

Elected Leaders for Local Units

From the Constitution and Bylaws of United Methodist Women in the local Church

Functions

Units may use a structure, which would assure that the following functions would be carried out: Administration, Finance, Program Planning for Mission, Record Keeping and Nominations. One of the women must be named President in order to serve as a contact person for the District Organization, and serve on the Local Church Council.

Necessary Officers

- President
- Vice President
- Secretary
- Treasurer
- Committee on Nominations (3 to 6 women)
- Pastor (ex-officio)

Additional officers and committees shall be elected or appointed as needed, in accordance with the plans of the United Methodist Women's national organization as set forth in the bylaws for the local unit of United Methodist Women. **(Constitution Article 5)**

These Offices could include:

- Mission coordinator for Spiritual Growth
- Mission coordinator for Social Action
- Mission coordinator for Education & Interpretation
- Mission coordinator for Membership Nurture and Outreach

Tenure

Officers are elected for a specific length of time decided by their local unit. The maximum number of four consecutive years that a woman may serve in the same office is called *tenure*, and is determined by the Constitution and Bylaws of United Methodist Women. The chairperson of the Committee on Nominations can serve as chairperson for only two of the four years that she serves on that committee.

Elected Officer Responsibilities and Duties

Each local unit officer has a counterpart in the District and Conference Organizations of United Methodist Women who holds the same position. Your District counterpart will be available to give you practical advice about how to carry out your duties and will be a source of support as you learn more about being a leader of United Methodist Women.

Responsibilities of Elected Offices

PRESIDENT

(Briefly)

The President of the local unit of United Methodist Women must be a member of that local UMW Congregation. She will be a member of the local United Methodist Church, as a member of the Church Council or on the Administrative Council or Administrative Board/Council on Ministries. (*The Book of Discipline of the United Methodist Church 2016 p.252.5i*)

(By-Laws)

The President, working with the leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the unit and its leadership team, and serve as an ex-officio member of all other committees, except the committee on nominations.
- b. Sign all legal and financial documents and orders on the treasury.
- c. Prepare reports as necessary with the elected officers.
- d. Develop, with the leadership team, ways to plan and engage in mission, using the criteria received from the District or Conference. (Mission Today Objectives)
- e. Represent the unit in all meetings or name a substitute.
- f. Be a member of the local United Methodist Church with which the unit is affiliated and serve, where they exist, as a member of the Church Council, on the Administrative Council or Administrative Board/Council on Ministries. (*The Book of Discipline of the United Methodist Church 2016 p.252.5i*) Membership in the church may include affiliate membership.

Revised 9/1/18

VICE-PRESIDENT

(Briefly)

The Vice-President works closely with the President in understanding and interpreting all aspects of the program of United Methodist Women. In the absence of the President, she performs the President's duties. She chairs the Committee on Program, where one exists, guiding its members in planning programs, determining needed resources and involving a variety of women in the planning process.

(By-Laws)

The Vice-President, working cooperatively with the President, will assist the unit in fulfilling the PURPOSE.

She will:

- a. Guide the leadership team in its responsibility for planning and implementing the program of the unit.
- b. Perform the duties of the President in her absence.
- c. Promote ecumenical relations.
- d. Chair the committee on program where one exists, or, if there is no separate committee, chair the leadership team when dealing with matters relating to program. She will serve on the committee on finance where one exists.

Revised 9/1/18

SECRETARY

(Briefly)

The Secretary records minutes, and assists the President in setting the agenda for unit meetings and events. She also takes care of and coordinates all written correspondences. As the keeper of membership records, she should register membership with the National Organization, and make changes to the Census as needed such as loss of member through death or other reason, contact changes – (name, address, phone, email).

(By-Laws)

The Secretary will be informed about the program and the total involvement of the local unit in order to perform the responsibilities assigned to her and to assist the President.

She will:

- a. Keep accurate minutes of all meetings of the unit and its leadership team and give notice of these meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain each is properly dated.
- d. Keep an accurate roll of membership. (Register membership online with national organization, or appoint someone to do this).
- e. Send a list of elected leaders of the unit, including addresses, zip codes, telephone numbers and email addresses, to the District Secretary immediately upon their election and interim changes, and send the name of the new President to the Resource Center: United Methodist Women Mission Resources.
- f. Serve on the leadership team and other committees as necessary.

