



United
Women
in Faith

Job Description District United Women in Faith Communications Coordinator

TITLE: Communications Coordinator

CHOSEN BY: Nomination Committee and elected for 2 years.

TERM OF OFFICE: 2 years. May be reelected for an additional 2 years. Limit 4 years.

RESPONSIBILITIES:

1. Primarily a Communications Coordinator (CC from here on out) is involved with communicating to the District through the District newsletter.
2. The CC is the editor in chief of the newsletter and it is published multiple times a year, depending on the district.
3. To this end the CC must collaborate with all the members of the Mission Team and appointed committees for the purpose of communicating all conference events. These events include but are not limited to: Mini Mission u, Spiritual Growth Retreat, and Annual Meeting.
4. Often the CC is asked to create fliers for these events to be available for publicity reasons.
5. The CC works on updating resources on the Conference website with the Conference technical advisor.
6. Each December the CC must take subscriptions to the newsletter. They are mailed or emailed to the CC. The mailed ones usually have checks in them or money of some sort that must be mailed to the treasurer. The emailed lists usually come from the districts that cover the newsletter for their leaders.

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7. The CC then creates a spreadsheet with all names, addresses and contact information for the purpose of mailing newsletters out to subscribers.
8. The CC is also responsible for maintaining that list and attempting to contact subscribers with bad/returned addresses.
9. All printing for the newsletter is done by the CC. The invoices must be sent to the treasurer for payment in a timely manner.
10. The CC is also a member of the Mission Team.
11. The CC is to attend Conference Officer Training.
12. The CC is also responsible for leading training for local communications coordinators.
13. Often times the CC is called upon to do more than is listed here.
14. The CC can be asked to visit units around the District, give presentations on UWF and the media, teach others how to connect online with each other, and more.
15. Any travel is reimbursed by the District according to the by-laws.
16. Newsletter Materials for Each Issue: (suggestions)
 - February: Legislative Training Event/Spiritual Growth
 - Mission Team Contact Information
 - Calendar for New Year
 - Mai Gray Forms
 - Mission Today Forms
 - April: Mission u Registration
 - Woman of the Year
 - Talent Bank
 - Joyce Raye Patterson Award Form
 - Leah Rae Wreath Award Form

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- June: Mission u Special Issue
 - Photos and Bios of Mission u teachers
 - Mission u registration forms
 - Annual Meeting teaser
- August: Annual Meeting
 - Slate of Officers for Mission Team (must be published one month before elections)
- October: Mission Team Officers for the Year
 - Mission Voice Subscriptions
 - District Officer Training
- December: End of the Year documents
 - Mission Voice Subscriptions
 - Calendar for the next year
 - Mission Today Forms
 - Mai Gray Forms

17. Keep a notebook or journal of your term activities to pass on to the next person taking your office.

RESOURCES

- Set budget for the newsletters. The amount of printing and mailing is set the previous year.
- National Office can provide some training materials, such as Writing for UWF, and can be contacted through www.unitedmethodistwomen.org via email.
- Conference Officer Training is the best training for this position.
- The CC should be receiving the UWF Newspaper, New World Outlook and Response Magazine; all provided to the CC through the District.

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REPORTS TO:

- Mission Team

RELATES TO:

- Secretary,
- Treasurer,
- President,
- Social Action Coordinator,
- Spiritual Growth Coordinator,
- Nominations,
- Any others as necessary.