



TITLE: Vice 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; maximum of 4 years.

RESPONSIBILITIES:

1. Works closely with the President in understanding and interpreting all the aspects of the program of United Women of Faith.
2. In the absence of the president, perform the President's duties.
3. Chairperson for the Committee on Program, deciding on program topics that promote the PURPOSE for Conference meetings.
4. Arranges dates and places for Annual Meeting.
5. Arranges for a block of hotel rooms when necessary for the Annual Meeting, and other Conference Leadership Team Meetings.
6. Arranges and does a site visit to meeting place along with the host District Presidents.
7. Creates the agenda for Annual Meeting.
8. Creates and puts together the Annual Meeting Program Book.
9. Makes sure all last-minute needs are taken care of for the Annual Meeting.
10. Plans District Officer Training, including making hotel room reservations, location, and all details relating to that meeting.
11. Provides training for District Vice Presidents at the Conference Leadership Training Event.
12. Serves as a member of the Committee on Finance and attends Finance Committee Meetings twice yearly. (usually April and August).
13. Promotes ecumenical relationships with Church Women United and the World Federation of Methodist and Uniting Church Women, sharing information she gets from these organizations.
14. Assists the President in other areas as needed.
15. Serves on Mission u team and attends Mission u team meetings. Serves at Mission u Events as requested.
16. Signs all expense vouchers along with the President or Secretary to allow the treasurer to disperse money.
17. Writes articles for the Conference Newsletter (*Mission Voice*) to inform the conference of upcoming programs.

Vice President

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18. Keeps a notebook or journal of the activities during term of office to pass on to the next person in the position.

RESOURCES:

- Missouri Conference Standing Rules
- Missouri Conference Budget
- National Bylaws
- LDD Training - (Fall ZOOM)
- National Office Counterpart

REPORTS TO:

- Conference Leadership Team
- Conference President
- National Office of United Women in Faith/

RELATES TO

- Conference Leadership Team
- Conference President
- Conference Mission Coordinators
- Mission u Team
- National Office UWF