

(SAMPLE GUIDE for the functions & responsibilities of new UMW(UWF) officers)

2022 New Officer's Functions

The sample checklist outlines included in this information handout are only a suggested list of duties based on the functions of officers according to UMW guidelines and can be modified based on the structure or framework of the local units/organizations. Please refer to the new UMW Handbook (2021-2024 edition) for current Bylaws and officer's job descriptions.

Local President:

Overview

1. Serve as the leader of the UMW (UWF) (Leadership Team & keep the Senior Pastor updated on UMW (UWF) quarterly activities
2. Review and oversee all UMW (UWF) mission activities & events on UMW (UWF) 2022 Calendar
3. Read and Review UMW Handbook to understand your role and responsibilities of all UMW (UWF) officers
4. Help keep the membership aware of the UMW (UWF) goals, mission priorities and mission outreach programs to serve the needs of women, youth and children locally and around the world.
5. Scheduled team/committee meetings & UMW (UWF) monthly meeting and as needed
6. Participant in UMW district activities and UMW (UWF) state events per scheduled calendars

" Sample" Checklist:

1. Provide leadership over all meetings, Missions programs and activities of the local unit
2. Basic functions of local President:
 - Leads the local leadership team in developing educational mission activities, outreach mission experiences/activities & enrichment opportunities for spiritual growth for all unit members
 - Lead in promoting the UMW Purpose and vision through unit activities
 - Lead in preparing reports, evaluating mission programs, and receiving information
 - President will represent the local unit or designate a person from the leadership team to represent LOCAL UMW at events or activities sponsored by the District or State UMW conference whenever needed
 - Maintains a liaison with the district organization of UMC & encourage superintendent to participate on the leadership team as needed
 - Presides at all local UMW meetings and advise members of the leadership team as needed
 - Responsible for correspondence with District as well as getting that information to the officers responsible for the items
 - Oversee all activities of the unit and delegate responsibilities as needed
 - Prepare the unit's calendar collaboratively with the leadership team and present final copy top the body for approval at the first local UMW monthly meeting of the year
 - Oversee that all reports and requirement documents are completed & submitted to the District on time. Also serve as the main contact when partnering with other ministries
 - Receive copies of bank statements that are kept and maintained by the local treasurer
 - Review quarterly the local UMW membership status with the membership chair

- Present unit suggestions with the approval of the leadership team on issues and changes for the betterment the unit as a whole

UMW Contact Resources: Past Presidents, both at local levels and district wide

Local Vice-President:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and coordinate activities on local UMW 2022 Calendar
3. Read and Review UMW Handbook to understand your role and responsibilities of the vice-president
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“Sample” Checklist:

1. Assist the local President with all activities and events as needed for the AUMW organization
2. Basic functions of local vice-president:
 - To serve in place of the president when the president is absent or not available to conduct meeting and/or oversee programs or events
 - Sit in as President when she is unavailable
 - Oversee the UMW program committees which includes: Spiritual Growth; Membership Nurturing & Outreach; Educational programs; annual meeting activities; etc.
 - Maintains and encourages ecumenical relationships with groups such as Church Women United; Women’s Federation of UMC; and Uniting Church Women
 - Share in the Tree of Life publication distribution of information newsletter with local unit members that is mailed to her periodically (should sign up to receive newsletter)
 - Oversee local unit fundraising events (ex. UMW Women’s Day Program) as delegated by the local president
 - Oversee special outreach mission committees, such as, scholarship; healthy community and others as assigned by the president and/or approved local UMW calendar events working with the social action chair and other ministry partnerships at church and throughout the community
 - To help promote the purpose of the UMW organization on all levels

UMW Contact Resources: Past Vice- Presidents, both at local levels and district wide

Local Secretary:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2022 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the secretary
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“ Sample” Checklist:

1. Basic Functions of the Local Secretary:

- Take and keep the local unit minutes
- Keeps records of all members updated with Membership chair
- Keep up with all correspondence sent and received by the unit
- Keep records of all motions and decisions during meetings including whether the motion is approved or defeated
- Prepare all agendas approved by the president for meetings and make copies for each monthly group and leadership team sessions
- Secretary is the custodian of all records and official papers
- Responsible for the long-term storage to maintain the history of the UMW so that it will not be lost
- Secretary and Communications Coordinator may combine their functions as needed
- Assist all members of the leadership team with keeping updated records and information as it relates to UMW Bylaws and Local Unit Rules and Regulations
- Assist other officers in preparing reports, such as, List of Local Officers to the District; Mission Today; Local Membership Census; etc.
- Other functions as delegated or assigned by the President

UMW Contact Resources: Past Secretaries, both at local levels and district wide

Local Treasurer:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep the local President updated on all financial activities and reports for the local unit
2. Review and help coordinate activities by revising the local UMW 2021 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the treasurer
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“Sample “ Checklist:

