

**Andrews Chapel United Methodist Church
United Methodist Women
2017 Officers and Their Responsibilities**

UMW PURPOSE: *The organized unit of United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.*

UMW Vision: *Turning faith, hope and love into action on behalf of women, children, and youth around the world.*

OFFICE	NAME	RESPONSIBILITIES & TASKS
PRESIDENT	Georgia Wilson	<ul style="list-style-type: none"> • Work with the leadership team to advance all phases of the work of United Methodist Women. • Plan agenda and preside at all meetings of the unit and its leadership team • Serve as an ex officio member of all committees, except the committee on nominations • Sign all official legal and financial documents, making certain each is properly dated • Share fiduciary responsibility with treasurer • Prepare reports as necessary with the elected officers • Consult with Nominations Chair to nominate and fill leadership vacancies when they occur • Develop with the leadership team ways to plan and engage in mission • Represent the unit in all meetings or name a substitute • Be a member of the local United Methodist church with which the unit is affiliated • Serve 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 2012, ¶1252.5i) • Network and collaborate with the leaders of other UMW units in the district and conference
VICE PRESIDENT	Margaret Spencer	<ul style="list-style-type: none"> • Work cooperatively with the president in fulfilling the UMW PURPOSE • Perform the duties of the president in her absence • Guide the leadership team in its responsibility for planning and implementing programs of the unit • Chair the committee on programs where one exists or, if there is no separate committee; chair the leadership team when dealing with matters relating to programs • Prepare and recommend a budget for planning and implementing the programs of the unit • Prepare and present monthly reports that assess the programs of the unit • Utilize networking and collaboration to promote friendly relations with other UMW units in the district and/or conference • Serve on the committee on finance where one exists

SECRETARY	Sonya Self	<ul style="list-style-type: none"> • Be informed about the total involvement of the unit in order to perform the responsibilities assigned • Assist the president in fulfilling the UMW PURPOSE • Keep accurate minutes of all meetings of the unit and the leadership team • Maintain electronic copies of agendas, minutes and other official documents of the unit • Coordinate with the President in sending notices of meetings in a timely manner to the members • Share fiduciary responsibility with treasurer as assigned by the unit • Sign all official, legal and financial documents, making certain each is properly dated • Keep an accurate roll of membership • Send a list of elected leaders of the unit, including addresses, ZIP codes, telephone numbers and e-mails, to the secretary of the district organization immediately upon their election and interim changes, and send the name of the new president to the resource center: United Methodist Women Mission Resources • Serve on the leadership team and other committees as necessary
TREASURER	Frenda Norwood	<ul style="list-style-type: none"> • Work cooperatively with the president in fulfilling the UMW PURPOSE • Work with the leadership team in developing and implementing an annual budget for the unit • Be informed of the financial responsibility of the unit and the program responsibilities of the United Methodist Women national organization • Analyze local unit income and giving patterns and prepare financial goals and strategies to recommend to the leadership team that will strengthen Mission Giving • 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 • Remit all funds, except those designated for mission locally and for local administration and membership development, to the district treasurer monthly or quarterly as the conference and/or district organization may direct • Make itemized reports to the unit at regularly scheduled meetings and annual reports to the unit • Sign all official, legal and financial documents, making certain each is properly dated • 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 • Serve on the leadership team and other committees when dealing with financial matters

NOMINATIONS CHAIR	Esther Alexander	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Have a clear understanding of the responsibilities of each elected leader • Work throughout the year to identify the skills, interests and potential of the members in order to identify and promote new leadership in the unit • Assemble and chair a committee of no fewer than three (3) members, including the chairperson that will be responsible for the nomination of all elected leaders of the unit • Develop plans to help members of the nomination committee see their task as an ongoing one • Work with the President to provide information to the nomination committee concerning vacancies in the unit that need to be filled • Serve on the leadership team and other committees as necessary
PROGRAM SECRETARY	Linda Turner	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Coordinate with the Vice President in planning, implementing and reporting on the programs of the unit • Maintain written or electronic records of resources and materials used and persons involved each year in the implementation of the unit's programs • Assist the Vice President in preparing and recommending a budget for implementing the unit's programs • Serve on the leadership team and other committees as needed
HISTORIAN	Sabrina Kennedy	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Develop and maintain a written and electronic record of the history and traditions of the unit • Provide a copy of the history of the unit as directed by the President and/or leadership team • Prepare and recommend a budget to cover the costs of maintaining a record of the history and traditions of the unit • Serve on the leadership team and other committees as needed
PARLIAMENTARIAN	Claudette Neal	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Coordinate with the President in developing norms and procedures to ensure order and equitable participation in meetings • Utilize the electronic or printed copy of the current UMW handbook to remain abreast of UMW policies and procedures • Prepare and recommend a budget to carry out the tasks assigned by the unit to the Parliamentarian • Serve on the leadership team and other committees as needed

<p>COMMUNICATIONS CHAIR</p>	<p>Ruthie Moore</p>	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Prepare and recommend a budget to carry out the tasks assigned by the unit to Communications • Develop plans and make recommendations to the leadership team for the promotion of the unit’s programs and activities • Use the church’s website, Yahoo email, weekly bulletin and Facebook to keep everyone informed of the unit and its programs and activities • Send articles, photos and information about the unit and its members to the district communications coordinator for publication in the district newsletter and to local media sources • Serve on the leadership team and other committees as needed
<p>SPIRITUAL GROWTH CHAIRS</p>	<p>K. Wright Susie Kelley</p>	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Keep abreast of opportunities and resources to foster spiritual growth within the local unit and bring recommendations for participation to the leadership team • Develop and implement a plan to use the Bible, mission studies, response magazine, Program Book and Prayer Calendar as resources to help members grow spiritually • Prepare and recommend a budget to plan and implement activities for the Spiritual Growth of the members • Serve on the leadership team and other committees as needed
<p>SOCIAL ACTION CHAIR</p>	<p>Almetia Simmons</p>	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Prepare and recommend a budget to promote the Social Action initiatives of the unit • Join online (www.unitedmethodistwomen.org) The United Methodist Women Action Network to receive action alerts on key congressional legislation and public policies • Keep the members informed monthly of social justice issues pertaining to the environment, domestic violence, immigration, racial justice and the many other concerns that impact the lives of women, children and youth • Organize members to write legislators concerning issues that adversely affect women, children and youth • Read response magazine and other publications and utilize electronic resources to learn about current mission concerns and topics • Serve on the leadership team and other committees as needed

<p>CHAIR OF MEMBERSHIP, NURTURE & OUTREACH</p>	<p>Gail Davenport</p>	<ul style="list-style-type: none"> • Work with the leadership team in setting goals to fulfill the UMW PURPOSE and evaluating progress on such goals • Prepare and recommend a budget to carry out the tasks assigned by the unit • Develop and implement a plan to search for and enlist women to join the unit and actively participate in its programs • Work with the leadership team to develop and implement a plan to nurture existing members and interpret the UMW PURPOSE • Seek contact with all women of the church to discover their needs and special interests and keep the leadership team informed about those needs and interests • Coordinate with the Vice President to promote friendly relations with other UMW units in the district and/or conference • Serve on the leadership team and other committees as needed
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