Lake Michigan Presbyterian Women

CO-MODERATOR

The CO-MODERATORS shall be Presbyterian Women committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Their focus shall be to lead and inspire Presbyterian Women as they seek to implement these commitments.

ACCOUNTABILITY; The CO-MODERATORS shall be accountable to Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team of Lake Michigan Presbyterian Women, and to the Presbyterian Women in the Synod of the Covenant.

The CO-MODERATORS will determine the division of the following RESPONSIBILITIES:

1. Moderates meetings of the LMPW Coordinating Team.
2. Oversees the planning process of LMPW.
3. Receives communication on behalf of LMPW and forwards information to appropriate recipients
4. Appoints non-elected positions and committees as needed.
5. Attends meetings of the Presbytery of Lake Michigan and its Ministries Teams as applicable.
6. Presides over Gatherings of LMPW.
7. Arranges for the Installation of Leaders and Commissioning of Women as Representatives of LMPW.
8. Attends the Gatherings of Presbyterian Women in the Synod of the Covenant, serves on its Coordinating Team and makes written annual reports for LMPW.
9. Distributes and collates the Faith Goal Sheets of Presbyterian Women in the Congregation, and prepares and forwards the Faith Goal Sheets of LMPW as instructed.
10. Serves as an ex-officio member of all committees except the Search Team.
11. Assist in the Church Liaison duties (see below).
12. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF OFFICE: two (2) years. One CO-MODERTOR will be elected each year providing continuity in leadership.

DUTIES OF SUCCESSION: The Co-Moderators shall keep records of this office (files of reports, recommendations, publications and correspondence) and pass these on to her successor.

Lake Michigan Presbyterian Women

SECRETARY /HISTORIAN

The SECRETARY/HISTORIAN shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to take minutes of all proceedings, keep records, and memorabilia of Lake Michigan Presbyterian Women.

ACCOUNTABILITY: The SECRETARY/HISTORIAN shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Takes accurate minutes and strives to convey the spirit of issues and actions for the meetings of the Coordinating Team and Gatherings of LMPW.
3. Records attendance at meetings of the Coordinating Team and Gatherings of LMPW.
4. Maintains a file of original minutes.
5. Distributes copies of minutes promptly to the Coordinating Team and others on the mailing list.
6. Preserves noteworthy documents, items of historical or practical value, and samples of programs and related materials.
7. Photographs Gatherings and preserves visual records of related interests.
8. Assist in the Church Liaison duties (see below).
9. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF OFFICE: Two (2) years

DUTIES OF SUCCESSION: The SECRETARY/HISTORIAN shall keep records of this office, a complete file of original minutes, photographs and other visual records of Gatherings. Long term storage of PW records shall be at the Office of the Presbytery of Lake Michigan.

Lake Michigan Presbyterian Women

COMMUNICATOR

The COMMUNICATOR shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to receive, duplicate, and distribute information for the Yearbook and the Newsletter and website.

ACCOUNTABILITY: The COMMUNICATOR shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordination Team on which she serves unless excused by the Co-Moderators.
2. Maintains a current mailing list which includes but is not limited to Coordinating Team members, local churches, and their associated Moderators, Synod PW and Presbytery PW Moderators.
3. Assembles and catalogues information for the annual Yearbook of LMPW.
4. Prepares and distributes the annual Yearbook, at least 1 per church, 2-3 for active churches
5. Updates information contained in the Yearbook and provides updated information to Coordinating Team
6. Serves as the newsletter's editor by receiving information from the Coordinating Team
7. Arranges for the printing and the distribution of the Newsletter according to the mailing list.
8. Maintains information at the web site - hosted on the Synod PW web, currently www.pwsoc.org/lmpw
9. Prepares Gathering Flyer (which includes registration form and directions to the hostess church) and the Newsletter release to publicize the Gathering.
10. Assist in the Church Liaison duties (see below).
11. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF OFFICE: Two (2) years

DUTIES OF SUCCESSION: The COMMUNICATOR shall keep records of this office, a current mailing list, a time-table of duties, files of each type of correspondence and pass them on to her successor.

Lake Michigan Presbyterian Women

CELEBRATION TREASURER

The CELEBRATION TREASURER shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to receive contributions of Mission and forward them to the designated Mission bodies.

