



United
Women
in Faith

Job Description
Missouri Conference UWF
Communications Coordinator

TITLE: Communications Coordinator

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

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

RESPONSIBILITIES:

The Communications Coordinator (CC) is responsible for the communication of the Leadership Team with the Missouri Conference. While the primary means of communication is through the Mission Voice newsletter, it is not the sole means of communication. In addition to serving as the editor-in-chief of the newsletter (published 6 times a year), she collaborates with all members of the Leadership Team and appointed committees to promote and inform our membership of conference events. These events include but are not limited to: LTE, Mission u, Spiritual Growth Retreat, and Annual Meeting.

Tasks include but are not limited to

1. Creation of fliers and publicity for these events
2. Working collaboratively with the technical advisor on creating and updating resources on the Conference website, especially early in the year.
3. Taking subscriptions for the newsletter (mailed or emailed to members. Includes the collection of funds for those to be mailed. Funds collected are mailed to the treasurer. The emailed lists usually come from the District Leadership Team
 - a. Creating a spreadsheet of contact information (names, addresses, email addresses, etc.) for the purpose of mailing newsletters out to subscribers.
 - b. Maintaining the list and attempting to contact subscribers with bad/returned addresses.
4. Printing for the newsletter at a local printer convenient to the CC. Forwards invoices in a timely manner to the treasurer for payment.
5. Serving as a member of each committee for the purpose of communicating the workings of the Leadership Team and committees to the population (e.g. Finance, Program, Mission u, Legislative Training Event, and the Leadership Team. The expectation is for the CC to attend as many, if not all, of the committee meetings. ZOOM Meetings are highly recommended.

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NOTE: The Leadership Team meets quarterly. The Mission u committee usually meets 4 times a year. The Legislative Event committee meets 4 times in an event year. Program and Finance committees meet the same weekend the Leadership Team does, 2 times a year.

6. Leading training for district communications coordinators at the Conference Leadership Training Event. Training materials will be provided from previous CC.
7. Responding to requests to visit units around the state, giving presentations on UWF and the media, teaching others how to connect online with each other, etc. Travel is reimbursed by the Conference according to guidelines found in the bylaws.
8. Creating a one-page flier for the Conference directory with current information regarding website, how to connect with UWF online, and subscription information. (Due early in the year.)
9. Newsletter Materials for Each Issue:
 - February: Legislative Training Event/Spiritual Growth
Leadership 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
 - 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 Leadership Team (must be published one month before elections)
 - October: Leadership 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

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10. 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.uwfaith.org via email.
- Training opportunities are available through Zoom and online offerings by the National Leadership Team.
- The CC receives the UWF Newspaper, New World Outlook and Response Magazine; all provided to the CC through the Conference.

REPORTS TO:

- President
- Leadership Team

RELATES TO:

- Secretary,
- Treasurer,
- Technical Advisor,
- President,
- Dean of Mission u,
- Social Action Coordinator,
- Spiritual Growth Coordinator,
- Nominations,
- Any others as necessary