

JOB DESCRIPTION
PRESIDENT
CHURCH WOMEN UNITED IN GREATER DAYTON

In addition to the duties listed in the *Bylaws for Church Women United in Greater Dayton*, the following information and comments may be helpful.

- The outgoing President provides the incoming President with an orientation session and passes on pertinent materials on hand, discarding outdated materials.
- All correspondence received doesn't necessarily pertain to Church Women United. Some may be of interest and value, and some might be referred to the Executive Committee for comment or action.

Bylaw #5:

If possible, attend each State or National Assembly. If unable to attend, ask the Vice President or another interested person to attend in your place. Report findings at future board meetings in order to keep membership informed.

Report on or refer to the proper committee chair correspondence from the state or national office.

Bylaw #7:

Greater Dayton Christian Connections meetings are held from 12:30-2:30 p.m. the first Thursday of each month except December. Attend as your schedule permits or perhaps send a representative to the board as you see fit. CWU does not contribute financial aid unless determined by the Finance Committee each year. Attending the annual meeting and dinner is of interest for current/past information as to what the churches are doing together.

Bylaw #8:

Announcements may be made in a board meeting, asking for the names of persons who might be interested in serving as Parliamentarian, Historian, Newsletter Editor or chair of the Committee on Communications. These names should be reported to the President who will bring the names to the Executive Committee for approval.

Bylaws #11 & 13:

A suggestion: keep a personal file or notebook throughout your two-year term to help in compiling needed information. The secretary of the New Hope United Methodist Church has been very helpful in preparing the copy work for printing the membership cards and annual reports. She has the Bylaws on her computer when they need to be updated. A small stipend is given to the church each year for this service.

Revised 2017

JOB DESCRIPTION
VICE PRESIDENT
Church Women United in Greater Dayton

The Vice President:

- 1) Presides at the board meetings and executive committee meetings in the absence of the President.
- 2) Assists the President as requested.
- 3) Serves as Program Coordinator for Emma Murray Prayer Breakfast, Christmas Tea, Annual Meeting (working with Celebrations Chair if it is same day). Submits information for newsletter about these events.
- 4) Schedules churches to host all events after securing the approval of the Board.
- 5) Is a member of the Executive Committee and of the Committee on Finance.
- 6) Attends and makes reports (as necessary) at the monthly board meetings, which are held the fourth Tuesday of August, September, October, February, April and May. Attends state meetings and area meetings if available.
- 7) Coordinates relations with church and community groups.
- 8) Assists the President in securing the information for the yearly program brochure and helps see that it is available for distribution at the first planned meeting of the year. (Our year is July through June of the following year).
- 9) Works with the Chairperson of Ecumenical Celebrations for the three celebrations as needed (giving guidance, pass on suggestions, etc.
- 10) Is active member of by-laws review committee (every two years) and may be asked to be the chairperson.
- 11) Prepares a report for the annual report.

JOB DESCRIPTION
SECRETARY
CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) Records the minutes of the Executive Committee and the Board meetings; makes 50 copies of the minutes for each monthly meeting for distribution at the following meeting. The following month, place any left-over copies of the minutes on the table for pick-up by persons who may have been absent from the preceding meeting.
- 2) Passes minutes on to the Historian for the archives, which are kept in basement of Memorial Presbyterian Church. Our year is from July to June, so minutes are filed according to that time frame and not according to calendar year. Usually background material is not filed with the minutes unless it is pertinent to the minutes (special recognition awards, proclamations, etc.)
- 3) Writes correspondence as directed by the President.
- 4) Sends a list of names, addresses, and telephone numbers of elected officers and chairpersons of departments to the state, regional, and national Church Women United organizations immediately following election.
- 5) Keeps an attendance record, which members sign before Board meetings.
- 6) Receives from the Treasurer each year two copies of the year-end report of the Treasurer and the budget for the new year (which are usually distributed at the September meeting of the Board). One copy is to be filed at the beginning of the minutes for the year, with the second copy to the archives for a special "Treasurer's Reports" file. Also, the attendance records of participants should be placed at the end of each monthly meeting minutes.