ACCOUNTABILITY: The CELEBRATION TREASURER shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves - unless excused by the Co-Moderators.
2. Receives Celebration Gifts from Treasurers of Presbyterian Women in the Congregation and deposits them upon receipt.
3. Records receipts with deposit date, church, and check number
4. Forwards quarterly report to the Co-Moderators, Coordinating Team Treasurer, and Secretary/Historian of LMPW.
5. Submits written report at each Coordinating Team meeting and Annual Gathering of LMPW.
6. Sends and receives Honorarium forms and memorial cards from Presbyterian Women in the Congregations upon request and forwards them to Churchwide Presbyterian Women.
7. Compiles the Statistical Report of Giving by Presbyterian Women in the Congregations, a list of Honorary Members and Memorials, and the annual Celebrations Treasurer's report in time to be included in the Yearbook.
8. Forwards Celebration Giving to designated agencies as recommended by the Coordinating Team and approved at LMPW's Gathering.
9. Arranges for the auditing of her books.
10. Signs checks in the absence or disability of the Coordinating Team Treasurer.
11. Assist in the Church Liaison duties (see below).
12. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF OFFICE; Two (2) years

DUTIES OF SUCCESSION; The CELEBRATIONS TREASURER shall keep records of this office, a complete list of congregational contributions, files of receipts and disbursements, and pass these on to her successor along with the Handbook.

Lake Michigan Presbyterian Women

COORDINATING TEAM TREASURER

The COORDINATING TEAM TREASURER shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to receive and disburse funds relating to the operation of Lake Michigan Presbyterian Women.

ACCOUNTABILITY: The COORDINATING TEAM TREASURER shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating team on which she serves unless excused by the Co-Moderators.
2. Receives contributions for the operational expenses of the Coordinating Team from treasurers of Presbyterian women in the Congregations.
3. Pays all authorized expenses incurred in the fulfilling of responsibilities and honorariums to program participants as authorized.
4. Maintains an accurate accounting of receipts and disbursements and provides current reports at Coordinating Team meetings.
5. Formulates the budget of the Coordinating Team of LMPW based upon the needs of committees and teams.
6. Makes prudent investments as ordered or approved by the Coordinating Team.
7. Arranges for the auditing of records and the bonding of the treasurers.
8. Forwards quarterly reports to the Co-Moderators, Celebrations Treasurer, Secretary/Historian, and Communicator (who includes the reports in the newsletter and the annual report in the yearbook).
9. Signs checks in the absence or disability of the Celebration Treasurer.
10. Assist in the Church Liaison duties (see below).
11. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF OFFICE: Two (2) years

DUTIES OF SUCCESSION: The COORDINATING TEAM TREASURER shall keep records of this office, a complete list of congregational contributions, files of receipts and disbursements, and pass them and the Handbook on to her successor.

Lake Michigan Presbyterian Women

PROGRAM COORDINATOR

The PROGRAM COORDINATOR OF GATHERINGS shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to enrich and inspire Presbyterian Women as they gather.

ACCOUNTABILITY; The PROGRAM COORDINATOR shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Works with Coordinating Team to decide the format and theme for Gatherings.
3. Communicates with the hostess church regarding its role and duties. Verify this information is available at web site (www.pwsoc.org/lmpw)
4. Periodically reviews speaker stipends at web site www.pwsoc.org/lmpw
5. Arranges the day's schedule and prepares the program including the Worship service, (often working with Keynote speaker in developing the day's activities).
6. Informs the program participants of the day's schedule and their individual responsibilities at least one (1) week before the Gathering.
7. Coordinates travel and lodging and registers and pays with vouchers for all non-team member program participants expressing the Coordinating Team's appreciation for their work.
8. Schedules for the Installation of Leaders and Commissioning of Women as Representatives of LMPW.
9. Provides for an evaluation procedure and reports findings to the Coordinating Team.
10. Assist in the Church Liaison duties (see below).
11. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF OFFICE: Two (2) years.

DUTIES OF SUCCESSION: The PROGRAM COORDINATOR OF GATHERINGS shall keep records of this office, files of correspondence, and a time-table of duties to pass on to her successor as well as the Handbook.

