

Other important roles support the structure of UWFaith. Each of the five jurisdictions has a set of elected officers just as the local, district, and conferences have. The jurisdictions do not have coordinators, but they are led by a Board of Directors with advisory input from the Program Advisory Group (PAG) and national staff.

The Board of Directors consists of 25 directors, 20 of whom are elected by their jurisdiction and five who are nominated and elected by the National Organization. From the 25, a team of leaders is nominated and elected. They meet at least twice a year and serve a four-year term. Their work includes policy and governance, strategic planning, budgeting, care of retirees, and property. Currently there are 6 members of the SEJ on the Board of Directors: Stephanie Dressler (NC), Renee Hayes (WNC), Zan Jones (A-WF), Melba McCallum (NC), Patsy Thomas (SG) and Katy Wrona (A-WF). Margaret Gipson (MS) and Lori Sluder (Holston) serve as alternates.

The Program Advisory Group (PAG) consists of 65 – 70 members, selected from a pool of leaders nominated at conference UWFaith annual meetings and from recommendations from the national board of directors and staff. PAG may include the 25 Board of Directors members, a representative from each conference not already represented on the 25-member board, the five UWFaith jurisdiction presidents, representatives from United Methodist agencies, and five members selected by the Board of Directors for diversity. They meet at least annually to study issues and prepare recommendations to the national board regarding mission priorities, mission education, interpretation work, and program guidance on behalf of members of UWFaith.



United
Women
in Faith

Who Will You Be?

SEJ Committee on Nominations
Leadership Team Job Descriptions
for Officers elected at the 2028
Quadrennial Event



Southeastern Jurisdiction
of The United Methodist Church

Greetings,

I am Betty Void, Chair of the Committee on Nominations for the Southeastern Jurisdiction of United Women in Faith. I'm looking for a few good women! We will present a slate of officers for the next quadrennium at our Quadrennial Event in 2028. I ask your assistance in helping fill that slate.

Members of the Committee on Nominations will spread out through the Jurisdiction to meet your members at one of your Leadership Team meetings or at your Annual Meeting. If possible, one of us will visit in person, but we are also able to visit via Zoom. If you are going to Assembly, we will be happy to meet you there!

I have attached the job descriptions for the Jurisdiction team. If there is someone you know who is a good fit for a particular position, please send their name/names and contact information to me.

Betty J. Void
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Gaston, South Carolina 29053
Email address: bjvoido629.bv@gmail.com
Cell: 803-447-0626

The Committee on Nominations and I look forward to working with you.

Betty J. Void

Chair, Committee on Nominations
Southeastern Jurisdiction, United Women in Faith

Secretary (continued)

archives per the General Commission on Archives and History. Electronic or paper documents may be archived as is the preference of the archival site.

e. Sign vouchers with the president.

f. Oversee the preparation of publicity, program books, other printed materials, and a directory as determined by the jurisdiction leadership team.

g. Send a list of names of those elected to the United Women in Faith national organization, including addresses, ZIP codes, telephone numbers, and emails, to the United Women in Faith National Office staff secretary liaison within ten (10) days of the close of the quadrennial meeting of the jurisdiction organization of United Women in Faith.

h. Assume other duties and responsibilities as designated by the jurisdiction leadership team.

Chair, Committee on Nominations

The chair of the committee on nominations will actively work to fulfill the Purpose of United Women in Faith. She will::

a. Chair meetings of the jurisdiction committee on nominations.

b. Oversee records and tenure for potential nominees for the jurisdictional team, PAG's and Directors.

c. Assume responsibilities as assigned by the jurisdiction leadership team.

d. Contact all jurisdiction CON chairs and presidents via Zoom or in-person to meet potential leaders.