1. Basic Functions of the Local Treasurer:

- Help to promote the UMW purpose to all local unit members
- Keep all unit financial records current
- Maintain all records of unit’s bank statements
- Remit Pledge money and other accessed UMW monies to the district or state by required deadlines
- Prepare monthly financial reports to be distributed to UMW members at each monthly meeting
- Responsible for handling all the funds and keeping the financial books for the local unit
- Send all financial reports and funds accessed to local units from the District and State Treasurers which are the responsibility of the local treasurer to complete as designated by the State UMW Conference
- Maintain financial records of all unit funds dispensed and reimbursed for the expenditures of the organization
- Oversee funds for the World Thanks Offerings working with the Education & Interpretation coordinator
- Complete all documents sent to the local treasurer in the local “Treasurer Packets”
- Distribute local UMW payment forms and keep storage records on all payment forms processed for reimbursements and/or unit expenditures
- Submit monthly financial reports to local president to keep the leadership team aware of the actions of the unit treasurer (Checks & Balances)
- All other delegated unit financial functions as designated by the Local President

UMW Contact Resources: Past treasurers, both at local levels and district wide

2022 Missionary Coordinators & Extended Positions

Local Social Action Coordinator:

Leadership Team Overview:

1. Serve as a member of the UMW Leadership Team & keep the local President updated on your local unit quarterly activities
2. Review and coordinate activities (under social action missions) scheduled on local UMW 2022 Calendar
3. Read and Review UMW Handbook to understand your role and responsibilities as the social action coordinator
4. Help keep the membership aware of the UMW goals and social issues, such as, Racial Justice and Children Trafficking. Mission activities should be designed to help with the needs of women and children.
5. Attend scheduled team/committee meetings & UMW monthly meeting
6. Participant in UMW district activities and UMW state events on the current scheduled calendars

“SAMPLE” Checklist:

1. Coordinate Local and Global Mission for local unit
2. Coordinate Summer & Fall local, State & Global mission outreach activities:
 - Work cooperatively with other mission coordinators (key contact: Communications)
 - Pass out sign in sheet for volunteers for local UMW activities and projects on local calendar
 - Coordinate all procedures and plans for putting mission activities into actions
 - Schedule meetings and select small groups or sub-committees to conduct outreach missions as needed
 - Pass on information to local UMW members on social action, such as, Racial Justice, trafficking & other Social Issues each quarter
 - Initiate partnerships with the local church ministries for the various walks as an outreach community activity (ex. Breast Cancer Walk; MS walk; Heart Walk; Sickle Cell Walk; etc.)
 - Initiate partnerships with your church Mission Ministry Projects as needed
 - Encourage local UMW members to participate in outreach programs for charities by providing assistance or help for women, children, and families.
 - Coordinate Holiday Activities to help local National Institutes for the UMC, such as, the Bethlehem Center and Women Shelters as needed.

Resource Contacts: Past Social Action Coordinators, both at local levels and district wide

Local Education & Interpretations:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2022 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the Education & Interpretation
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth, and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“Sample” Checklist:

1. Basic Education & Interpretation Coordinator Functions:

- Present Educational programs and current missionary issues from the UMW program book at the monthly meeting or other scheduled meeting times
- Empower Women to seek understanding of the church outreach mission giving and activities through the lessons in the program book each year
- Responsible for geographical mission study covered throughout UMW program book
- Work collaboratively with program resources, spiritual growth, and the vice-president to provide nurturing programs to the members
- Prepare September and October Educational Topics as joint presentations if your local unit does not meet in October (Fall Tea).
- Prepare a brief presentation on Advent Season at the November meeting after the outlined topic from the new program book (2021-2022). Check with Past coordinators for more details.
- Assist the president with the overall mission activities as needed

UMW Contact Resources: Past Education & Interpretation Coordinators, both at local levels and district wide

Local Secretary of Program Resources:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2022 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the secretary for program resources
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth, and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“Sample” Checklist:

1. Basic Program Resources Functions:

- Order local UMW program materials for all the officers
- Encourage local UMW members to subscribe to the UMW reading materials, such as, the Response; UMW Newsletter; Outlook UMW Magazine; Online e-newsletters (etc.)
- Coordinate and organize the local UMW Reading Program each year
- Select and order the books for the local UMW Reading Program
- Prepare and submit the Reading Program Report for the local unit to the district and State Conference Program resources contacts
- Develop outreach reading opportunities for local children (ex. Bethlehem Center or local community centers)
- Work collaboratively with the Spiritual Growth and Ed & Interpretation Coordinators
- Encourage linking to on-line UMW or United Methodist web sites and UMW subscriptions that are all free
- Conduct periodical book review discussions on the selected reading materials for the year and encourage your local reading UMW members to write out brief summations of the books read

UMW Contact Resources: Past Program Resources Coordinators, both at local levels and district wide

Local Chair for the Committee on Nominations:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2022 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the Nominations Committee Chair
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth, and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“Sample” Checklist:

