

# ***Duties of Officers***

## **PRESIDENT**

The president is to preside over all meetings of the executive committee and the whole body. She is to communicate with all members and seek to help them in any way that she can. She is, along with her executive committee, responsible for planning the year's program and meetings, as well as any special events such as fundraisers, retreats, etc. The president should read and make use of *The Missionary Messenger*; *The Women's Ministry Newsletter* and subscribe to and read *The Cumberland Presbyterian* magazine, and keep informed from the Cumberland Presbyterian Women's Ministry web site. She should network with women in her church, her region and her denomination for inspiration, encouragement, prayer and fellowship. With the help of the rest of the executive committee, she is responsible for the accurate and timely dispatch of all reports to the next level of church government.

## **PRESIDENT-ELECT**

The president-elect is responsible for aiding the president in all her duties and taking her place at any time she is absent. She is generally responsible for publicizing the programs and communicating with the members. She is to be prepared to take over as president at the end of the president's term. She is also responsible for keeping missionary information and projects before the executive committee and the group.

## **SECRETARY**

The secretary is to keep accurate records of each meeting of the executive committee and the group. She is to keep an attendance roster and is also responsible for keeping accurate historical records that can be sent to the Historical Archives for permanent records.

## **TREASURER**

The treasurer is to keep accurate records of all monies received and all expenditures and report the results of those transactions to the body. She is responsible for sending all offerings and apportionments to the designated persons.

## **CIRCLE CHAIRPERSON**

✿ (See ARTICLE VIII, Organization of Circles, Section 3)

## **JUNIOR DELEGATES FOR CONVENTION**

### **BACKGROUND:**

In 1994 the Subcommittee on Special Concerns of the Future Ministries Committee made the following recommendation which was adopted by the Convention:

“We recommend the initiation of a junior CPW member (junior high/senior high) with each presbytery sending one junior delegate to Convention and that these delegates serve on committees and be included on the program.”

In 1995 four junior delegates attended, one each from Murfreesboro, Nashville, Tennessee/Georgia, and West Tennessee. In 1996 five junior delegates attended, one each from Cumberland, Nashville, Red River, Tennessee/Georgia, and West Tennessee. In 1997 five junior delegates attended from Cumberland, East Tennessee, Nashville, Tennessee Georgia, and West Tennessee Presbyteries. In 1998 six junior delegates attended from Cumberland, Murfreesboro, Nashville, North Central, Tennessee Georgia, and West Tennessee. In 1999 seven junior delegates attended from West Tennessee, Nashville, Covenant, North Central, Tennessee Georgia, Murfreesboro, and Cumberland Presbyteries. In 2000, Cumberland, Murfreesboro, Nashville, Trinity, and West Tennessee sent youth delegates. In 2001, Arkansas, West Tennessee, Columbia, Murfreesboro and Nashville sent youth delegates. One regional youth delegate can be sent to Convention in 2002 in addition to one regular delegate.

### ***WHAT IS YOUR TASK?***

Since you have been elected as a junior delegate to represent your region at the Cumberland Presbyterian Women’s Ministry Convention, you are probably wondering what it means to be a delegate. First, consider it an honor. Second, think of both the responsibility and opportunity that are yours to represent your women’s group well. Third, take careful notes so you will be able to give an informed and detailed report. Fourth, you are to attend all sessions of Convention, joint sessions of the General Assembly/Convention, and as much of the General Assembly as your schedule permits.

You are a part of church history unfolding. God is working, not only through the officers and program participants, but through you as decisions and plans are made.

Your Executive Committee has worked diligently with much prayer and thought going into the planning for this meeting. Growth takes place as there is interaction among persons under the leadership of the Holy Spirit; you will be better able to serve Christ and the Church after this experience.

### ***IMPORTANT SUGGESTIONS***

These suggestions are to help make your experience of serving as a delegate as meaningful and helpful as possible.

1. It is only as you participate fully and thoughtfully in the Convention through the program, worship, and fellowship that the experience will be meaningful to you; you will become fully informed and accept the responsibilities of being a delegate.
2. Be an active participant in all discussions. By asking questions and making a contribution to the discussion, you become better informed and thus better able to inform others.

3. Discover new friends. Be first to introduce yourself or extend a friendly hand in greeting. Remember there are some persons who are shy or lonely and need your warm smile and greeting.
4. Study the reports, listen carefully, ask questions, and be prepared to vote on issues that come before the Convention. According to our Presbyterian form of government, when a decision is made and adopted, it is the responsibility of the members of the body to support and implement that decision. You are obligated to report these decisions to the group which you are representing.
5. Accept the fact that you will not necessarily like or enjoy every aspect of the planned program, but remember that it takes a variety of program elements to meet the needs of everyone.
6. Consider how you can best report the actions, information and inspiration to the people who sent you as their delegate. Make it an interesting and challenging report, not a dull one filled with only facts and figures. Convey the warmth of love and understanding, the high moments of worship and celebration, the challenge of the speakers and leaders, and the oneness felt by joining with other Cumberland Presbyterians as they once again express their faith in God and their belief in the Presbyterian system.

***WHAT ARE YOUR RESOURCES?***

1. Your understanding of the church and the place of organized women's ministry as an effective channel of growth, involvement, service, and outreach in the life of the church.
2. Materials which will be provided in advance of the meeting.
3. Other women who have many of the same interests, concerns, and goals for Cumberland Presbyterian Women's Ministry.

So – Relax! Enjoy yourself! Celebrate your being together with sisters and brothers in the faith. Give yourself completely to the experience and to the leadership of the Holy Spirit. You will have a meaningful experience and represent your group at home in a very effective way.

## ***Duties of Committees***

### ***NOMINATING COMMITTEE***

***The nominating committee*** for the local group is appointed by the president well in advance of the May meeting. It shall present at the May meeting the names of members to serve as officers, the consent of each having been obtained. In contacting prospective officers, the duties and responsibilities should be clearly defined. The committee seeks to discover the talents and interests of persons in the organization and where they might best be able to serve. The committee may also function in the nomination of delegates to the regional meetings and Convention. The report of this committee does not preclude nominations from the floor. (See Articles V and VI)

### ***CREDENTIALS COMMITTEE***

***The Credentials committee*** shall be appointed by the executive committee in advance of the regional meeting. This committee shall be responsible for the registration of all delegates and visitors to the meeting, and shall make a report of registration to the regional body.

### ***AUDITING COMMITTEE***

***The Auditing committee*** shall be appointed by the executive committee at the spring meeting of the Regional organization for an annual audit of the treasurer's books. All books, bank statements, deposit slips and cancelled checks shall be examined by the committee and a report of the findings submitted to the organization. The committee may make suggestions and recommendations relative to its findings for the organization's adoption and action. The books may be audited by a C.P.A. if the organization chooses.

### ***ADDITIONAL COMMITTEES***

The local and regional groups of Cumberland Presbyterian Women's Ministry may have other committees as deemed necessary.