The Secretary, at the end of her term may wish to pass on to the new Secretary a duplicate copy of the minutes she has kept for the previous year (or at least the last month or two) for any help they may be. The duplicate copy of the minutes may be destroyed after she no longer has need of them.

Revised 5-2017

JOB DESCRIPTION

TREASURER

CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) Attends all board meetings to receive memberships and offerings taken, as well as to pay any expenses involved. Receives the money and membership cards from the Key Women and passes the cards on to the Member Care Coordinator (who share information with Newsletter Chairman). Informs all parties that checks should be payable to Church Women United in Greater Dayton and not to the Treasurer.
- 2) Makes a list of the organizational memberships and distributes to the Executive Committee at the January meeting.
- 3) Is a member of the Executive Committee and Committee on Finance.
- 4) Follows the fiscal procedures set up by the Committee on Finance.
- 5) Provides a written Treasurer's report for distribution to members at each board meeting.
- 6) Sets up a schedule for payment of budget items. Issues checks and keeps an itemized account of all receipts and disbursements.
- 7) Closes the books as of June 30 each year and sees that they are audited before the August Board meeting. Prepares a year-end annual report to be included in the Annual Report Booklet and presented to the membership at the August Board meeting.
- 8) Gives the secretary two copies of the year-end report, as well as two copies of the budget for the new year to be filed in the archives with the minutes.

JOB DESCRIPTION

ECUMENICAL ACTION

CHURCH WOMEN UNITED IN GREATER DAYTON

- 1)** Develop the plans and projects which assist church women to study, speak, and act on conditions challenging the church today.
- 2)** Support such programs as determined for the year.
- 3)** Keep local units informed of national issues.
- 4)** A member of Executive Committee and Finance Committee.

Church Women United in Greater Dayton projects approved by the Executive Committee are listed in program brochure each year. These projects, which time and/or funds are given may include: Mercy Manor, Jail Ministry, Daybreak, YWCA Shelter, Interchurch Medical Assistance (IMA), Peace Museum, Salvation Army, Homeless Shelters, Foodbank. This is just a list which members may give suggestions of ministries to support.

The Chairperson of the Department:

- Appoints, with the approval of the President and the Executive Committee, representatives to the board of Greater Dayton Christian Connections and to the board of Mercy Manor.
- Communicates with a representative of each project ministry selected and reports at board meetings needs of the ministry.
- Becomes knowledgeable about and shares information from Greater Dayton Christian Connections (GDCC).
- Periodically submits articles and information for publication in *Together*, our CWU newsletter.
- Prepares a written report for the Annual Program book.

Revised 5-2017

JOB DESCRIPTION

ECUMENICAL CELEBRATIONS

CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) Make and carry out plans for each Celebration: Human Rights, World Community Day, and May Friendship Day. In early fall order all materials for the three celebrations. Packet of materials and order form are on line at www.churchwomen.org Sites for meetings are secured by the Vice President.
- 2) Meet with the representatives of host churches where the Celebrations are to be held, two to three months in advance of the event. Distribute to the host church all prepared materials for the Celebration, posters, leaders' guide, and worship suggestions. Arrange for pianist/organist, ushers, child care (if offering), person who will give a brief history of the church. Invite the pastor, if available to give the welcome. A second meeting is scheduled for a practice usually one – two weeks prior to the Celebration.
- 3) Complete Celebrations report forms and in consultation with the CWQU Treasurer, send them immediately to the proper persons in the state and national organizations.
- 4) Give pertinent information regarding any event to the Chairperson of Communications and/or to the Publicity Chairperson three weeks before the event so the Celebration can be well publized. Submit information for the CWU newsletter *Together* to inform members. Include directions, and handicap entrances, and other helpful information.
- 5) Report regularly at board meetings. Prepare a written report for Annual Report.
- 6) Serve as a member of the Executive Committee and the Finance Committee.

