



United
Women
in Faith

Job Description District United Women in Faith Secretary

TITLE: Secretary

CHOSEN BY: Nominated by Committee on Nominations and elected at the District Annual Meeting.

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

RESPONSIBILITIES:

1. Taking minutes of each Mission Team meeting.
2. The secretary also takes minutes of special called meetings, possibly called by the President, and the minutes of the Annual Meeting.
3. The secretary prepares the District UWF Directory or email list of local church officers to Mission Team. The local Presidents are requested to provide updated lists of Local Church Mission Teams and Unit Presidents of that District.
4. The District secretary's job is to provide training for the Local secretaries at the District Leadership Training Event.
5. In the absence of the President and Vice President, the Secretary shall serve as the presiding officer and appoint another officer as Secretary.
6. Serve on the Committee for Standing Rules.
7. Provide two copies of all minutes (one for the Treasurer, and one for the Secretary's records).
8. To sign all expense vouchers in the absence of the President or Vice President.

Secretary

9. To write articles for the District Newsletter
10. To be available to attend District Events and meetings when requested and to give presentations as requested.
11. To keep a notebook or journal listing the activities during your term in office to be passed on to the next person who will take your office.

RESOURCES:

- District budget
- United Women in Faith materials
- Training opportunities

REPORTS TO:

- District Mission Team
- President

RELATES TO:

- District and Local Counterparts
- Mission Team
- Treasurer
- President