

Presbyterian Women in the Synod of the Covenant

Job Description: **REPRESENTATIVE TO CABINET OF ETHNIC CHURCH AFFAIRS (CECA)**

Purpose: To raise the awareness of Presbyterian Women in the Synod of the Covenant to the gifts and needs of ethnic and minority women.

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and Presbyterian Women in the Synod of the covenant (PWSOC).

Responsibilities:

1. Serve on the Coordinating Team of Presbyterian Women in the Synod, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Be a resource to Presbyterian Women in the Synod and especially the PWSOC/CT providing information concerning ethnic and minority persons.
3. Serve as a member of CECA and fulfill the duties outlined by the Synod. Interpret the PW Purpose and goals to CECA and keep the goals of CECA before the PWSOC/CT.
4. Encourage ethnic persons to support and participate in PW activities and events.
5. Provide names of ethnic persons to the PWSOC Search Committee.
6. Serve on the Synodwide Gathering and Leadership Development committees.
7. Give annual reports to the PWSOC/CT.
8. Keep records of her office and give them to her successor within one month of leaving office.