See Bylaws, Article VII, Section 1 and 2

Revised 5-2017

JOB DESCRIPTION
ECUMENICAL DEVELOPMENT CHAIRPERSON
CHURCH WOMEN UNITED IN GREATER DAYTON

The Ecumenical Development Chair is responsible for developing and strengthening relationships among women of different ages, denominations, races, and backgrounds through programs, projects and various opportunities. She works together toward common goals with all Protestant, Roman Catholic, and Orthodox churches.

Specific duties are:

- 9) Strengthens and deepens the fellowship of church women across confessional and racial lines and develops an appreciation for various traditions.
- 10) Promotes such programs and projects as Interfaith Fellowship Day, Fellowship of the Least Coin, UNICEF, Church World Service, and the Emma Murray Ecumenical Prayer Breakfast.
- 11) Recommend persons for chairs of events, committees or task forces to carry out plans which persons shall be appointed by the President in consultations with the Executive Committee.
- 12) Give pertinent information regarding any event to the Communications chairperson/or to the Publicity chairperson three weeks before the happening so that all events can be well advertised within the Dayton Community.
- 13) Meet as a Department as needed.
- 14) Present for Executive and or Board approval plans affecting the policy or budget of the unit. Serves on the Finance Committee.
- 15) Secure and relate to the Denominational Secretaries. Make sure each denomination has a secretary before printing of the program bulletin.
- 16) Encourage personal and spiritual development
- 17) Submit articles to the newsletter, *Together*.
- 18) Report regularly at Board meetings.
- 19) Prepare a written report for the Annual Report book.

Special areas and guidelines:

CHURCH WORLD SERVICE REPRESENTATIVE is to share projects and resource materials from Church World Service with board members, occasionally checking to see if there are any changes in requested items. Their address is CWS, 28606 Phillips Street, PO Box 968, Elkhart Indiana 46515. She is to see that a place and time is set for annual collection of school and health kits and blanket funds. She also reports about CWS CROP Walk.

FELLOWSHIP OF THE LEAST COIN shall should be notified to order the most recent Circle of Prayer devotional booklet so it is available by the August meeting. It is not printed every year but the current one is always available. She should publicize that offering for FLC is collected at the May Friendship Day. Containers can be placed on each table at each meal event during the year for a FLC offering.

INTERFAITH FELLOWSHIP DAY is no longer held each year. It was a day to encourage women to come together in a visible fellowship for women to be seen as instruments of God's reconciling love.

UNICEF chairperson should be notified to have UNICEF resource materials available for the August planning/orientation meeting and encourage all units to have at least one yearly offering for children of the world. All checks should be made payable to CWU in Greater Dayton and treasurer will forward monies received. She makes reminder announcements at board meetings.

EMMA MURRAY ECUMENICAL PRAYER BREAKFAST The Vice President secures the host church and serves as the coordinator for the event. Pass on the suggestion that a brief history of Emma Murray be given written or oral at the beginning of this day.

OTHER SUGGESTIONS:

- If possible, secure a Denominational Secretary for each denomination by working with judicatories or general church offices within the area.
- Inform each Denominational Secretary that her responsibility is to identify a Key Woman from each member church.
- Notify Denominational Secretaries and Key Women of the August orientation meeting. See that each is given a job description at that time and mail copies to those not present. Notify Member Care Chair of address changes during the year.
- Contribute items of interest or announcements to the newsletter, *Together*.
- Prepare a yearly report for the Annual Report book.

Revised 5-2017

JOB DESCRIPTION
CHAIRPERSON ON ENABLING SERVICES
CHURCH WOMEN UNITED IN GREATER DAYTON

She is an appointed board member and member of Executive Board. She secures four other women to serve with her on the Reservation Committee of which she is the chairperson.

For all paid events her Reservation Committee secures reservations from key women for the event. Each key woman is responsible for each reservation made (\$8). Key women are to call their assigned person on the Reservation Committee if the key woman does not call them by the reservation due date, they need to call her. Each member of the reservation calls the Chairperson with her total who then calls the hostess with total reservations. She also calls the hostess for the event as well as the Ecumenical Celebrations Chair or the Vice President (for Emma Murray Prayer Breakfast).