1. Basic Functions of the Committee on Nominations Chair:

- Distribute UMW Talent Bank forms to be completed each year to help develop a prospective pool of candidates for future positions as UMW local officers
- Prepare a list of perspective future officers from the list of current UMW members with the assistance of the past president and the local membership coordinator
- Design a nomination form to be used for collection of candidates each year as needed
- Responsible for the nomination process for all elected leaders within the local unit
- Compile a list of names to submit to the membership body for approval each September
- Work with the leadership team to develop training sessions for new officers and perspective leaders
- Follow up with perspective candidates for local UMW future officer position throughout the year
- Work as a committee of 3 to fill any local vacant position(s), then present candidates to the leadership team for approval if vacancy occurs during the current term of the officers
- Elected to a 2-year term **only**

UMW Contact Resources: Past Chair on Nominations Committee, both at local levels and district wide

Local Mission Coordinator for Spiritual Growth:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2022 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the coordinator for spiritual growth
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth, and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

“Sample” Checklist:

1. Basic Functions of the Mission Coordinator for Spiritual Growth
 - Promotes personal growth and spiritual renewal for mission in the life of our local members and each unit
 - Present the devotion & prayer at each local UMW monthly meeting
 - Coordinate and schedule all local unit Mission Studies each year and select approved presenters
 - Distribute and coordinate the registration information for members to attend the Mission u training in July
 - Attend the annual Mission U training workshop to help prepare for the selected UMW Mission Studies
 - Promote the Spiritual District & State Conference Retreats as scheduled by the district and State
 - Submit the District Mission Studies Report each year
 - Work collaboratively with the Program Resources and Education & Interpretation Coordinators on local and global missions
 - Share spiritual growth materials available through the UMW Mission Resources Store and order any free materials on spiritual growth, as well as, required training books for the current year to be used in the designed studies. These items are listed in the new UMW Catalog
 - Provide opportunities to share spiritual growth experiences from Mission Studies, Retreats, and events, with other UMW members and community wide

UMW Contact Resources: Past Spiritual Growth Coordinators, both at local levels and district wide

Local Membership, Nurturing and Outreach (MNO) Chair:

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2021 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the Membership, Nurturing and Outreach
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

"Sample" Checklist:

1. Basic Functions of the Membership, Nurturing & Outreach (MNO) Chair:

- Actively work to fulfill the purpose of UMW Works with the leadership team to determine the needs of the local unit members
- Prepare and distribute new membership packets /binders for each new member
- Conduct mini welcome and/or activities each UMW quarter
- Maintain a members suggestion box to allow each member to have input into the betterment of our missionary unit for women, children, and youth
- Lead the unit in discovering and exploring possibilities for nurturing each members faith, spirit, and willingness to serve the needs of others
- Keep and update the membership roster for the unit each quarter
- Organize and Coordinate recruitment of new members at least twice per year (Displays and booths at the church ministry recruitment activities and monthly meeting each quarter)
- Compile new member binders and distribute membership information to each new member when they join
- Work collaboratively with other mission coordinators & officers (secretary; treasurer; president; and communications)
- Complete and Submit Necrology Report; Local Membership Census and local UMW Membership Roster updated quarterly
- Assist other officers as needed

UMW Contact Resources: Past MNO Coordinators, both at local levels and district wide

Local Communications Coordinator (Extended Position):

Overview:

1. Serve as a member of the local UMW Leadership Team & keep your President updated on your quarterly activities
2. Review and help coordinate activities by revising the local UMW 2021 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the communications coordinator
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth, and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

Basic Communications Functions: The overall function of the communications coordinator is to serve as the contact to send out announcements and reminders of mission activities; events; and updates for all local UMW (UWF) outreach programs by email and telephone for members without emails.

UMW Contact Resources: Past Local Communications Coordinators

Local Courtesy Co-Chairs: (extended position)

Overview:

1. Serve as a member of the UMW Leadership Team if designated by local President & will keep the local President updated on the care and well fare of the local membership
2. Review and help coordinate activities by revising the UMW 2021 Calendar with the approval of the leadership team
3. Read and Review UMW Handbook to understand your role and responsibilities of the communications coordinator
4. Help keep the membership aware of the UMW goals and social issues designed to help with the needs of women, youth, and children.
5. Attend scheduled team/committee meetings & local UMW monthly meeting
6. Participant in UMW district activities and UMW state events per scheduled calendars

Basic functions of the Courtesy Committee: This is a special committee established to extend nurturing and provide caring for our members who have lost a love one or experienced illness or have been blessed to celebrate another birthday. This committee expresses our love for each other and help to remind us we are our brother's keeper. This person works directly with membership and the treasurer to help meet the care and compassion needs of the local membership as needed.

UMW Contact Resources: Past Local Courtesy Coordinators

***** The position of Parliamentarian is an extended position working directly with the local President for each local UMW if applicable and serves to provide order during our scheduled meeting based on Roberts Rules of order!!**