

Secretary of Program Resources Job Description

Pacific Northwest Conference

United Methodist Women

The Secretary of Program Resources working cooperatively with the President and Executive Team shall assist United Methodist Women Pacific Northwest Conference in fulfilling the PURPOSE.

SHE SHALL

Familiarize herself with and promote use of printed and audiovisual materials from United Methodist Women which are available through the mission resource center.org – paying particular attention to those that are updated periodically;

- Promote the Reading Program; receive and interpret reports from the districts regarding their participation in the Reading Program;
- Promote the mission magazines Response
- Display and arrange for the sale of program materials at conference meetings,
- Order books that are requested by Executive Committee members for discussion at each meeting and are chosen by the four Mission Coordinators from a signup sheet, the payment of these books is to Program Resources Secretary.
- Order United Methodist Women handbooks etc.
- Serve as the contact person for district secretaries of program resources, contacting and mentoring counterparts 4 times a year advising when new information comes from National Women's Division, and encouraging them to visit/contact local counterparts.
- Conduct annual training for district counterparts
- Serve on the following committees: Conference Executive, Program, Finance, and Mission. u
- Order "Sampler" in November for each of the 8 Conference Officers.(President, Vice President, the four Mission Coordinators, Secretary of Program Resources and Communications Coordinator
- Write Articles for "Sharing Line" and other articles as requested by Executive Team.
- Prepare a written report of activities for each Conference Executive Meeting, emailing to all members and giving a hard copy to those without email.
- In August look for new materials and books from National. Create a book folder for use at the Executive Meetings as National has a free booklet for sales.

MISSION U and ANNUAL MEETING

Order consignment materials and books from Mission Resourcecenter.org 5 weeks prior to Mission U in July and Annual meeting in October (including Racial Justice information, Free Materials, a few Bibles and other things of interest to sell).

RESOURCE ROOM at EVENTS

- Order books pertinent to the Event
- Arrange ahead of time for the necessary display tables
- Determine hours for Resource Room to be open
- Encourage District counterparts to assist in the Resource Room

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- Arrange to have money/change for the event.
- After completion of event, repack materials
- Tabulate sales with Conference Treasurer
- Ensure that time for promotion and announcements are allotted during the event.
- When making Service Center order, consider previous records, availability of resource materials at preceding meetings, special focus of the event, and reference by study leaders, speakers, etc.

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
- Mission u Planning Meeting 4 days in July
- Mission u 4 days in July
- Annual Meeting/District Leadership Development 1.5 days in October
- Spiritual Retreat 2 days in April every other year

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
- Assembly 4 days + travel every 4 years (2018 etc.)
- Jurisdiction 4 days + travel every 4 years (2020 etc.)