Chairperson and her committee are responsible for collecting money at each paid event. Then money is counted and given to the Treasurer for deposit. Chairperson can/or delegate someone to call all key women who did not pay the amount money due to match her reservation count.

Chairperson is responsible for creating tickets for paid events. She can hand tickets out at the beginning of the year or at the Board meeting before the event.

JOB DESCRIPTION

SPEAKER CHAIRPERSON CHURCH WOMEN UNITED IN GREATER DAYTON

She is appointed by the President and approved by the Executive Board.

She is responsible for reminding speakers who are scheduled to come to Board meetings (August, September, October, February, April, May).

She will generate ideas with the president and ecumenical action chairperson to compile a list of ministry speakers. Speakers are asked to speak for 10 minutes about their ministry and 5 minutes will be given to questions. They are asked to bring brochures or literature about the group they represent.

She is a member of the Board.

JOB DESCRIPTION
Historian
CHURCH WOMEN UNITED IN GREATER DAYTON

The Historian is appointed by the President and approved by the Executive Committee. She is responsible for collecting copies of pertinent information related to the local, state, and national organizations, including programs and hand-outs presented at the Board meetings and Church Women United events.

She files them in appropriate folders found in the archival material located in the basement of Memorial Presbyterian Church on Smithville Rd. She may serve as the official photographer for the unit or ask someone else to serve in that capacity. Members may wish to submit photos of events, all of which have been properly identified on the back of photos.

She shall be a member of the board.

Storage

Acid-free photo books and other materials are purchased. The boxes are labeled with the contents:

Box #1 - Minutes filed in 3-ring binders; Treasurer's Annual Reports, Budgets

Box #2 - Church Women United History, Annual Program Brochures, Annual Reports, Board of Directors lists, Key Women, Denominational Secretaries, Bylaws, Valian Women, Newsletter *Together*, Dayton Correspondence

Box #3 Awards, Christmas Tea, Ecumenical Action, Fall Institute, Fellowship of the Least Coin, Human Rights, Interfaith Fellowship Day, May Friendship Day, World Day of Prayer, World Community Day, Emma Murray Ecumenical Prayer Breakfast, Mission Projects information.

Box #4 Area C Meetings and State Annual meetings

Box #5 National CWU information

Her Story A scrapbook having signatures of women who signed as to when they first started to attend Church Women United (1933-1981)

Photo/Scrapbooks

The following are found on a shelf in the archives:

#1 – 1948-1966

#2 – 1966-1974

#3 – 1974 – 1980

#4 – 1980-1987

#5 – 1987-April 1991

#6 – 1991-May 1999

#7 – May 1999

The Photo/Scrapbooks have photos and the yearly program brochure besides a copy of the program/bulletin for each celebrations and special event held during the year.

There is a separate file folder for each of the celebration days and other special events, which are place in Box #3. Save two programs for each event.

Copies of each newsletter are filed in Box #2.

Minutes

There seems to be no minutes for meetings previous to 1973, although records for presidents of the organization in Greater Dayton date from September 22, 1911. Minutes on file, which begin with June 1973 through May 1983 are incomplete. Missing are minutes for 1975, 1976, 1977, 1980, part of the minutes are from 1978, 1979, 1981.

The minutes are filed in 3-ring binders according to CWU's year (July through June), not according to the calendar year. The first meeting in a year is usually the Planning/Orientation Meeting held in August. Usually background material is not included with the minutes unless pertinent to the minutes. Always include a copy of the year-end Treasurer's Report and a copy of the budget for the new year (filed at the beginning of that year's minutes). It is not necessary to file the monthly reports of the Treasurer. Attendance record sheets are filed at the end of each month's minutes.

There are separate binders for filing of minutes from the Executive Committee.

