

OWM JOB DESCRIPTIONS

REGIONAL CWF PRESIDENT - Shall be responsible for the administrative affairs of the OCWF Commission. Preside at and prepare agenda for the meeting of the Commission, Executive Committee, and other meetings planned by the Commission. Be an ex-officio member of all committees, except the nominating committee. Relate to districts by assisting CWF Consultants. Attend Regional Assemblies, General Assemblies, and ICWF Cabinet.

REGIONAL VICE PRESIDENTS - The three vice-presidents are all equal in status and shall:

Exercise all functions pertaining to the office of President in the absence of and upon request of the President. Serve as a member of the CWF Commission and Executive Committee and attend meetings. Endeavor to attend additional Regional meetings, such as CWF Retreats, seminars, Regional Assemblies, etc. for personal enrichment and information. Assume appointed duties at the direction of the President.

FINANCIAL SECRETARY - Shall serve as a member of the CWF Commission and Executive Committee and attend meetings. Keep a record of expenditures and check that these are kept within budget. (The actual books are kept by the bookkeeper in the Regional Office.) Reports, prepared by the bookkeeper, are presented and explained at Executive Committee meetings and Commission meetings. Assume appointed duties at the direction of the President.

RECORDER - Shall serve as a member of the CWF Commission and Executive Committee and attend meetings. Record the minutes of all meetings and type these following the meetings and send to the Regional Office for printing. Read letters or portions of letters to the Executive Committee and Commission when requested by the President. Take care of correspondence as directed by the Executive Committee, Commission or the President. Assume appointed duties at the direction of the President.

RETREAT CHAIR / CONVOCATION CHAIR - Shall serve as a member of the CWF Commission and Executive Committee and attend meetings. Chair the Retreat Committee Convocation, which plans retreats for women.

MEMBERS-AT-LARGE - Shall serve as a member of the CWF Commission and Executive Committee and attend meetings. No specific tasks assigned other than participation at the committee meetings and assume appointed duties at the direction of the President.

OTHER MEMBERS - Shall serve as a member of the CWF Commission and Executive Committee and attend meetings. Endeavor to attend additional Regional Meetings at own expense such as CWF Retreats, seminars, Regional Assembly, etc. for personal enrichment and information. Serve as a workshop leader in at least two workshops each year. Assume appointed duties at the direction of the President. Serve as an interpreter of CWF Program and other Regional Programs.

DISTRICT CONSULTANTS - Shall serve as a member of the CWF Commission and attend meetings. Endeavor to attend additional Regional Meetings such as CWF Retreats, seminars, Regional Assemblies, etc. for personal enrichment and information. Shall, with the assistance of the Regional Commission, plan the Spring Workshops and lend leadership; implementation and local arrangement with host CWF done by District Consultants. Shall endeavor to know district through correspondence with local CWF presidents -- personal visits, phone calls, letters, etc. Shall let the women of the district know of concern for their needs; give them much love, help them develop in Christian service. Report work done to the CWF Cabinet.