

## Month by Month Job Description for President of United Methodist Women

prepared by Mary Whanger October, 1995

from information in Durham District Calendar for 1995 and from Duke Memorial records for 1994 and 1995

Entries in italics are taken from the Durham District Calendar. It would be good if we could participate in all of these, and our membership should be informed of them, at least through our Newsletter, but the ones that are essential are identified by an asterisk (\*), with the exception of the Durham District Executive Committee meeting. In my opinion, this is less important than all others so marked, but the President should attend if feasible. The President will receive a District information book (probably at the Blast Off event) which will contain a calendar for the year.

Entries that are not in italics are responsibilities or events specific to Duke Memorial UMW.

Responsibilities for entries marked @ could be shared or, in some cases, assumed by helpers. In some instances, the President would need to be the person contacted initially.

The UMW President is a member of the Administrative Board and is responsible for making a report (written, to be handed to the secretary) at each meeting of the Board. The UMW President is also a member of the Council on Ministries and may join in discussion when appropriate but does not report. Administrative Board and Council on Ministries may meet only once during summer.

The schedule below does not include any fund raising activities or any times for allocation of funds other than at the November Executive Committee meeting. Requests for funds will come from time to time during the year, and should be handled on a timely basis by either the Executive Committee or by a smaller committee for that purpose if the decisions cannot wait for a regular quarterly unit meeting.

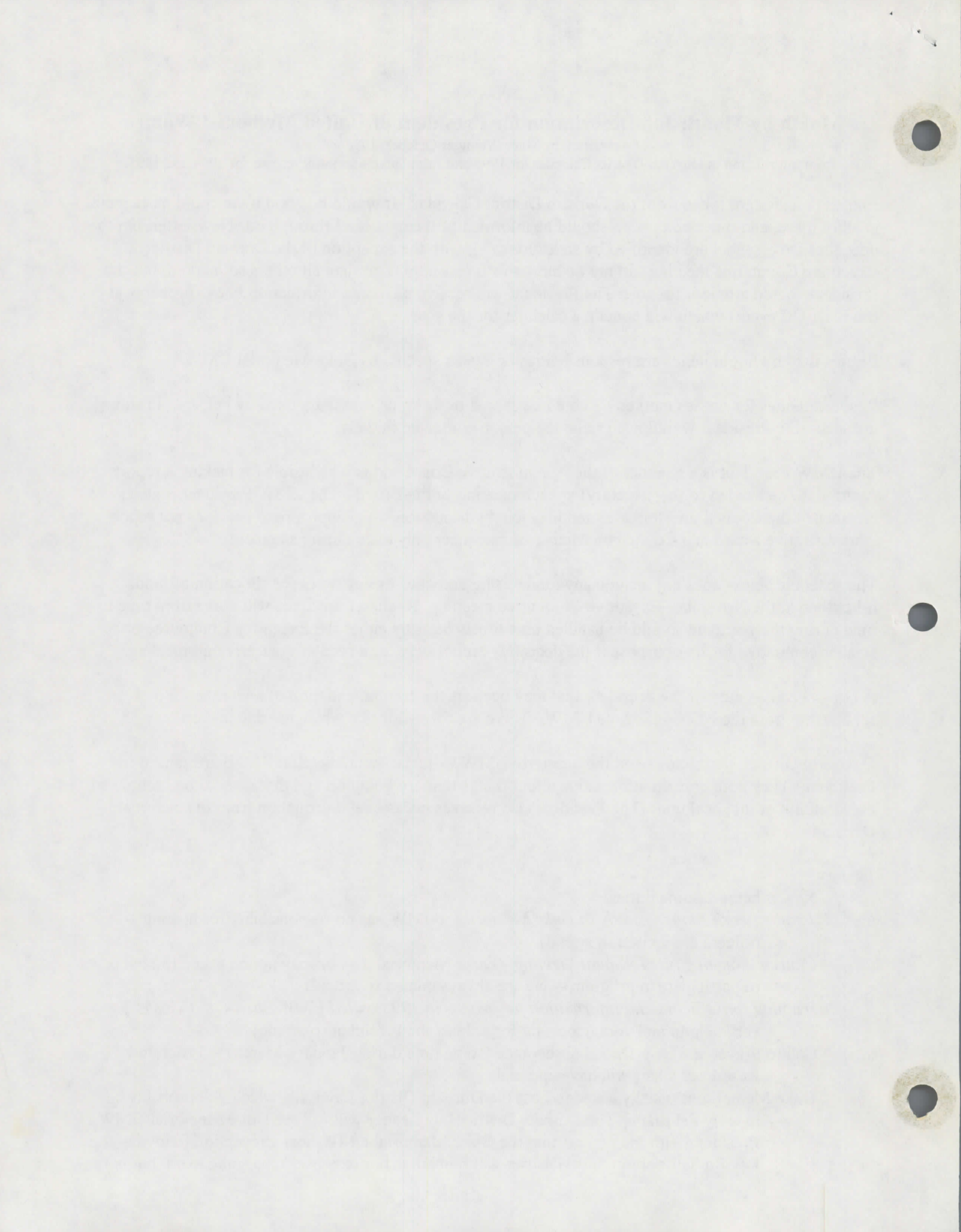
A non-scheduled duty of the President that may occur is the recommendation of a woman for a scholarship from the NC Conference UMW. There are forms for this which are due in April.