Lake Michigan Presbyterian Women

VICE-MODERATOR FOR LEADERSHIP

The VICE-MODERATOR FOR LEADERSHIP shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to encourage the development and use of God-given talents which affirm and empower individuals and the creation of a loving, Christian community of women. She also shall advise and make available materials and resources to enrich and strengthen the programming dimensions of Presbyterian Women.

ACCOUNTABILITY: The VICE-MODERATOR FOR LEADERSHIP shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES;

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Promotes the growth of Presbyterian Women in the Congregation, provides program ideas and interest sparklers, and shows relationship for programming with Presbyterian Women participation.
3. Collects, organizes, prepares, and promotes resource materials for her area to be shared through the newsletter, gathering displays, workshops, or as needed to support PW in the local congregations.
4. Provides information to Communicator for her section of the web site, www.pwsoc.org/lmpw.
5. Locates and promotes resources on communication skills, brainstorming, leadership techniques and tips, devotions, and community building.
6. Promotes the use of HORIZONS magazine.
7. Coordinates the Church Liaison duties (see below).
8. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERMS OF OFFICE: two (2) years

DUTIES OF SUCCESSION: The VICE-MODERATOR FOR LEADERSHIP shall keep records of this office (files or reports, recommendations, publications and correspondence), information about past and possible workshops, suggestions for HORIZONS promotion, and pass these on to her successor.

Lake Michigan Presbyterian Women

VICE-MODERATOR OF
MISSION INTERPRETATION

The VICE-MODERATOR OF MISSION shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to communicate and share opportunities for supporting missions at home and abroad. She will also focus on the global mission needs for sewing and material aids.

ACCOUNTABILITY: The VICE-MODERATOR OF MISSION INTERPRETATION shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Keeps informed about the mission of the Presbyterian Church (U.S.A.), the Synod of the Covenant, and Presbytery of Lake Michigan and shares specific mission giving information with Lake Michigan Presbyterian Women.
3. Collects, organizes, prepares, and promotes resource materials for her area to be shared through the newsletter, gathering displays, workshops, or as needed to support PW in the local congregations.
4. Provides information to Communicator for her section of the web site, www.pwsoc.org/lmpw.
5. Serves as liaison with Presbytery and Synod mission ministries and with appropriate ecumenical ministries.
6. Studies and recommends a list of mission projects and speakers for Lake Michigan Presbyterian Women and Presbyterian Women in the Congregation.
7. Promotes use of denominational mission material (e.g. Mission Yearbook for Prayer and Study)
8. Assist in the Church Liaison duties (see below).
9. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERM OF Office; Two (2) years

DUTIES OF SUCCESSION: The VICE-MODERATOR OF MISSION INTERPRETATION shall keep records and maintain files of assignments accepted and completed, copies of annual reports, suggestions for recipients of future donations, correspondence, information about, past and possible workshops, and pass these to her successor along with the handbook.

Lake Michigan Presbyterian Women

VICE-MODERATOR OF STUDIES

The VICE-MODERATOR OF STUDIES shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to encourage the study of the Bible and other materials that will strengthen faith and understanding and make such materials available.

ACCOUNTABILITY: The VICE-MODERATOR OF STUDIES shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Open CT meetings and LMPW Gathering business meeting with lighting of Christ candle and prayer. Close meeting with extinguishing the Christ candle.
3. Collects, organizes, prepares, and promotes resource materials for her area to be shared through the newsletter, gathering displays, workshops, or as needed to support PW in the local congregations.
4. Provides information to Communicator for her section of the web site, www.pwsoc.org/lmpw.
5. Encourages use of the Presbytery of Lake Michigan Resource Center.
6. Assist in the Church Liaison duties (see below).
7. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERMS OF OFFICE: Two (2) years

DUTIES OF SUCCESSION; The VICE-MODERATOR OF STUDIES shall keep records of this office (files of reports, recommendations, publications and correspondence), information about past and possible workshops, receipts of this office, a timetable of special ordering information and pass these along with the Handbook to her successor.

Lake Michigan Presbyterian Women

VICE-MODERATOR FOR PEACE AND JUSTICE

The VICE-MODERATOR FOR PEACE AND JUSTICE shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. Her focus shall be to advocate and communicate a perspective of peacemaking and justice at home and abroad, to promote awareness of the eco-justice crisis in local churches and their communities as well as the nation and the world.

