

## **Program Resources Coordination/Management**

**Leader works actively to fulfill the Purpose and find creative ways to assist the work of coordinating resources within United Women in Faith. She will:**

- a. Place orders for resources, display and arrange program materials at conference meetings;
- b. Be informed about online resources, such as videos, training classes, podcasts and other audiovisual;
- c. Resources and how to access them;
- d. Conduct training at least annually, as needed;
- e. Promote response magazine (print and online) and the Reading Program;
- f. Serve as the contact person for district secretaries of program resources, provide resources to them;
- g. Serve on the following committees: leadership team, program, finance and Mission u; and
- h. Be available, if asked, to attend and manage the resource room at Leadership Development Days and Mission u training events when they occur in your conference, or recommend names of local volunteers for this purpose.

**Contact your [staff liaison](#) for questions and clarifications.**