Revised May 2017

JOB DESCRIPTION

CHAIRPERSON OF THE COMMITTEE ON COMMUNICATIONS CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) The Chairperson of the Committee on Communications shall be appointed by the President with the approval of the Executive Committee. She shall be a member of the Executive Committee and the Board.
- 2) This committee shall be composed of the Newsletter Editor, the Publicity Chairperson, Member Care Person, Mailing Committee Chairperson and any other members as determined necessary. She appoints these committee members.
- 3) As chairperson, her responsibility is to encourage ecumenicity among the churches and help share the message of Church Women United with members and friends of the movement in the Greater Dayton community.

Responsibilities include:

- Helps to develop the quarterly newsletter, *Together* (August, October, February, April)
- Secures editor of the newsletter
- Encourages Officers and Department Chairpersons to submit pertinent information, articles or announcements to the newsletter.
- Submits newsworthy articles to the state newsletter (*The Lamplighter*) and *Church Woman News* (National newsletter).
- In consultation with the Newsletter Editor, sets dates for receiving information, publication, and assembly the newsletter.
- Secures a proofreader for the newsletter and the support of a committee to work with her in assembling and mailing the issue.

Newsletter Editor will be appointed by the Chairperson of the Committee on Communications with approval of Executive Committee. She shall be a member of the board.

Responsibilities include:

- See that a minimum of four newsletters are printed each year (August, October, February, April).

- Receive the membership cards each year from the Member Care Chairperson to record the addresses of members and prepare the address labels for the newsletter mailing.
- Work with the President in preparing the yearly program brochure and updating the membership cards, which should be ready for the printer by August 1 of each year.
- Give help and support to the President in preparing the Annual Report booklet each June.
- With the President engage the printer based on needed services and on the most reasonable cost for such services.

Publicity Chairperson will be appointed by the Chairperson of Communications with approval by Executive Committee. She shall be a member of the board.

She shall see that all events sponsored by Church Women United are publicized in the newspapers in the community and in other ways if appropriate. For events with a ticketed meal, the time of the program will be listed to eliminate unforeseen persons coming without reservations through a Key Woman. All persons dealing with programming or other items to be publicized shall see that this information is given to the Publicity Chairperson three weeks before the event. She shall maintain our web site.

Membership Care Person shall maintain member records and work with the person who keeps a data base (or does this herself). She will prepare all mailing labels as requested by the communications chair or other Executive Committee members. She shall share pertinent information from and encourage subscriptions to our state and national newsletters. She is a member of the Board. She will help with the August orientation for new Key Women.

Revised 5-2017

JOB DESCRIPTION

MAILING COMMITTEE

CHURCH WOMEN UNITED IN GREATER DAYTON

The Chairman of the Mailing Committee is nominated by the Communications Chairman. The appointment is approved by the Executive Committee. The Newsletter Editor is responsible for printing of the newsletter and the mailing labels. All materials are delivered to the location of newsletter assembly (currently at First Baptist Church on Monument in Dayton on the second Wednesday of the month newsletters are published). A group of volunteers gather for the mailing preparation.

Procedure is:

- Volunteers adhere the mailing labels to the newsletters FIRST, then SEALS are put on.
- Finished letters are then counted into groups of 25 and rubber banded. Only the LOCAL addresses which are postal zones 453xx, 454xx, and 455x) get rubber banded into bundles of 25. Any other postal zones are considered out of area and they are handled differently. These few out of area newsletters, approximately 10 to 20 are kept separate due to a difference in mailing cost.
- When placing seals on the newsletters, make sure you place them (2 per newsletter) approximately one inch from the end of the newsletter – both seals on the top side of the letter.
- Count all letters twice to assure there are 25 per bundle, tally the number of newsletters being mailed to local addresses and then remove rubber bands. You need just one total for local and one separate total for out of area. All local zoned ones are place in a regular sized P.O. Box and out of area are placed in a smaller P.O. box.
- PS Form 360-NZ, January 2018, is the current form used for figuring postal cost. These forms change annually, perhaps just the month/year will change but it is important to always make sure you are using the correct form. These forms can be obtained at the Post Office, Bulk Mailing , located at the rear of the 5th Street facility where the newsletters are taken for mailing. Follow directions on the form for correct filling out, i.e., total of these being mailed in each category, weight of one which is multiplied times total, etc. Our Permit Number is **769**. It is the responsibility of the CWU Treasurer to keep enough money in that account to assure the mailing happens. There would be no need to go to the

front of the P.O. UNLESS there were not enough funds in the account and you would then need to write a personal check for which you would be reimbursed.