Quarterly District Newsletters and the quarterly UMW Conference publication KEDE are sent to the President. They both contain information about things that are going on and that need to be brought to the attention of the local unit. The President also receives occasional information from the National Division.

### January

New officers assume duties.

- @ *January work shops, usually at Duke Memorial* (UMW has no responsibility for hosting -- officers are invited to attend)
- @ *Church Women United Annual Meeting* (Duke Memorial may or may not be asked to host or to participate in program -- we are always invited to attend)
- \* *Training for Officers and information for year -- in 1995 called UMW Blast-Off* (This is very helpful and very important for at least the President to attend)
- @ Call to Prayer and Selp-Denial observance (some time during January-March) -- Program Resources Chair will have materials
- @ Duke Memorial is usually asked to host the Durham District Lay Rally which will probably be in early February. The Durham District Lay Leader will call the Duke Memorial UMW President with the request that the Duke Memorial UMW host a reception following the Lay Rally for about 500. District will reimburse our expenses plus some extra but in the





## January, continued

past we have asked for only fraction of the actual cost as much has been donated. Consult with Jan Irvine about set-up for Whitford Hall, plan for donation of cookies, for whether punch, paper napkins and plastic cups are to be purchased or donated, for decoration of serving table, for volunteers to make punch and to serve punch and cookies.

Place on church calendar dates for unit meetings (1st Saturday in March, June, September; 1st Sunday in December) and Executive Committee meetings (a week or two prior to unit meetings -- occasionally one may be cancelled or added)

Give information for Newsletter to Newsletter Editor (Newsletter is published last week of each month)

