

<Presbytery Name> PWM Leadership Team Position Duties

Coordinator-Elect:

The Coordinator-elect shall attend Leadership Team meetings as an observer and shall study the duties of the Coordinator during the year preceding her installation as Coordinator, at which time she shall automatically become Coordinator of PWM for one term of two years.

Coordinator:

The Coordinator shall:

- a) Preside at all meetings of the PWM Team;
- b) Call special meetings as needed;
- c) Direct the team in planning the Annual Business Meeting, programs, projects, and work for the year;
- d) Appoint such committees as are needed;
- e) Present a report of the work of the year (except finances) at the Annual Business Meeting;
- f) Report to <Presbytery> each year as requested;
- g) Coordinate work with the local churches, working with the local Coordinators on special programs and projects;
- h) Shall be a member, ex officio, of all committees except the Nominating Committee;
- i) Will serve as needed in advisory capacity on CDM Committee of <Presbytery>.

Assistant Coordinator:

The Assistant Coordinator shall:

- a) Perform the duties of the Coordinator in her absence; and upon resignation of the Coordinator, she shall become Coordinator and hold office through the unexpired term of the Coordinator;
- b) Oversee Presbytery projects, working with the Project Chairmen elected or appointed for such tasks;
- c) Serve on the Finance Committee;
- d) Serve as Parliamentarian for PWM;
- e) Shall be the alternate on the CDM Committee of <Presbytery>

Treasurer:

The Treasurer shall:

- a) Receive and disburse all money at the direction of the PWM Team;
- b) Keep accurate records of all financial transactions;
- c) Prepare quarterly financial reports for the PWM Team;
- d) Provide the Clerk of Presbytery with a financial report at the time and in the form requested by him;
- e) Serve as Chairman of the Finance Committee

Secretary:

The Secretary shall:

- a) Keep records of all meetings of PWM Team and women's events;
- b) Serve as Publicity Agent for the PWM by sending notices of meetings within the Presbytery to church newsletters and journals;
- c) Attend to correspondence as directed by the Coordinator;
- d) Fill out and mail annual reports as directed by the Coordinator;
- e) Serve on the Nominating Committee;
- f) Send written notice of any meeting to each local women's ministry as requested by the Coordinator;
- g) Send list of names of PWM team, with their addresses to the CDM Office, immediately following the Annual Business Meeting.

Historian:

The Historian shall:

- a) Compile and write a history of the PWM for each year that she is in the position.
- b) File one copy with the records of PWM, and save one copy for reference for CDM.

Mission to North America:

The Mission to North America Chairman shall:

- a) Obtain information and materials concerning the work of the Assembly's MNA Committee and encourage the women to actively support the ministries of this committee.
- b) Send her name and address to the MNA Office, with a request to be placed on their mailing list.

- c) Encourage the women to participate in the evangelism programs and outreach of the local church.

Mission to the World Chairman

The Mission to the World Chairman shall:

- a) Obtain information and materials concerning the work of the Assembly's MTW Committee and encourage the women to actively support the ministries of this committee.
- b) Send her name and address to the MTW Office, and request to be placed on their mailing list.
- c) Encourage the women to correspond with missionary families. Stress the need for prayer for missions and publicize specific prayer requests.

Christian Education:

The Christian Education Coordinator shall:

- a) Serve as an information and resource person, suggesting suitable materials for use by local women's ministry;
- b) Plan leadership training for PWM and/or local women's ministries once a year.
- c) Promote the Blessing Box Offering for Scholarships from local women's ministries. This Scholarship Fund shall be disbursed to benefit young people in the last two years of college and graduate training for Christian Service, and to benefit children of PCA missionaries in the last two years of college or graduate programs;
- d) Serve as Chairman of the PWM Committee charged with the responsibility to select young people who may benefit from the Blessing Box Offering for Scholarships;
- e) Serve as a member of the CDM Committee of Presbytery (as needed in advisory capacity).
- f) Provide the devotion at council and annual meetings.