Revised 9/1/18

TREASURER

(Briefly)

The Treasurer handles all of the funds, keeps the books that account for the funds of the local unit, and interprets where the money goes and how the total program of United Methodist Women is funded.

(By-Laws)

The Treasurer will be informed concerning the financial responsibility of the unit and the program and responsibilities of the United Methodist Women National Organization

. She will:

- a. Receive and disburse funds on order of the unit, account for all funds of the unit, and work with the leadership team to develop a plan for receiving funds from individuals or subgroups on a regular basis.
- b. Remit all funds, except those designated for mission locally and for local administration and membership development, to the District Treasurer. These remittances shall be made monthly or quarterly as the Conference and/or District Organization may direct.
- c. Make itemized reports to the unit at regularly scheduled meetings and annual reports to the unit, submit the local unit's books annually to the Audit Committee of the local church, and send an itemized statement of all funds to the District Treasurer.
- d. Chair the committee on finance where one exists, or, if there is no separate committee, chair the leadership team when dealing with matters related to finance.
- e. Serve on the leadership team and other committees when dealing with financial matters.

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CHAIRPERSON AND MEMBERS OF COMMITTEE ON NOMINATIONS

(Briefly)

The Chairperson of the Committee on Nominations and other members are responsible for the nomination of all elected leaders of the unit. This requires a clear understanding of the duties of each elected leader and knowledge of the skills, interests and potential of the members of the unit.

Chairperson will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Identify and promote new leadership.

The chairperson will serve on the leadership team and other committees as necessary.

Committee on Nominations

a. Membership:

The committee will be composed of no fewer than three (3) members, including the chairperson.

b. Functions:

The committee will:

- 1) Gain an understanding of the mission emphases and organizational form of the unit and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the local unit.
- 3) Ensure that the elected leaders of the unit and members of the committee on nominations reflect the diversity of the membership within the unit. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.)
- 4) Secure leaders for subgroups as requested by the leadership team.
- 5) Make nominations to fill vacancies that occur ad interim.

c. Meetings:

The committee will meet at least semiannually and on call of the chairperson.

****SECRETARY OF PROGRAM RESOURCES** has the responsibility of helping the members and elected leaders of the unit know about and secure resources that enable them to fulfill the PURPOSE. She shall:

- a. Be informed about and promote the use of printed and audiovisual materials of the Women's Division and General Board of Global Ministries, which are available through the Mission Resource Center;
- b. Carry primary responsibility to promote the Reading Program; receive reports from individuals regarding their participation in the Reading Program and send a report to the District Secretary of Program Resources;
- c. Promote the mission magazines *Response* and *New World Outlook*, encourage each member to subscribe, and keep subscription lists current;
- d. Send any change of Secretary of Program Resources to the Mission Resource Center;
- e. Serve on the Executive Committee, and where they exist, the Committees on Program and Finance.

****(There is nothing specific in the United Methodist Women Handbook, 2017-2020, regarding Secretary of Program Resources on the local level. Just that "Committees for expansion of specific program areas or needed services for implementation of the PURPOSE may be named by the leadership team".)**

****MISSION COODINATORS**

In each local unit there may be persons designated to work as a team to develop programs of study and action in the mission areas of Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach.

In a unit operating with a minimum of functions (Basic Structure), the Executive Committee may assume and/or assign responsibilities for these areas of mission.

In a unit operating with an expanded structure, persons may be elected especially to promote one or more of these areas of mission. Such persons are called MISSION COORDINATORS.

a. Each MISSION COORDINATOR shall work actively with the Executive Committee to fulfill the PURPOSE. She will:

1. Assume responsibility for personal preparation related to her area of mission emphasis through study and training opportunities;
2. Promote and utilize the Reading Program, *Response* and *New World Outlook* magazines, the Prayer Calendar, the Program Book, and other printed or audiovisual resources from the Women's Division;
3. Maintain Contact with the corresponding District Mission Coordinator;
4. Relate to the appropriate work area chairpersons and/or commissions of the Council on Ministries or alternative structure in the local church.

