

PRESBYTERIAN WOMEN IN THE SYNOD OF THE COVENANT

JOB DESCRIPTION: MODERATOR

Purpose: To provide leadership for Presbyterian Women in the Synod (PWS).

Accountability: To the PWSOC/CT and to PWS.

Responsibilities:

1. Have general oversight of the work of the PWS, serving as ex-officio member on all committees, except the Search Committee, without vote.
2. Prepare agendas and preside at all business meetings: the PWS, the PWSOC/CT, and the Facilitating Committee.
3. Visit each of eleven PW of the Presbyteries (PWP) upon invitation, speaking, installing leaders and assisting as requested.
4. Maintain contact with the Presbyterian Women's National Staff.
5. Serve on the Synod Assembly Council with voice and vote; serve as an ex-officio member of the Synod Assembly with the privilege of the floor. Report for PWS at each Synod Assembly meeting.
6. Appoint two PWP Moderators to the Finance Committee (1 from a Michigan presbytery and 1 from an Ohio presbytery).
7. 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 the recommendation of the Search Committee with the concurrence of the Facilitating Committee.
8. Facilitate regular communication with the Synod, Synod Staff, and PWS. Prepare or appoint a person to prepare material to keep the PWS web site current. Write or appoint a person to write articles for the Synod newspaper, COMMUNIQUÉ.
9. Sign authorized checks with the Treasurer.
10. Serve as a voting representative at Churchwide Gatherings. Represent PWS or appoint a representative for Consultations with the Churchwide Coordinating Team (CCT/PW).
11. Provide for transition of new leaders.
12. Provide regular communication with the PWSOC/CT.
13. Keep records of her office and give them to her successor within one month of leaving office.
14. Perform such other duties as may evolve from her office.

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