Treasurer (continued)

- d. Prepare a written financial report for every meeting of the jurisdiction leadership team that is to be distributed with the minutes.
- e. Disperse funds in accordance with the approved recommendation of the jurisdiction leadership team and upon written order of the president and secretary.
- f. Arrange for a certified public accountant or a person with substantial accounting, audit, or finance experience to perform agreed-upon procedures on the financial records of the jurisdiction at the end of the quadrennium. The treasurer must present a copy of the report to the jurisdiction leadership team and send a copy to the treasurer of the United Women in Faith national organization.

Secretary

The secretary will actively work with the jurisdiction leadership team to fulfill the Purpose. She will:

- a. Take minutes and keep permanent records of all meetings of the jurisdiction leadership team and the jurisdiction organization.
- b. Distribute copies of the minutes, the budget, and financial reports as directed to the jurisdiction leadership team, the jurisdiction committee on nominations, conference presidents, and others as designated.
- c. Keep all official records and documents of committees, task groups, consultations, and workshops.
- d. Maintain minutes and local documents/records for two quadrennia (the preceding and the current). Archive older minutes and records with the jurisdiction United Methodist

Leadership Team Guidelines

Section 1. United Women in Faith is a laywomen's organization rooted in mission whose membership is open to any woman who shares its Purpose (The Book of Discipline of The United Methodist Church 2016, ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches or who were members of United Women in Faith on January 1 of the year of their election, and within the boundaries of the jurisdiction, may serve as elected leaders.

The jurisdiction president, who represents United Women in Faith at the UMC Jurisdictional Conference, must be a professing member of The United Methodist Church. Additionally, she serves on the Jurisdictional Planning Committee.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Women in Faith (The Book of Discipline of The United Methodist Church 2016, ¶¶268, 269, 316, 318).

Section 2. Elected Leaders

Members of the jurisdiction leadership team will be elected to be members of a team comprising five leaders: president, vice president, treasurer, secretary, and chair of the committee on nominations.

Three of the four designated elected leaders must be present/participate via voice to conduct a business meeting.

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Elected leaders will be:

- ♦ Women who know God and are faithful disciples of Jesus Christ.
- ♦ Chosen for their expertise, knowledge, and experience.
- ♦ Versed in the general work of United Women in Faith as well as the work of The United Methodist Church and its outreach into the world.
- ♦ Keenly aware of the present-day challenges to the church and deeply committed to dynamic responses to God's redemptive purpose in the world.

President

Working with the jurisdiction leadership team, to actively seek to advance all phases of the work of United Women in Faith. She will:

- a. Preside at all meetings of the jurisdiction organization and the jurisdiction leadership team, except when the jurisdiction leadership team meets as the quadrennial meeting committee and the committee on finance.
- b. Have the jurisdiction leadership team as her primary responsibility.
- c. Sign vouchers with the secretary
- d. Become a member of the program advisory group of the national organization of United Women in Faith as provided in The Book of Discipline of The United Methodist Church 2016 (§1911).
- e. Be the primary link between the jurisdiction leadership team and the national organization of United Women in Faith.

Vice President

The vice president will actively work to fulfill the Purpose of United Women in Faith and will work cooperatively with the president. She will:

- a. Guide the leadership team in its responsibility for planning and implementing program and events to strengthen mission and fulfill the Purpose.
- b. To the extent possible, actively observe and promote good environmental practices during gatherings.
- c. Serve as chairperson of the Committee on Program.
- d. Serve on the following committees: Leadership Team, Program, Finance, and others as assigned.
- e. Perform other duties, if assigned, such as: perform the duties of the president in her absence.

Treasurer

The treasurer will actively work to fulfill the Purpose of United Women in Faith. She will:

- a. Receive all funds for the jurisdiction leadership team.
- b. Prepare for the approval of the jurisdiction leadership team, in consultation with the treasurer of the United Women in Faith national organization, annual and quadrennial budgets, including annual and quadrennial budgets for the quadrennial meeting and for the committee on nominations.
- c. Chair the jurisdiction leadership team when it meets as a finance committee.

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