

Conference President Job Description

Pacific Northwest Conference
United Methodist Women

The PRESIDENT, working with the Executive Committee, shall actively seek to advance all phases of the work of United Methodist Women. The term for the office of President is two years with the possibility of re-election to a second two-year term.

SHE SHALL

- Preside at all meetings of the conference organization, its Executive Committee, Administrative Committee and the Committee on the [Charter for Racial Justice Policies](#) and serve as an ex officio member of all other committees except the. Committee on Nominations;
- Work with the executive committee in receiving, evaluating and preparing reports;
- Sign with the secretary all-official and legal papers and orders on the treasury;
- Serve as the contact person for district presidents, provide resources, and conduct training at least annually, as determined by the Executive Committee;
- Encourage districts, with the Executive Committee, to promote Mission Today (<http://gbgm-umc.org/umw/missiontoday>) Units; incorporate elements of Mission Today into the on-going program of the conference;
- Serve as a member of the annual conference by virtue of her office (*The Book of Discipline*, 2008, ¶32) and as a member of other boards and committees as determined by The Book of Discipline and/or the annual conference;
- Represent, or designate someone to represent, United Methodist Women wherever opportunities are afforded by the annual conference or its agencies.

TERM OF OFFICE

The term of office is for two years. A second two year term may be offered. No one may serve more than two terms in any office.

RESOURCES

- Mission Today (<http://gbgm-umc.org/umw/missiontoday>)
- Community Building Ideas (<http://gbgm-umc.org/umw/community.html>)
- Mission Update newsletter (<http://gbgm-umc.org/umw/missionupdate>) - for all local presidents -should be distributed among unit
- Response magazine (<http://gbgm-umc.org/response>)
- Press Releases (<http://gbgm-umc.org/umw/newsrelease>)
- Financial interpretation links (<http://gbgm-umc.org/womens-division/index2.html>)
- Mission Education events (http://gbgm-umc.org/umw/socm_locations.htm)
- UMW History (<http://gbgm-umc.org/umw/history>)
- Charter for Racial Justice (<http://gbgm-umc.org/umw/racial.html>)
- Mission Maps (<http://gbgm-umc.org/umw/umwmap/maphome.htm>)

2005-2008 - taken from the Constitution and By-Laws book and from the Web-Site

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Article 7. Relationships.

- The president of the conference organization of United Methodist Women is a member of the annual conference, as set forth in *The Book of Discipline of the United Methodist Church* 2008, ¶32.
- Designated officers shall represent the conference organization on the various boards, councils, commissions and committees of the conference as the constitutions and bylaws of such agencies provide.

AMPLIFIED JOB DESCRIPTION FOR THE PNW CONFERENCE PRESIDENT

The President shall:

- a. Preside at all meetings of the conference organization, its Executive Committee, Administrative Committee, and the Committee on the Charter for Racial Justice Policies.
 - Serve as an ex officio member of all other committees except the Committee on Nominations.
 - She works informally with the latter committee.
- b. Work with the secretary in formulating business agendas.
 - Sign with the secretary all official and legal papers on orders of the treasurer. Along with the secretary, she signs vouchers before the treasurer writes checks.
 - Work with the executive committee in receiving, evaluating and preparing reports as needed for Women's Division and for the Pacific Northwest Conference. Compile/write reports as necessary and send them to the proper place.
- c. Encourage participation of women in the life and work of the church and in Conference and District enrichment opportunities.
 - Encourage the support of mission opportunities. Encourage districts, with the Executive Committee, to promote Mission Today Units; and to incorporate elements of Mission Today into the on-going program of the conference.
 - Serve as a member of the Annual Conference, the Connecting for Ministry Group, the Conference Board of Global Ministries, the Annual Conference Planning Sessions Committee, the Board of Laity, and the Cooperative School of Christian Mission Planning Committee.
 - Represent United Methodist Women whenever opportunities are presented by the Annual Conference or its agencies.
- d. Write for The Sharing Line. Reports are also prepared for the Conference Journal and the Conference Financial Program Book. She sends information to members of the Executive Committee before each meeting.
- e. Arrange meeting places for all meetings under 1 above and for DLTE.
- f. Encourage each officer to fulfill her basic duties and be available to answer questions.

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- g. Ex-officio member, with vote, of the Atlantic Street Center and Tacoma Community House boards.
- h. Serve as the contact person for district presidents, provide resources, and conduct training at least annually, as determined by the Executive Committee;

The conference will reimburse travel and other expenses related to the job according to the Standing Rules. Overnight stays may be necessary.

MEETINGS AND ACTIVITIES THE PRESIDENT MUST ATTEND AND PARTICIPATE AS PART OF DUTIES OF THIS OFFICE

Conference United Methodist Women

- Executive Meetings 1.5 days in January, April, July, October
- Annual Meeting/District Leadership Training 1.5 days in October
- Conference Workshops and Activities. as planned
- Regional School of Mission 4-5 days in June
- Cooperative Schools of Christian Mission two schools in July
- Cooperative School of Christian Mission Planning Meetings 3 — on call
- District Annual Meetings own and as invited
- District Executive Meetings own and as invited
- District Workshops and Activities. own and as invited

Out Of Conference — Usually Quadrennial

- Assembly
- Western Jurisdiction Meeting
- Women's Division meeting as guest once may send someone else
- Presidents' Consultations (none held during my term — Pat)
- National Leadership Training first year in office - November

PNW Conference United Methodist Church

- Annual Conference 4 days in June
- Leadership Coordinating Council on call
- Conference Board of Global Ministries on call
- Annual Conference Sessions Planning committee on call
- Board of Laity Committee on call

Travel expenses, room and board, and other reasonable expenses will be reimbursed according to the Standing Rules of the Conference UMW and the PNW Annual Conference, whichever is appropriate for the meeting or function attended.

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The President does some writing:

- An article for the Financial Program Book of the PNW Annual Conference
- An article for the PNW Annual Conference Pre-Conference Handbook (Conference Journal)
- An article for the program Book of the UMW Conference Annual Meeting
- An article for each issue of the Sharing Line (4)
- May prepare an article for the Sharing Line relating to the work of the Racial Justice Committee
- Other articles for the Sharing Line as timely and necessary.

ADDITIONAL DUTIES FROM CONFERENCE STANDING RULES

1. Serve as an ex officio member of all other committees except the Committee on Nominations includes the Program, Finance and Membership Nurture and Outreach Committees. *See Bylaws, Article IV, Sections 1, 2 & 3; pages 36 & 37*
2. Serve as a representative to the Committee of the Cooperative School of Christian Mission.
3. Appoint a Committee on Standing Rules annually. (Traditionally the Secretary does this & serves as this chairperson.)
4. Appoint a Scholarship Committee annually and designate a chairman. (Usually a member of the Committee on Nominations, a member of the Executive Committee, and a District President.)
5. Appoint a Historian to serve for a four-year term.
6. Serve as a member of annual conference boards and committees as determined by The Book of Discipline and/or the annual conference.
 - a. Annual Conference Sessions Planning Committee
 - b. Board of Global Mission
 - c. Board of Laity
 - d. Connecting for Ministry Group
7. Appoint the following to represent United Methodist Women:
 - a. Representative to the Commission on Status & Role of Women