



United
Women
in Faith

Job Description
Missouri Conference United Women in Faith
Green Team

TITLE: Green Team Task Force Coordinator

CHOSEN BY: Appointed by President

TERM OF OFFICE: 1 year term. Can be reappointed.

Limit of 4 years in all appointed positions. These years do not count toward Conference Tenure.

RESPONSIBILITIES:

1. Prepare and oversee Green Team presentations to local and district organizations and churches in the conference.
2. Train team members to assist in visiting all units.
3. Track units that participate and become Green.
4. Coordinate activities, themes, etc. with National Office.
5. Prepare articles for the Conference Newsletter (*Mission Voice*) to make us aware of being **Green**.
6. Keep a journal or a notebook of activities during term to pass on to the next person who will be taking your office.

RESOURCES:

- Mileage is covered to and from training events by the hosting District / Unit.
- Overnight arrangements and hotel costs are paid by the hosting District / Unit.

REPORTS TO:

- Conference Leadership Team

RELATES TO:

- Communications Coordinator
- E&I Coordinator.
- District and Local Units