

Presbyterian Women in the Synod of the Covenant

Job Description: **SEARCH COMMITTEE MODERATOR (one year term)**

Purpose: To nominate candidates to be leaders of PWSOC

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. Keep up-to-date records of previous contacts and possible candidates and turn these over to her successor within one month of leaving office.
2. Serve on the Facilitating Committee.
3. The Moderator of the Search Committee shall be selected from the continuing members of the committee. The Search Committee shall present her name in nomination at the annual PWSOC/CT meeting for the annual election. The term of the Search Moderator will be one year.
4. Signs vouchers for the expenses of the committee.
5. Shall inform the Moderator of the Synod of the Covenant Nominating Committee of newly elected or appointed PWSOC leaders relating to Synod entities.