



TITLE: President

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

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

RESPONSIBILITIES:

1. Presides over and lead the Missouri Conference Mission Team. Selects meeting technological options such as ZOOM in conjunction with the Technical Advisor.
2. Sets the agenda for all Conference Leadership Team Meetings.
3. With the Vice President, prepares the calendar of events for the Conference with the assistance of the Leadership Team.
4. To send to the Conference Office the calendar for the year so that the Conference is aware of UWF dates when planning other Conference Events.
5. To see that each Leadership Team member completes their tasks and sends reports to various National Counterparts.
6. To serve on the Finance, Program and Mission u Committees.
7. To check with the Vice President to ensure that plans are completed by event chairperson prior to each scheduled Conference Event.
8. To sign all expense vouchers to ensure that money is spent correctly by the conference.
9. To train District Presidents at the Conference Leadership Training Event.
10. To ensure that all National and Conference Bylaws are following by the Conference Leadership Team.
11. To preside over all Conference Events as requested by the Vice President or Event Planner.
12. To preside over the Conference Annual Meeting (usually in the Fall – September) for elections of Officers and changes to be made to the Conference Standing Rules.
13. Attend Quarterly Zoom Meetings with National Presidents. New Presidents receive two Zoom training sessions.)
14. Attend Quarterly South Central Jurisdiction Zoom Meetings.
15. To complete and send all requested forms to the National Office of UWF.

President

-2-

16. To attend and or speak at District Events when requested and available.
17. To represent the Missouri Conference UWF at the Missouri Annual Conference (usually in June) and to give a report on Missouri UWF to the Clergy and Laity Delegates of the Conference.
18. To prepare articles from the President for the Conference Newsletter (*Mission Voice*).
19. Keep a notebook or journal of what tasks are performed during term of office to pass on to the next person taking that position.

RESOURCES:

- National United Women in Faith
- Leadership Development Days
- Video/ Telecommunications with Harriett Jane Olsen 2-3 times annually
- Communications with various national employees

REPORTS TO:

- National United Women in Faith
- Missouri Conference Leadership Team
- Annual Conference of UMC

RELATES TO

- Leadership Team
- Program Committee
- Finance Committee
- Mission u Committee
- Chairperson of Committee on Nominations
- The Office of the Bishop
- Conference United Methodist Men President
- Conference Lay Leader
- Various other Conference Leaders as needed