

Presbyterian Women in the Synod of the Covenant

Job Description: **SYNOD REPRESENTATIVE TO THE CHURCHWIDE COORDINATING TEAM**

Purpose: To provide representation for PWSOC, to report pertinent and necessary information from the Churchwide Coordinating Team of Presbyterian Women (CCT/PW) to the PWSOC/CT, and to communicate concerns and information from the PWSOC/CT to the CCT/PW.

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT), to the Presbyterian Women in the Synod of the Covenant (PWSOC) and to the Churchwide Coordinating Team (CCT/PW).

Responsibilities:

1. Serve on the PWSOC/CT, attend all meetings of the CT and attend PW Synodwide Gatherings unless excused by the Moderator.
2. Serve as a member of the CCT/PW with all assigned responsibilities:
Serve on at least two (2) committees or task groups.
Serve on a Churchwide Gathering committee.
Represent the CCT/PW at conferences and meetings of other organizations.
Attend CCT/PW meetings twice a year for approximately one week each time and other meetings as scheduled.
3. Send a report to the PWSOC/CT with information for the CCT/PW meeting within ten (10) days of the meetings.
4. Serve on the Facilitating, Finance, Leadership Development, and Synodwide Gathering committees.
5. Prepare an annual report of the activities of her office.
6. Keep records of her office and give them to her successor within one month of leaving office.
7. Take office July 1 or following election and installation. The term is three (3) years.