- Remember to pick up correct number of P.O. Boxes for the next mailing as you leave. They are near the door where you exit.
- Keep a copy of the form for yourself to help with the next mailing.
- Our return address (as of 8-1-18) is Church Women United in Greater Dayton, 2882 Stone Mill Ct., Dayton, OH 45434-6277 is given at the P.O. for undelivered newsletters so she can track those changes.
- Remaining unlabeled newsletters are taken by anyone helping with the mailing who will be attending the next CWU meeting.

JOB DESCRIPTION

PARLIMENATARIAN

CHURCH WOMEN UNITED IN GREATER DAYTON

She is appointed by the President and approved by the Executive Board. She shall give advice to the President or unit as requested or as necessary.

She serves as an ex-officio member of the Executive Committee. She is a member of the Board.

She shall be knowledgeable about Roberts Rules of Order for conducting business.

JOB DESCRIPTION

BIBLE STUDY LEADER CHURCH WOMEN UNITED IN GREATER DAYTON

She is appointed by the President and approved by the Executive Board. She is responsible for having devotions at each Board Meeting (August, September, October, February, April and May). She can give them herself or arrange for someone else to give the devotions. This can be a Bible Study, a reading, or a poem with prayer.

She may be asked to present Bible Study at celebrations but is not required to do so.

She shall be a member of the Board.

JOB DESCRIPTION

CHAIRPERSON, COMMITTEE ON FINANCE CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) Schedule, convene and preside at meetings of the Committee on Finance.
- 2) Coordinate the work of the Committee on Finance, including the development of the budget and the development and implementation of a sound financial plan for the unit.
- 3) Perform a monitoring function with regard to the budget.
- 4) Become thoroughly familiar with the program and policies of Church Women United.
- 5) Give Creative leadership to the Finance Committee in helping the members become informed about the above matters and make a budget which will enable Church Women United to develop and carry on a program in the most effective way.
- 6) With the Committee on Finance, explore all possible sources of income.
- 7) Formulate a plan for raising the necessary funds. This plan should include definite suggestions of ways of interpreting program and operational needs of the unit. Present and interpret the budget at the August Executive Committee meeting and August Board meeting for adoption at the September meeting.
- 8) Report regularly as to the financial condition of the Unit.
- 9) Is a member of the Executive Committee.
- 10) With an auditing committee make sure that the treasurer's records are audited each year (between June and August).

JOB DESCRIPTION
COMMITTEE ON FINANCE
CHURCH WOMEN UNITED IN GREATER DAYTON

Expenses for administrative costs and for programs and projects of the departments shall be paid from funds set aside in the budget. The Committee on Finance shall:

- 5) Consist of seven members whose chairperson shall be elected at the May meeting and serve on the Executive Committee. The other members of the committee shall be the Vice President, four Department chairpersons, and the Treasurer. The President is an ex-officio member.
- 6) Prepare the annual budget during the summer and present it to the August Executive Committee, the August Board meeting and voted on at the September Board meeting.
- 7) Develop a plan for adequately financing the local programs, with a proportionate share going to the state and national programs.
- 8) Acquaint members of the need for support by promoting an understanding of the expenditures in the work of the movement.
- 9) Advise on fiscal implication of any new program
- 10) Review the budget periodically in light of anticipated or available income and recommend any corrective action to the Executive Committee.

(ARTICLE X – STANDING COMMITTEES, Section 2-Committee on Finance)

Additional helps:

- Receive from committees and elected officers the projected amount of money needed for the year's work. This would include postage, travel, stationery, etc.
- Build the expenditure budget based upon the data given to them, adding any other general expenditures such as delegate expenses to meetings, state support, etc.
- Estimate income based upon past experience as well as present program plans. It is important that the committee be just as optimistic in estimating income as expenditures. Members should always be alert to new sources of income and ways by which present income can be increased.
- Along with the Treasurer give regular reports. The Treasurer's report is a statement of receipts, disbursements, and cash on hand. The finance report is interpretation, giving a clear understanding of the financial health of the unit.

