

# **Proposed Fellowship Constitution Officer Job Descriptions**

Page numbers below refer to the proposed [Constitution/Standing Rules](#) document as posted on [www.FUMMWA.org](http://www.FUMMWA.org).

## **OFFICERS**

	Finance/Personnel Board	Program Board
President	X	X
President-Elect	X	
Immediate Past President (ex officio)		
Chapter Coordinator		X
Music Areas Coordinator		X
Worship Arts Areas Coordinator		X
Recording Secretary	X	X
Events Committee Chair		X
Financial Advisory Committee Chair	X	
Membership Committee Chair	X	
Multi-cultural Committee Chair		X

## **QUALIFICATIONS**

- 1) Must be a member of The Fellowship for two consecutive years prior to nomination.
- 2) Each candidate for President-Elect must be a member of The United Methodist Church.
- 3) Each candidate for other National Offices shall be a member of The United Methodist Church; or, if not a member of The United Methodist Church, he/she shall have been employed in a United Methodist church at least four consecutive years at the time of nomination.
- 4) All officers with the exception of the President and President-Elect may be nominated to serve a second term in the same office.
- 5) In 2007 the following officers will not be eligible for reappointment to the council in any position: Music Areas Coordinator, Membership Committee Chair, and Multi-Cultural Committee Chair. This is to build in rotation among the various offices in the 2009 election.

## **MEETINGS**

All officers participate in the annual Council meeting (normally the 2<sup>nd</sup> or 3<sup>rd</sup> weekend in October), as well as monthly Council conference calls. Conference calls for committee work is also necessary. Expenses for these meetings will be covered.

Officers are also expected to attend the biennial convocations at the beginning and end of their terms. Expenses for the convocation are covered to the extent that they are not covered by the officer's church or individual budget.

## **DUTIES**

Duties of the council may be found on page 5 of the proposed Constitution document.

The Council will be subdivided into a Finance/Personnel Board and a Program Board.

The makeup of the boards is shown in the charts above.

The Finance/Personnel Board will manage the financial and staffing affairs of The Fellowship. (page 5)

The Program Board will envision, manage, and oversee the programmatic services and functions of The Fellowship. (page 5)

## **OFFICER DUTIES**

**PRESIDENT** (encompasses duties, in sequence, of President-Elect, President, and Immediate Past President)

**PRESIDENT-ELECT** (First 2 years)

Shall preside in the absence of the President.

Monitors the following committees and/or awards:

- 1) Seminarian Award (page 5)
- 2) Roger Deschner Award Committee (page 7)
- 3) Scholarship Committee (page 7-8)
- 4) Lloyd Pfautsch Memorial Anthem Committee (page 7)

Shall inform nominees for national office of the results of an election by phone and letter.

Shall serve ex officio on all committees.

#### **PRESIDENT (Second two years)**

Shall be the representative of the organization to The United Methodist Church.

Shall preside at all Convention Business Meetings, Council and Board Meetings.

Shall be in regular communication with the Executive Director, preferably weekly by telephone.

Shall work with the Executive Director to make arrangements for Convention Business Meetings, Council and Board Meetings.

Shall be the legal agent of The Fellowship.

Shall sign all contracts for The Fellowship. Contracts with a financial obligation of more than \$5000.00 must be co-signed by at least one other Council member, usually the chair of the Financial Advisory Committee.

Shall monitor the progress of the Nominating Committee.

Shall appoint the Election Committee.

Shall serve ex officio on all committees.

#### **IMMEDIATE PAST PRESIDENT (Two years following presidential term)**

Does not typically attend the meetings of the Council, but may be asked to attend by the President and/or Council.

Shall serve as chair of the Past Presidents Council (page 7) and the Nominating Committee (page 8)

#### **CHAPTER COORDINATOR**

Shall coordinate the work of the Chapter Coordinating Committee (committee description page 6)

Shall coordinate the annual Chapter Report process with the Executive Director.

#### **MUSIC AREAS COORDINATOR and WORSHIP ARTS AREAS COORDINATOR**

Shall coordinate the Interest Areas assigned by the Standing Rules, Program Board, and/or Council. (Page 5-6)

Shall submit a quarterly report to the Program Board and an annual report to the Council on the tasks and accomplishments of each assigned area.

Shall use the appropriate Interest Area committee to address any issues related to that area as they arise.

Shall foster leadership within each area, including members from throughout The Fellowship.

Shall be aware of leaders that should be nominated for other positions within The Fellowship.

#### **RECORDING SECRETARY**

Shall have computer and typing skills along with personal access to a computer.

Shall keep minutes of all Convention Business Meetings, Council Meetings, and Board Meetings.

Shall be responsible for the compilation and review of the organization's actions and legislations.

Shall submit a summary of the annual Council meeting to the official publication of The Fellowship.

Shall manage correspondence to the Council, Boards, and others as directed by the President.

Shall direct the preparation and distribution of the ballot for all national elections.

Shall communicate the report of the Election Committee to the members via the official publication of The Fellowship as well as web site or other methods.

Shall coordinate the work of the Archives Committee (committee description page 6)

Should plan to stay one extra day for fall council meetings in order to complete preparation of meeting minutes.

#### **MEMBERSHIP COMMITTEE CHAIR**

Shall coordinate the work of the Membership Committee. (page 7)

Shall address any membership-related concern as directed by the Finance/Personnel Board or Council.

Shall provide quarterly committee reports to the Finance/Personnel Board and annual reports to the Council.

#### **FINANCIAL ADVISORY COMMITTEE CHAIR**

Shall address any financial concern as directed by the Finance/Personnel Board or Council.

Shall coordinate the work of the Financial Advisory Committee. (page 7)

Shall coordinate the work of the Annual Fund Committee (page 6)

Shall provide annual reports for the Financial Advisory Committee and the Annual Fund Committee to the Council.

#### **MULTI-CULTURAL COMMITTEE CHAIR**

Shall coordinate the work of the Multi-cultural Committee (page 7)

Shall address any multi-cultural concern as directed by the Program Board or Council.

Shall provide quarterly committee reports to the Program Board and annual reports to the Council.

#### **EVENTS COMMITTEE CHAIR**

Shall coordinate the work of the Events Committee (page 6-7)

Shall address any event-related concern as directed by the Program Board or Council.

Shall provide quarterly reports to the Program Board and annual reports to the Council.