Program Coordination/Vice President

In this role, she will work cooperatively with the president and assists the conference in fulfilling the Purpose. 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 contact person for district program coordination designee or vice presidents, provide resources and conduct training at least annually, as determined by the Leadership Team;

d. serve as chairperson of the Committee on Program;

e. serve on the following committees: Leadership Team, Program, Finance and others as assigned; and

f. perform other duties, if assigned, such as:
   
   a. promote ecumenical relations in the conference (e.g.: interpret and promote Church Women United and the World Federation of Methodist and Uniting Church Women and encourage attendance at their events).
   
   b. perform the duties of the president in her absence.

Contact your staff liaison for questions and clarifications.