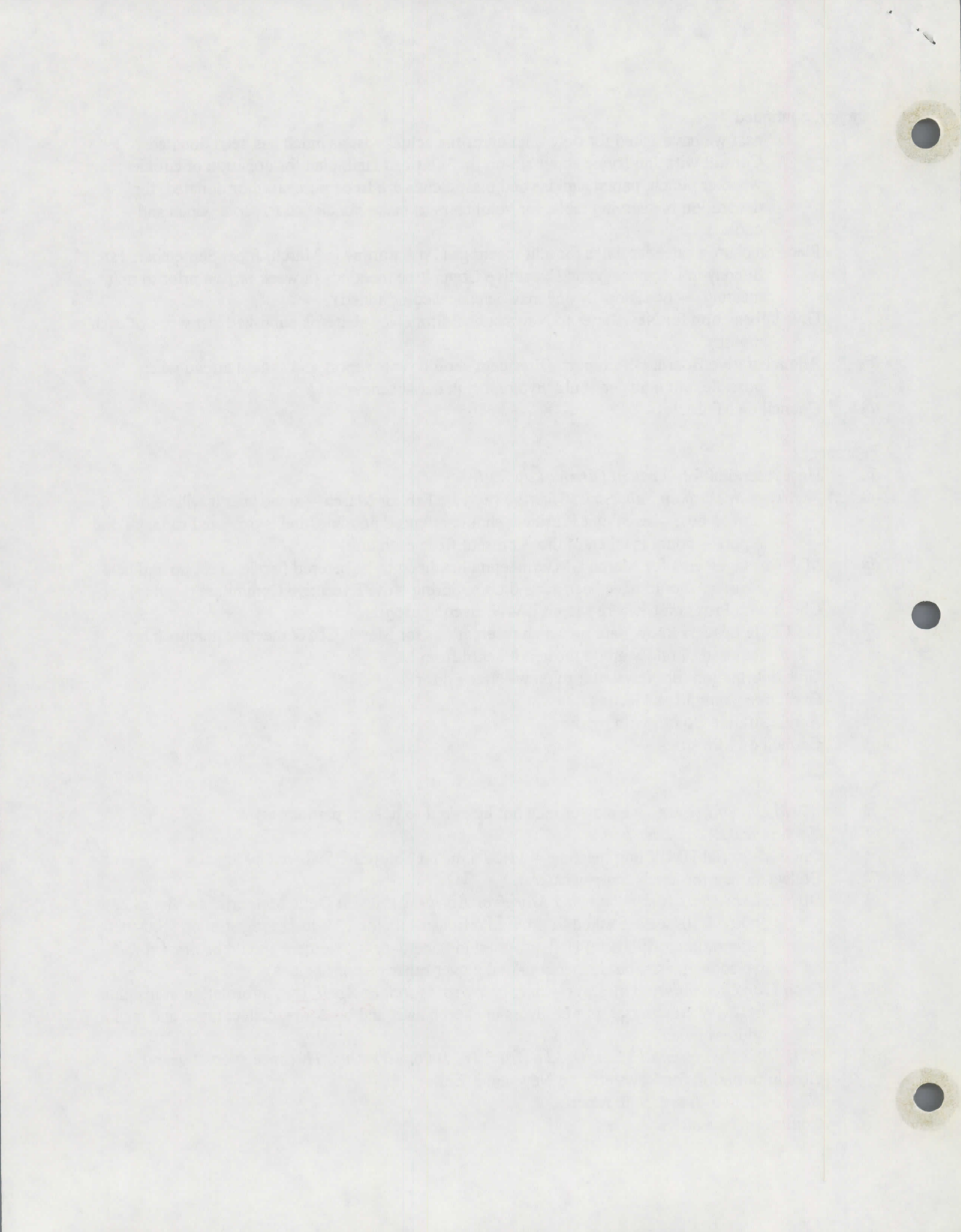
- @ Administrative Board, with report (President should write report and should attend when possible, but a helper could give report in her absence)
- @ Council on Ministries

## February

- @ Host reception for *Durham District Lay Rally*
- @ \* *North/South Durham Subdistrict Meeting* (may be Feb. or March -- some year it will be our turn to host -- each unit President should attend if possible, and is expected to make oral report -- count is taken of those present from each unit)
- @ Make arrangements for March UMW meeting luncheon to be catered (circle to set up and help clean up should have been agreed upon during Nov. Executive Committee meeting)  
Check with Program Chair re March UMW meeting program.
- @ Let Circle Leaders know date by which reservations for March UMW meeting luncheon are required. Follow up on those not heard from.  
Give information for Newsletter to Newsletter Editor  
Executive Committee Meeting
- @ Administrative Board, with report
- @ Council on Ministries

