



United
Women
in Faith

Job Description District United Women in Faith Program Resources

TITLE: Secretary of Program Resources

CHOSEN BY: Nominated by Committee on Nominations with approval of the Executive Committee of District UWF team

TERM OF OFFICE: Elected for 2 years. Can be re-elected for additional 2 years. Limit of 4 years.

RESPONSIBILITIES:

1. Promote the use of printed and audiovisual materials that are available through the Mission Resource Center.
2. Promote the Reading Program and receive reports from the local units regarding their participation in the Reading Program.
3. Promote *response* Magazine.
4. Order consignment materials and sell them at District Meetings.
5. Attend Conference Leadership Training.
6. Conduct Annual Training for Local PRS at District Leadership Training Event.
7. Keep a copy and /or a record of all videos and other AV resources sent for use by the District.
8. Attend District Mission Team Meetings.
9. Assist Vice President with possible AV materials that could be used for District Events.
10. Be a resource for Mission Team Members in locating resources for programing.

Program Resources Secretary

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11. Write articles for the District Newsletter informing members of new publications.
12. Be available to attend District Events when requested and be ready to give presentations if asked.
13. Keep a notebook or journal of your term activities to pass on to the next person taking your office.

RESOURCES:

- United Women in Faith materials
- Mission Resources Catalog
- Use of Mission Resource website
- Conference Leadership Training

REPORTS TO:

- Mission Team
- District President
- District Vice President

RELATES TO:

- Mission Team
- Vice President
- Education and Interpretation Coordinator