ACCOUNTABILITY: The VICE-MODERATOR FOR PEACE AND JUSTICE shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Interprets the relationships between Peacemaking and efforts to end hunger, establish human rights and bring about economic justice, advocating them in Lake Michigan Presbyterian Woman.
3. Keeps informed about issues, materials, and resources for peacemaking, justice, environmental issues as outlined by the General Assembly.
4. Encourages Presbyterian Woman in the Congregation and in Lake Michigan Presbytery to find ways of fulfilling its commitment to peacemaking and the restoration and preservation of God's creation.
5. Collects, organizes, prepares, and promotes resource materials for her area to be shared through the newsletter, gathering displays, workshops, or as needed to support PW in the local congregations.
6. Provides information to Communicator for her section of the web site, www.pwsoc.org/lmpw.
7. Assist in the Church Liaison duties (see below).
8. Reviews this job description annually. Gives recommendations for change, if any, to the Coordinating Team.

CHURCH LIAISON RESPONSIBILITIES:
Will maintain contacts with assigned churches--share info and the latest resources from PWC, Synod and Presbytery; respond to questions or concerns by connecting PWC with a LMPW CT member or other resource person that could best assist them; encourage them to participate in Presbytery, Synod, and Churchwide Gatherings; report to LMPW CT information regarding church contacts and to the Search Committee any possible candidates for LMPW CT.

TERMS OF OFFICE: TWO (2) years

DUTIES OF SUCCESSION: The VICE-MODERATOR FOR PEACE AND JUSTICE shall maintain a resource file, and pass this on to her successor.

Lake Michigan Presbyterian Women

SEARCH TEAM COORDINATOR

The SEARCH TEAM COORDINATOR shall be a Presbyterian Women volunteer committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan Presbyterian Women. . Her focus shall be commitment to the future of Presbyterian Women in guiding the Search Team in all its responsibilities.

ACCOUNTABILITY: The SEARCH TEAM COORDINATOR shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES:

1. Attends all Gatherings of LMPW and meetings of its Coordinating Team on which she serves unless excused by the Co-Moderators.
2. Leads the Search Team in its responsibilities.
3. Designates times and places of the Search Team meetings.
4. Reports the decisions of the Search Team to the Co-Moderators and the Coordinating Team.
5. Secures nominations for mid-year vacancies to be elected by the Coordinating Team.
6. Distributes and receives Talent Pool forms to be maintained by the Search Team.
7. Makes sure all job descriptions are updated by all Coordinating Team members and that all approved changes are included in the revised descriptions.
8. Distribute copies of Bylaws and job descriptions to candidates.
9. Reviews this job description annually. Gives recommendations of change, if any, to the Coordinating Team.

TERM OF OFFICE: One (1) year.

DUTIES OF SUCCESSION: The SEARCH TEAM COORDINATOR shall secure and keep all records including files of correspondence, telephone notations, copies of bylaws and job descriptions and the Talent Pool forms and shall pass these on the her successor along with the handbook.

Lake Michigan Presbyterian Women

SEARCH TEAM

The SEARCH TEAM shall be made up of Search Team Coordinator and two (2) Presbyterian Women volunteers committed to the Purpose of Churchwide Presbyterian Women and the Mission Statement of Lake Michigan PW. Its focus shall be to seek, enlist, challenge and orient persons to serve as leaders of Lake Michigan PW.

ACCOUNTABILITY: The SEARCH TEAM s shall be accountable to the Presbyterian Women in the Presbytery of Lake Michigan, the Coordinating Team, and the Co-Moderators of the Lake Michigan Presbyterian Women.

RESPONSIBILITIES;

1. Understands the purpose and function of LMPW.
2. Assists Search Team Coordinator in securing nominations.
3. Attends Search Team meetings, reports to Search Team Coordinator, and evaluates the procedures of this committee.
4. Understands the responsibilities and requirements of available positions.
5. Contacts candidates for office, distributes written job descriptions and bylaws to prospective leaders, reports results to Search Team Coordinator, and helps to prepare slate of leaders for elections.
6. Maintains a current file of prospective nominees.
7. Keeps conversations confidential and protects others' privacy.
8. Reviews this job description annually. Gives recommendations of change, if any, to the Coordinating Team.

Revised August 2007