## March

- @ *World Day of Prayer* (we may or may not be asked to host or participate)
- @ *Conference 39 & Under Event*  
Duke Memorial UMW unit meeting -- 11:00 a.m. 1st Saturday, followed by lunch
- @ Collect money for lunch and pay caterer.
- @ \* *District Day Apart -- may be either March or April* (in 1996, at Duke Memorial on March 23, 9:00-11:30, we are asked to provide refreshments for 125 during registration 9:00-9:30, registration in Whitford Hall, program in Sanctuary -- President should be present to welcome guests, but helper could take over other responsibilities)
- @ \* *Food Lion Community Way Days -- may be either March or April* (put information in Insights, in UMW Newsletter, put up flyers in church halls and on doors, collect tapes and mail to address given)
- @ \* *UMW SEJ Quadrennial Meeting, March 15-17, 1996, Memphis, TN* (once every 4 years)  
Give information for Newsletter to Newsletter Editor
- @ Administrative Board, with report
- @ Council on Ministries





## April

Give information for Newsletter to Newsletter Editor

@ Administrative Board, with report

@ Council on Ministries

## May

@ *May Fellowship Day, Church Women United* (we may or may not be asked to host or take part)

@ *Spiritual Enrichment Retreat (formerly Christian Personhood Retreat)*

Make arrangements for June UMW meeting luncheon to be catered (circle to set up and help clean up should have been agreed upon during Nov. Executive Committee meeting)

Check with Program Chair re June UMW meeting program.

@ Let Circle Leaders know date by which reservations for June UMW meeting luncheon are required. Follow up on those not heard from.

Give information for Newsletter to Newsletter Editor

Executive Committee Meeting

@ Administrative Board, with report

@ Council on Ministries

## June

Duke Memorial UMW unit meeting -- 11:00 a.m. 1st Saturday, followed by lunch

@ Collect money for lunch and pay caterer.

Give information for Newsletter to Newsletter Editor

@ Administrative Board, with report

@ Council on Ministries

## July

Give information for Newsletter to Newsletter Editor

@ Administrative Board, with report

@ Council on Ministries

\* *During July and August, local units elect new officers, establish pledge to mission, select candle burning honorees and memorials*

## August

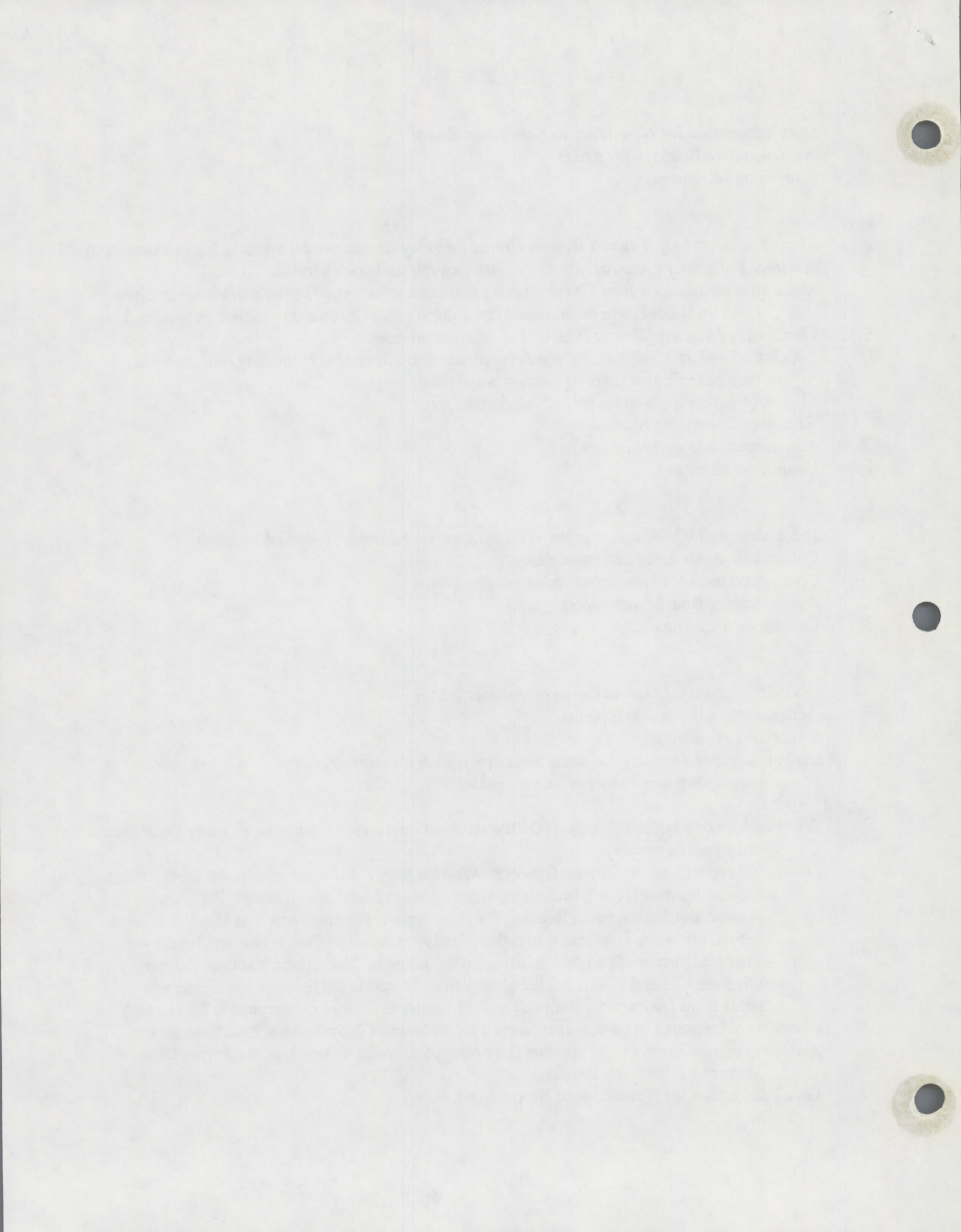
@ *UMW School of Christian Mission* (On the three recommended studies -- we really should send one or more people)

