

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.