

Secretary Job Description
Pacific Northwest Conference
United Methodist Women

The Secretary, working cooperatively with the President and Executive Team shall assist the Pacific Northwest Conference of United Methodist Women in fulfilling the PURPOSE. She must understand the organizational form, the program and the total involvements of the conference and district in order to perform her responsibilities and assist the President.

SHE SHALL

- Attend and keep minutes of all meetings of the Executive, Program, and Finance Committee and distribute minutes as required; **MINUTES:** are to be sent to all conference officers, district presidents, Women's Division members residing within the conference, jurisdiction president, regional staff person and the church conference office.
- Serve as custodian of all records and such official papers as may be placed in her care. In consultation with the historian, place records in archives;
- Sign, with the president, all orders on the treasury and all official legal papers, making certain they are checked for accuracy and properly dated; verify accuracy and sign vouchers of monies spent by officers and give to the Treasurer for payment
- Care for such correspondence as directed, and share with the organization any communications received
- Send names of conference elected leaders (including addresses) to the Women's Division immediately following elections and to Western Jurisdiction Team as requested, and report all interim changes Send names of conference elected leaders to the Annual Church Conference Secretary (also Changes) for the Journal.
- Assist the President, when requested, in planning the agenda for meetings of the organization and the Executive Committee.
- Report recommendations and actions of the Executive Committee to the conference organization;
- Keep an accurate list of the elected leaders of districts;
- Send official meeting notices to all conference and district officers all local presidents, and when requested to others,
- Prepare and send conference calendar changes to the conference team, the Sharing Line, district presidents and secretaries, the program director and secretary in the church conference office and other organizations as needed for their information;
- Compile and distribute conference directories yearly to all those listed above;
- Work with other elected leaders in receiving, evaluating, and preparing reports;
- Make updates of Standing Rules and distribute to conference officers as well as prepare for approval at Annual meeting
- Correspond with the district secretaries several times a year; provide training for district counterparts at annual meetings;

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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

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

MEETINGS—ATTENDANCE REQUIRED

- Executive, Nominations, Finance 1.5 days in January, April, July, October
- Annual Meeting/District Leadership Development 1.5 days in October

OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE

- District Executive Meeting
- District Annual Meeting
- District Spiritual Retreat (alternate years)
- Local Unit Meetings

OTHER MEETINGS AND EVENTS—NOT REQUIRED

- Leadership Training (first time officer-one time only) 3 days + travel in November
- Spiritual Retreat 2 days in April every other year
- Mission u 4 days in July
- Assembly 4 days + travel every 4 years (2018 etc.)
- Jurisdiction 4 days + travel every 4 years (2020 etc.)