@ \* *Local Unit reports due to District Officers: Membership, Reading Program, Mission Studies, Candle Burning* (our Membership Chair sends in Membership report; Program Resources Chair sends in Reading Program report; President sends in Mission Studies report, including how many attended; Treasurer sends in Candle Burning report -- President also needs all this information for filling in District and National [Women's Division, General Board of Global Ministries] Reports in December [mailings will come from District and National] and for report to Charge Conference in November)

Check with Treasurer to be sure that monies for all lanes of 7-Star giving have been sent in

\* *Durham District Executive Committee* (be prepared to make an oral report on what Duke Memorial UMW unit is doing)

Give information for Newsletter to Newsletter Editor





### August, continued

Make arrangements for September UMW meeting luncheon to be catered (circle to set up and help clean up should have been agreed upon during previous Nov. Executive Committee meeting)

Check with Program Chair re September UMW meeting program.

@ Let Circle Leaders know date by which reservations for September UMW meeting luncheon are required. Follow up on those not heard from.

@ Administrative Board, with report

@ Council on Ministries

### September

Executive Committee Meeting

Duke Memorial UMW unit meeting -- 11:00 a.m. 2nd Saturday (because of Labor Day), followed by lunch

@ Collect money for lunch and pay caterer.

Start: A Penny and A Prayer, continue all year, Treasurer may send money to District Treasurer any time

Give information for Newsletter to Newsletter Editor

@ *Mother-Child Retreat*

@ Administrative Board, with report

@ Council on Ministries

### October

\* *Report changes of officers to District Secretary by October 1* (report form is in District Handbook)

Give information for Newsletter to Newsletter Editor

@ \* *UMW Annual Meeting, Methodist College*

@ \* *Durham District Annual Meeting* (be prepared to give oral report, attendance will be counted by churches -- President should attend if possible)

@ Administrative Board, with report

@ Council on Ministries

### November

Make arrangements with Circle Leaders for December UMW meeting (refreshments, set up and clean up, and decorations)

Check with Program Chair re December UMW meeting program.

Give information for Newsletter to Newsletter Editor

Executive Committee meeting as late in month as practicable

Charge Conference, with report

@ Administrative Board, with report

@ Council on Ministries

### December

\* *Reports due to District President and to Women's Division*

Give information for Newsletter to Newsletter Editor

@ Administrative Board, with report (may not meet in December)

@ Council on Ministries (may not meet in December)

