

## **VICE PRESIDENT JOB DESCRIPTION**

Pacific Northwest Conference  
United Methodist Women

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

### **She Shall:**

- Perform the duties of the President in her absence
- Serve as Chairperson of the Program Committee for the Annual Meeting.
- Prepare a written report of activities for each Conference Executive Meeting, emailing to all members and giving a hard copy to those without email.
- Serve as contact person for the district vice presidents, contacting counterparts by letters, email or telephone calls four times a year
- Conduct leadership training at Annual Meeting
- Write articles for "*The Sharing Line*". (four times each year)

### **THE VICE PRESIDENT WITH THE PROGRAM COMMITTEE SHALL:**

- Plan the Annual Meeting held each October with input from the Conference Executive Team, starting in January.
- Select a theme, scripture, and logo, make arrangements for Communion needs, speakers (keynote, scripture leader, class presenters) and develop a schedule for the Annual Meeting.
- Communicate with all presenters.
- Publicize the Annual Meeting through the "*Sharing Line*".
- Create and disseminate the registration form through the summer "*Sharing Line*".
- Collect information for and create the Annual Meeting program booklet in cooperation with other officers.
- Work with the hosting district and local church in conducting the Annual Meeting for hosting.
- Use Evaluations to assess the effectiveness of the Annual Meeting for future planning.
- Keep a record of each year's Annual Meeting.

The Program Committee consists of the following officers: Secretary, Treasurer, Program Resources Secretary, Communications Coordinator, Mission Coordinators for: Education & Interpretation, Membership, Nurture and Outreach, Social Action, Spiritual Growth and the District President for the Hosting District.

### **TERM OF OFFICE**

The term of office is 2 years.

A second 2 year term may be offered. No one may serve more than two terms in any office.

### **EXPENSES**

Travel and other expenses related to the office, etc. are reimbursed according to Standing Rules.

Overnight stays may be required.

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### MEETINGS—ATTENDANCE REQUIRED

Executive, Program, Finance	1.5 days in January, April, July, October
Annual Meeting/District Leadership Training	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.)