****(There is nothing specific in the United Methodist Women Handbook, 2017-2020, regarding Mission Coordinators on the local level. Just that "Committees for expansion of specific program areas or needed services for implementation of the PURPOSE may be named by the leadership team".)**

b. **** MISSION COORDINATOR FOR SPIRITUAL GROWTH** shall coordinate opportunities for spiritual and theological development related to mission. She shall:

1. Understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement;
2. Coordinate and/or promote special times and events for worship, prayer and meditation such as A Call To Prayer and Self-Denial, ecumenical worship, retreats and devotions at meetings;
3. Incorporate languages and images into worship that are inclusive and affirming to women, people of color and people with disabilities;
4. Involve women in Biblical and theological study, utilizing the annual Spiritual Growth Study, *Response*, *New World Outlook*, the Program Book and the Reading Program;
5. Provide opportunities for study of theology, starting with the United Methodist "Doctrinal Standards and Our Theological Task" in *The Book of Discipline of the United Methodist Church 2008 pp.101-104*;
6. Serve on the Executive Committee and, where they exist, the Committees on Program and Finance.

****This job description was taken from the United Methodist Women Handbook through 2016. The Handbook 2017-2020 has nothing specific regarding Mission Coordinators. Just that "Committees for expansion of specific program areas or needed services for implementation of the PURPOSE may be named by the leadership team".)**

- c. ** **MISSION COORDINATOR FOR SOCIAL ACTION** shall coordinate the unit's programs of study and action relating to current local, national, international and global issues. She shall:
1. Work with the Executive Committee to select several priority social issues on which to focus local unit prayer, study and action, taking into consideration District and Conference proprieties;
 2. Coordinate the public policy and legislative activities of the unit;
 3. Promote and interpret the Biblical basis for social action and the position of The United Methodist Church on social issues, utilizing the Social Principles (*The Book of Discipline of the United Methodist Church 2008 pp.158-166*, and *The Book of Resolutions of The United Methodist Church 2008*);
 4. Cooperate with the work area on church and society or its equivalent;
 5. Serve on the Executive Committee and, where they exist, the Committees on Program and Finance.

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- d. **** MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION** shall empower women to understand, interpret and participate in the mission giving and outreach of the church. She shall:
1. Promote and interpret the work of the General Board of Global Ministries that the Women's Division supports, including interpretation of the changing concepts of mission and the changing roles of mission personnel;
 2. Promote mission education opportunities: mission studies, local mission opportunities, Schools of Christian Mission (Mission u), United Methodist Seminars on National and International Affairs, mission encounters, and supplying material resources for mission programs and projects;
 3. Promote and utilize printed and audiovisual resources of the General Board of Global Ministries to tell the mission story;
 4. Promote and interpret the need for undesignated giving to undergird the program of mission outreach of the General Board of Global Ministries that is supported by the Women's Division, with special emphasis on women, children and youth;
 5. Work with the President to assure the unit will become a Mission Today Unit, using the criteria received from the District or Conference; when the unit meets the criteria, report to the District Mission Coordinator for Education and Interpretation;
 6. Serve on the Executive Committee and, where they exist, the Committees on Program, Finance, and Membership Nurture and Outreach.

****This job description was taken from the United Methodist Women Handbook through 2016. The Handbook 2017-2020 has nothing specific regarding Mission Coordinators. Just that "Committees for expansion of specific program areas or needed services for implementation of the PURPOSE may be named by the leadership team".)**

e. **** MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH**

shall actively assist the unit in fulfilling the PURPOSE. She shall:

1. Work with the Executive Committee to determine the needs of the membership, to enlist new members and to recommend ways for inactive members to participate;
2. Nurture the current membership and equip women in the church to support each other in leadership roles;
3. Work with the Executive Committee to become a supportive community and to provide regular creative fellowship activities for the unit;
4. Complete the unit membership census form online to record your membership numbers, and help individual members complete their own myUMW form to receive their membership card.
5. Chair the Committee on Membership Nurture and Outreach where one exists or, if there is no separate committee, chair the Executive Committee when dealing with matters relating to membership; serve on the Committees on Program and Finance where they exist.

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