



United  
Women  
in Faith

Job Description  
Missouri Conference United Women in Faith  
Program Resources

TITLE: Secretary of Program Resources

CHOSEN BY: Appointed by the Nominations Committee and confirmed by the Leadership Team.

TERM OF OFFICE: A term shall be two (2) years and may be reappointed for a second term of two (2) years. This appointive position does not count toward tenure.

RESPONSIBILITIES:

1. Promote the use of printed and audio-visual materials that are available through the Mission Resource Center.
2. Promote the Reading Program and receive reports from the districts regarding their participation in the Reading Program.
3. Promote Response Magazine.
4. Sell program resources at conference meetings if approved by the Leadership Team in advance of the meeting.
5. Conduct Annual Training for District PRS at Conference Leadership Training Event.
6. Keep a copy and /or a record of all videos and other AV resources sent for use by the conference.
7. Attend Conference Leadership Team Meetings.
8. Serve on the Conference Program Committee.
9. Be a resource for Leadership Team Members in locating resources for programing.
10. Write articles for the Conference Newsletter (*Mission Voice*) informing members of new publications.
11. Be available to attend District Events when requested and be ready to give presentations if asked.
12. Train District Program Resource Officers at the Conference Leadership Training Event.
13. Keep a notebook or journal of term activities to pass on to the next person taking office.

## Secretary of Program Resources

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### RESOURCES:

- United Women in Faith materials
- Mission Resources Catalog
- Use of internet Mission Resource website

### REPORTS TO:

- Leadership Team
- Conference President
- Conference Event Chairpersons
- Conference Vice President

### RELATES TO:

- Leadership Team
- Vice President
- Education and Interpretation Coordinator
- Mission u Dean and Assistant Dean