed. No member will hold an office in the organization beyond the local unit.
- d. Be divided into classes, with no member serving more than one four-year term.
- e. Be elected for a four-year term, except when classes are established for the first time.

Members of a new class will be elected annually to replace the class that is rotating with members being elected to fill any vacancies in the other three classes.

The committee will:

- 1) Gain an understanding of the program of the district and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the district organization.
- 3) Ensure that the leadership of the district organization reflects the diversity of the membership within the district. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities, and employment in and outside the home.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Meet at least semiannually. The chairperson can call additional meetings as needed.

South East District United Women in Faith

Appointed Leaders – Positions Descriptions

Other leaders may be appointed for specific tasks, expansion of specific areas or needed services upon recommendation of the leadership team. Appointed leaders have voice and will have voting privileges per the district standing rules.

Program Coordinator/Vice President

The Vice President will:

- a. Work cooperatively with the president and assist the conference in fulfilling the Purpose.
- b. Guide the leadership team in its responsibility for planning and implementing program and events to strengthen mission and fulfill the Purpose.
- c. Actively observe and promote good environmental practices during gatherings when possible.
- d. Serve as contact person for district/local program coordination designee or vice presidents, provide resources, and conduct training at least annually, as determined by the leadership team.
- e. Serve as chairperson of the committee on Program.
- f. Perform the duties of the president in her absence.
- g. Attend district leadership team meetings and district events.

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Appointed Leaders - Position Descriptions

Spiritual Growth Coordinator

She will:

- a. Coordinate opportunities for spiritual and theological development as related to mission.
- b. Serve as a member of the leadership team.
- c. Understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement.
- d. Attend district leadership team meetings and district events.
- e. Attend each of the following events at least once during the course of her term: Leadership Development Days, Mission U, and Assembly.

Social Action Coordinator

She will:

- a. Work with the leadership team to engage members in advocacy for justice as it is rooted in our biblical tradition.
- b. Encourage work on the current United Women in Faith issue priorities (climate justice and ending mass incarceration of communities of color) for the greatest potential impact for change.
- c. Attend district leadership team meetings and district events.

Language Coordinator

She will:

- a. Establish and nurture relationships with local leaders in her own language group that could lead to greater participation in United Women in Faith events and formation of new units.
- b. Reach out and nurture women whose first language is not English.
- c. Make recommendations to the district leadership team regarding education and leadership development needs of women in assigned language groups.
- d. Attend district leadership team meetings and district events.
- e. Serve a two-year term and be eligible for a maximum of four years or two terms.