



United
Women
in Faith

Job Description District United Women in Faith Vice President

TITLE: Vice President

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. Works closely with the President in understanding and interpreting all the aspects of the program of United Methodist Women.
2. In the absence of the president, performs the President's duties.
3. With the help of the Mission Team plans all District Events for the coming year that promote the PURPOSE of United Women in Faith.
4. Arranges dates and places for all District Meetings.
5. Makes sure all last minute needs are taken care of for all District Meetings.
6. Plans Local Officer Training.
7. Promotes ecumenical relationships with Church Women United and the World Federation of Methodist and Uniting Church Women, sharing information you get from these organizations.
8. Assists the President in other areas as needed.
9. Signs all expense vouchers along with the President or Secretary to allow the treasurer to disperse money.

Vice President

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10. To write articles for the District Newsletter to inform the conference of upcoming events.
11. Represent the District Mission Team at churches when requested for meetings, UWF Sunday worship, etc.
12. Visit as many Local Units as you are able.
13. Develop a Shepherding Program to provide a District officer with a Local Unit for Communication.
14. To keep a notebook or journal of the activities during your term of office to pass on to the next person in your position.

RESOURCES:

- District Standing Rules
- District Budget
- National Bylaws, Conference and District By Laws
- Conference Training - (Fall)
- Conference Counterpart

REPORTS TO:

- District Mission Team
- Conference Counterpoint

RELATES TO

- District Mission Team
- District President
- District Mission Coordinators
- National Office UWF