

## JOB DESCRIPTIONS

### **Job Title: Board Member, North Carolina Synodical Women's Organization Board**

**Purpose:** The purpose of the position shall be to conduct the business of the SWO between conventions.

**Responsibilities:**

1. Chair or co-chair a synodical committee as directed by the President.
2. Perform other duties as the Board may from time to time direct (e.g. submit reports, write articles for the newsletter, lead workshops, and attend events.)

**Time Required:** The Board generally meets six times a year including two meetings held in conjunction with the convention. Preparation time could take 10 hours a month.

**Length of Service:** The term of office for this position is two years, with the person eligible for one re-election to the same position.

**Qualification and Skills:**

1. Be committed to the mission of the Women of the ELCA
2. Be an active participant of a unit of Women of the ELCA
3. Have the ability to organize, motivate and enable
4. Be able to travel for meetings on weekends

### **Job Title: President, North Carolina Synodical Women's Organization Board**

**Purpose:** The purpose of this position shall be to ensure that all aspects of Women of the ELCA are administered and carried out according to the organization's constitution.

**Responsibilities:** Preside at all Conventions of the synodical women's organization and at meetings of the Board and Administrative Committee.

1. Ensure that the constitution and bylaws of the Synodical Women's Organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for.
2. Be an ex-officio member of all committees of the Synodical Women's Organization except the Nominating Committee.
3. Assist secretary in notifying congregational units of the regular convention at least three months in advance and of a special convention at least one month in advance.
4. Submit a report of each regular convention of the Synodical Women's Organization concerning her work, with observations and recommendations affecting the Synodical Women's Organization.
5. Serve as liaison with the church wide women's organization and attend the meetings of the Conference of Synodical Presidents.
6. Represent the Synodical Women's organization, or appoint representative to inter-Lutheran and ecumenical association and councils in which the organization participates.
7. Serve as representative to the Synod Council or appoint a representative.

**Time Required:** The Board generally meets six times a year including two meetings held in conjunction with the convention. Preparation time could take from 10-15 hours a week.

**Length of Service:** The term of office for this position is two years with the person eligible for one re-election.

**Qualifications and Skills:**

1. Be committed to the mission of the women of the ELCA
2. Be an active participant of a unit of the women of the ELCA
3. Have the ability to organize, motivate and enable.

## **Job Title: Treasurer, North Carolina Synodical Women's Organization Board**

**Purpose:** The purpose of this position shall be to handle accurately the financial actions of the synodical Women Organization.

### **Responsibilities:**

1. Provide for the keeping of all records and be accountable for all funds.
2. Be responsible for disbursing funds in accordance with the financial policies of Women of the ELCA and the budget of the synodical women's organization.
3. Present a complete report, including an audit, to the synodical women's organization convention and an interim report at each Board and Administrative Committee meeting.

### **Article VIII -- Financial Matters**

**SECTION 1.** Fiscal Year. The fiscal year and the budget year for this Synodical Women's Organization shall be February 1 through January 31.

#### **SECTION 2.** Annual Budget

**Item 1.** The annual budget shall include the synodical women's organizational program and operating costs and reflect the interdependent relationship between the synodical women's organization and the church wide women's organization.

**Item 2.** The proposed annual budget shall be presented to the church wide Women's Organization Executive Board for information prior to being submitted to the Synodical Women's Organization for adoption.

#### **SECTION 3.** Financial Reports

The Synodical Women's Organization Board shall provide annual financial reports to the congregational/intercongregational units within the organization.

#### **SECTION 4.** Remittances

Regular remittances to the church wide women's organization according to the established procedures shall reflect the interdependent relationship between the synodical women's organization and the church wide women's organization.

#### **SECTION 5.** Audit

An annual audit of the synodical women's organization's financial records shall be conducted by a certified public accountant.

### **Length of Service:**

The treasurer is elected for a two-year term and eligible for re-election.

### **Time Required:**

The time needed to do this job varies from day to day. A time line is not feasible. The treasurer meets the necessary duties and deadlines as they occur.

### **Qualifications and Skills:**

1. Be committed to the mission of the Women of the ELCA
2. Be an active participant of a unit of the Women of the ELCA
3. Be able to keep financial records and to handle receipts and disbursements in an accurate and timely manner.



**EXPERIENCE beginning with the most RECENT.  
List the experience in each area over the LAST 5 YEARS.**

**WOMEN OF THE ELCA:**

Congregational \_\_\_\_\_  
\_\_\_\_\_

Conference \_\_\_\_\_  
\_\_\_\_\_

Synodical Women's Organization \_\_\_\_\_  
\_\_\_\_\_

Churchwide Women's Organization \_\_\_\_\_

Significant Involvement in Women of the ELCA prior to last 5 years \_\_\_\_\_  
\_\_\_\_\_

**OTHER CHURCH EXPERIENCE:**

Congregational \_\_\_\_\_  
\_\_\_\_\_

Synodical \_\_\_\_\_

Church-at-Large \_\_\_\_\_

Interdenominational \_\_\_\_\_

**MISCELLANEOUS EXPERIENCE:**

Occupational \_\_\_\_\_  
\_\_\_\_\_

Community Participation \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

**REASON FOR ACCEPTING NOMINATION:**

\_\_\_\_\_  
\_\_\_\_\_