OVER

Suggested Budget Items

Previous year Proposed
Actual expenses Budget

Expenditures

State support
National support
Ecumenical Celebrations
Materials
Human Rights Day
May Friendship Day
World Community Day
Emma Murray Prayer Breakfast
Administration
Travel/office expense
Literature
Meetings (annual and others)
National / State/ Local Projects
Miscellaneous
Member care expense
Newsletter
Annual Report
Web site

Income:

Organizational and individual memberships and contributions from local churches
Offering at May Friendship Day (half)
Local projects /State projects /Special Gifts

A budget is program translated into figures representing income and expenditures which balance. Every unit should have a budget regardless of its size.

Revised May 2017

JOB DESCRIPTION
THE DENOMINATIONAL SECRETARY
CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) Represents her denomination on the Church Women United Board. Attends Board meetings in order to help form the policies of Church Women United in Greater Dayton.
- 2) Represents Church Women United in Greater Dayton to her denomination. Keeps in touch with the Presidents and Key Women of women's associations/groups/organizations in her denomination, stressing membership in Church Women United in Greater Dayton, regular attendance at events, and the need for support of their Key Women.
- 3) Encourages Key Women of her denomination to attend all Board meetings and events and to fulfill the duties of Key Women.
- 4) Maintains her individual membership through her local church.
- 5) Reports to the Ecumenical Development Chairperson in August, the names and addresses of all Presidents and Key Women in the local women's associations/groups/organizations in her denomination. Report any changes during the year to the Ecumenical Development Chairperson and the Newsletter Editor in order to keep our mailing list accurate.
- 6) Notifies the Key Women of her denomination any matter needing immediate attention.
- 7) Brings to the Board meetings any matters that will improve effectiveness of the work of Church Women United in Greater Dayton. Recommends potential officers to the Committee on Nominations.

Board meetings are held at Memorial Presbyterian Church, 1541 Smithville Rd. at 1:00 p.m. on the fourth Tuesday of the months of February, April, May, August, September, and October (no meetings in January, March, June, July, November, December.)

Revised May 2017

JOB DESCRIPTION

CHAIRPERSON OF COMMITTEE ON NOMINATIONS CHURCH WOMEN UNITED IN GREATER DAYTON

- 1) Attends the Board meetings. Is a member of the Executive Committee.
- 2) Helps to develop a network of women to serve in local positions and may submit names of qualified women for possible membership on state or national Executive Council.
- 3) Convenes and presides at meetings of the Committee on Nominations.
- 4) Provides each candidate with adequate information about requirements of position to be filled, including a written job description and a copy of the bylaws.
- 5) Secures the nominee's consent to serve, if elected.
- 6) Prepares a ballot which includes names of nominees for positions, with space provided for writ-in votes. Includes the name of the nominee's home church and denomination. Presents the slate at the April meeting of the Board for election in May. Provides a written list of nominations of those continuing in office and nominees to the President and the Secretary.
- 7) Informs each nominee of the results of the election if that person cannot be present at the time of election.
- 8) In case of vacancies during the year, brings the name of the nominee before the Board and/or Executive Committee for election.
- 9) Makes preparations for an installation service for all elected officers at the June Annual Meeting, confers with the President and is responsible for securing someone to install all elected officers at the Annual meeting.

The Committee on Nominations

- Consists of five members, including the Chairperson (four of whom are not on the Executive Committee), who represent different denominations whenever possible, and who shall be appointed by the Chairman in June and approved by the Executive Committee at the June meeting. Each shall be asked to serve for two years, with two members appointed every year.
- Identifies potential leaders and supports the development of emerging leadership within the unit.
- Identifies and recommends to the Executive Committee replacements to fill vacancies in elective offices that may occur during the year.

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