

## **Presbyterian Women in the Synod of the Covenant**

Job Description: **MODERATOR**

Purpose: To provide leadership to fulfill the purpose and principles of Presbyterian Women in the Synod of the Covenant. (PWSOC)

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

### Responsibilities:

1. Have general oversight of the work of PW in the Synod, serving as ex-officio member without vote of all committees, except the Search Committee.
2. Prepare agendas and preside at all business meetings; the PW in the Synod, the PWSOC/CT meetings and the Facilitating committee.
3. Visit each PW of the Presbytery organization upon invitation; speaking, installing leaders and assisting as requested.
4. Serve on the Synod Assembly. Report for PW in the Synod at each Synod Assembly meeting.
5. Appoint two (2) PWP Moderators to the Finance Committee – one from Michigan presbytery and one from Ohio presbytery.
6. Appoint representatives to Church Women United in Michigan and Ohio and Religious coalition on Reproductive Choice (RCRC) and ad hoc committees as necessary. Appoint persons to fill unexpired terms upon recommendation of the Search Committee with the concurrence of the Facilitating Committee.
7. Facilitate regular communication with Synod, Synod staff and PWSOC and perform such other duties as may evolve from her office.
8. Sign authorized checks with the Treasurer
9. Serve as a voting representative at the Churchwide Gathering. Represent PWSOC or appoint a representative for consultations with the Churchwide Coordinating Team (CCT/PW)
10. Provide for transition of new leaders.
11. Provide regular communication with the PWSOC/CT which shall include coordinating with the Communicator what should be included on the PWSOC website and quarterly newsletter.
12. Shall be the key person to receive communications on behalf of PWSOC.
13. Keep records of her office and give them to her successor within one month of leaving office.