

Job Descriptions for GS District Team Members 2019

1. President

- a. shall chair meetings, sign official documents, represent the local organization or designate in other settings (including the charge conference), coordinate the work of the organization. She will share fiduciary responsibility with the treasurer.

2. Vice President

- a. shall coordinate the work of the organization with the president. She will take on specific roles such as event locations as determined by the team.
- b. shall serve as chair of the team committee planning District Annual.
- c. shall compile envelopes with all certificates awarded to local units.

3. Secretary

- a. shall keep the minutes of meetings.
- b. shall sign official documents.
- c. shall communicate information to group members.
- d. shall keep an accurate list of members, officers, teams and leaders.
- e. The secretary shares fiduciary responsibility with the treasurer.

4. Treasurer

- a. shall keep financial records, receive and distributes funds, and provide the group with financial reports.
- b. Local Treasurers must submit any monies to the District Treasurer before the District books are closed on December 10.
- c. Shall work closely with local units to keep them informed of their 5 Channels of Giving and pledge status and prepares 5 Channels of Giving certificates
- d. Shall arrange an audit of the books each year.

5. Mission Coordinator for Education and Interpretation

- a. Chairs the Scholarship committee for Mission u or School of the

North. This committee is composed of the district president and the three other mission coordinators. Guidelines to be established and candidate selection by the committee.

- b. Chairs the committee planning the Evening of Mission event.
- c. Is member of the church Greater Southwest Mission committee

6. Mission Coordinator for Social Action

- a. Represents Greater Southwest District at event planning.
Mileage and registration should be vouchered if the coordinator or her representative attend the conference Making Peace Day.
- b. Implements the Charter for Racial Justice program
- c. Educates and promotes social action issues
- d. Serves on the Scholarship committee for Mission u or School of the North

7. Mission Coordinator of Membership, Nurture, and Outreach

- a. Compiles the annual census of local units and their members
- b. Serves on the Scholarship committee
- c. Implements the Special Friends program, a project for sharing ideas, information and fellowship between District officers and Local units.
- d. Remembers team members in times of illness or death. (It is suggested that team members donate toward gifts in memory for death of immediate family members -life partners, parents, or children)
- e. Is in charge of Memorial service at District Annual Meeting.

8. Mission Coordinator of Program Resources

- a. Encourages the UMW Reading Program
- b. Collects reports of all who participated in the Reading Program
- c. Prepares certificates for all who participates in the Reading Program

9. Mission Coordinator for Spiritual Growth

- a. Gives a devotions at each team meeting and all district Events
- b. Chairs the committee responsible for the district Spiritual Growth Retreat/Day

10. Communication Coordinator / Flaming Star

- a. shall be appointed annually for up to four years.
- b. shall be to publicize district and conference meetings, workshops, and training sessions in the newsletter and Facebook page.
- c. the newsletter /Flaming Star shall be issued at least four times a year.
- d. Each district officer shall provide articles
- e. the newsletter shall be sent either by mail or electronically to:
 - i. local presidents, VPs, secretaries, treasurers, and circle chairpersons
 - ii. district team officers
 - iii. district pastors
 - iv. district office
 - v. presidents and VPs of other districts
 - vi. conference officers

11. Committee on Nominations

- a. include the chairperson and 3-5 members representing the geographical areas of the District
- b. the chairperson shall have served on the committee and have been a district officer at least one year prior to becoming chairperson
- c. the immediate past district president shall be asked to serve on this committee
- d. The committee shall present each nominee a list of her duties and what is expected of a district officer
- e. Officers shall be evaluated by the Committee before being asked to serve another year
- f. The chairperson of shall work with the Treasurer and be responsible for Special Mission Recognition for the team officers as they complete their term of office. This shall be done at least 3 months in advance of District Annual Meeting to ensure ordering and receiving of said recognitions.
- g. The committee shall keep accurate and updated records of term and tenure of elected leaders and report this annually to the executive board

- h. Selection of persons for nominations shall be made keeping in mind representation of age, race, ethnic background, employment, marital status and geographical location to assure diversity within the district team.
- i. UMW is a lay organization rooted in mission: thus only lay women may serve as elected officers
 - j. The slate of officers shall be presented to the local units at least 30 days prior to Annual Meeting. The slate shall be published in the *Flaming Star*.
 - k. The voting membership shall be member of the Greater Southwest district UMW present at the Annual Meeting. Voting may be by acclamation. Leadership shall be elected for a one-year term.
 - l. Nominations from the floor can be made with nominee's consent and knowledge of the duties and responsibilities.
 - m. Those elected will be encouraged to attend the fall team planning meeting and will assume duties and responsibilities on January 1.
 - n. The nominee's home church shall be notified of her election Updated by the District team by the nominations chairperson
 - o. Election to a partial term of 6 months or more shall be considered as a full year when calculating tenure.

12. Finance Committee

- a. shall be composed of the treasurer as chairperson, president, VP, secretary, mission coordinators.
- b. shall make recommendations for event offerings according to UMW conference guidelines.
- c. The district budget shall be formulated by the treasurer, approved by the Finance committee, presented to the Executive committee for approval and finally to be accepted the Annual Meeting by the membership.