

## JOB DESCRIPTIONS

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

**Purpose:** To act in the absence, disability or resignation of the President

**Responsibilities:**

1. Assume the duties of the President when required and serve until the vacancy is filled by the Board of the Synodical Women's Organization.
2. Chair or co-chair a synodical committee as directed by the President.
3. Perform other duties as the Board may from time to time direct (e.g. submit reports, write newsletter articles, lead workshops, attend events).

**Time required:** The Board generally meets six times a year including two meetings held in conjunction with the annual convention/gathering. Preparation time could require 10-15 hours per month.

**Term of office:** The term of office for this position is two years with eligibility 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:** Secretary, North Carolina Synodical Women's Organization

**Purpose:** To keep accurate records of this organization and its congregational/intercongregational units and to keep units informed of pertinent matters.

**Responsibilities:**

1. Record and distribute minutes of the synodical convention(s), the Board, and the Administrative Committee.
2. Keep an accurate register of the congregational/intercongregational units and their officers, conferences and their officers, as well as the roll of synodical committee members.
3. Give the units notification of the annual convention as least three months in advance and of a special convention at least one month in advance.
4. Prepare and mail correspondence to units; gather information as needed from the units.
5. Collect historical records, documents and other materials for the archives.
6. Perform other duties as the Board may from time to time direct (e.g. submit reports, write newsletter articles, lead workshops, attend events).

**Time required:** The Board generally meets six times a year including two meetings held in conjunction with the annual convention/gathering. Preparation time could require 15-20 hours per month.

**Term of office:** The term of office for this position is two years with eligibility 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. Be able to use a computer and perform other secretarial duties as demanded by the position.

**Job Title:** Board Member, North Carolina Synodical Women's Organization (SWO)

**Purpose:** 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 newsletter articles, lead workshops, attend events).

**Time required:** The Board generally meets six times a year including two meetings held in conjunction with the annual convention/gathering. Preparation time could require 10 hours per month.

**Term of office:** The term of office for this position is two years with eligibility for one re-election to the same position.

**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.
4. Be willing and able to travel for meetings on weekends.