

1. DISTRICT ALLIANCE WOMEN'S PRESIDENT

Relationship to National Alliance Women Ministries

- a. Pray for National Alliance Women officers and events.
- b. Serve on National Alliance Women's Committee at Council
- c. Oversee outfit assistance for district missionaries and MK adoption program.
- d. Order and distribute materials and promote National Project.
- e. Accept oversight of Guest Home/MK School as assigned by National Committee.
- f. Order, receive and distribute *Yearbook* annually.
- g. Provide leadership and training through workshops and seminars for local women's groups.
- h. Send annual district statistical report to national president by specified date.
- i. Maintain files and correspondence with national officers and committee.

Relationship to District Superintendent/District Executive Committee

- a. Pray for district superintendent, personnel and events.
- b. Prepare annual narrative report for District Conference. Send thirty-five copies of this report to the National Office (NCM) in Colorado Springs.
- c. Attend District Conference and present annual report.
- d. Coordinate all Alliance Women's ministries/activities on the district calendar with the District Superintendent. Be sure he receives mailings and announcements.
- e. Meet regularly with the District Superintendent to review activities, goals and problem areas. Be sure events, plans and officers nominated meet his approval.
- f. Follow nominating procedures for district president found in the District Alliance Women Ministries constitution.
- g. Initiate and support projects to benefit the district.
- h. Consider having the wife of the District Superintendent and any member on the national committee as member's ex-officio of the District Alliance Women's Executive Committee.

Relationships to the District Alliance Women Ministries

- a. Pray for district, area, and local officers and events.
- b. See that the District Constitution is followed and District Bylaws are up-to-date and followed.
- c. Call and preside at all meetings of District Alliance Women, District Committee and District Executive Committee.
- d. Oversee district retreats and events.
- e. See that all committees are aware of their responsibilities and perform their given tasks.
- f. Visit area rallies and local meetings when invited and/or possible.
- g. Initiate training and provide resources for district, area and local leaders.
- h. Communicate regularly with local and area presidents and pastor's wives.
- i. Publish a district newsletter periodically.
- j. Communicate regularly with district missionaries.
- k. Maintain a current mailing list.
- l. Maintain an updated district missionary list and distribute to local groups.
- m. Develop policy and oversee district outfit program, MK adoption, Guest Home/MK School and any other projects via appointed committee members and regular reporting.
- n. Oversee district treasury and use of funds through regular reports from the District Treasurer.
- o. Promote prayer for district missionaries.
- p. Encourage and implement the formation of Alliance Women Ministries every church without a local group.
- q. Collect local and area reports for compilation. Compare with previous year to determine significant trends.
- r. Review and update files, job descriptions and other records periodically.
- s. Carry out any assignments from the District Committee.

2. AREA ALLIANCE WOMEN'S PRESIDENT

Relationship to District Alliance Women Ministries

- a. Pray for district officers and events.
- b. Serve on the District Committee.
- c. Send required area Reports to the District President by the specified dates.
- d. Promote district projects.
- e. Maintain area files and records.

Relationship to Area Alliance Women Ministries

- a. Pray for area officers and events.
- b. Call and preside over all meetings of the Area Committee and Area Executive Committee.
- c. Plan, promote and oversee area events and leadership training.
- d. Oversee area treasury and use of funds through regular reports from the area treasurer.

Relationship to Local Group in Area

- a. Pray for local officers and events.
- b. Visit each group annually if possible.
- c. Maintain a current list of local officers.
- d. Communicate as necessary with local presidents and pastors' wives in area.
- e. Encourage Local Alliance Women's groups to fulfill their responsibilities.

3. LOCAL ALLIANCE WOMEN'S PRESIDENT

- a. Shall serve as the liaison between the Local Alliance Women to Alliance Women Ministries Executive Committee and the pastor/Church Governing Board.
- b. Shall call and preside over the Local Executive Committee meetings.
- c. Shall be responsible for general oversight and implementation of all decisions, plans and meetings.
- d. Shall be an ex-officio member of all committees.
- e. Shall prepare an annual report for the church annual meeting.
- f. Shall prepare an annual report for the District Alliance Women's Ministries president from the records of the secretary and treasurer on the report form provided.
- g. Shall pass on all information as requested by the District/Area president.
- h. Shall enable others to minister by delegating, encouraging and training.
- i. Shall keep up-to-date files and records.
- j. Attend any District Leadership Workshops/Seminars.

4. SEE LOCAL CONSTITUTION UNDER ARTICLE IX SECTION 3...

Some Alliance Women's groups may need additional officers or committees in order to carry out the various functions of the group. Either a committee or one person may carry out the same responsibilities. All are amenable to the Local Executive Committee. The bylaws should state whether these will be elected or appointed and whether or not they will serve on the Local Executive Committee.

5. LOCAL ALLIANCE WOMEN'S EXECUTIVE COMMITTEE

(President, Vice-President, Secretary, Treasurer, and Coordinators)

- a. Shall meet regularly for prayer, needs assessment, goal setting and planning.
- b. Shall communicate plans and goals to the pastor/Church Governing Board.
- c. Shall conduct the business of the group and support one another in decisions made.
- d. Shall inform the local group of decisions.
- e. Shall periodically explain constitutional objectives, organizational structure, how the group fits into the local church, and relationship to the district and national organization.
- f. Shall appoint other officers/committees as deemed necessary. It is strongly advised that the pastor's wife be a member of the Local Executive Committee.
- g. Establish a system of periodic evaluation.
- h. Shall review the bylaws annually.

YEARLY EVALUATION CHECKLIST

- 9 Reviewed constitution, bylaws and objectives.
- 9 Explained organizational structure to local group.
- 9 Assessed group needs.
- 9 Plans made for:
 - 9 3 months
 - 9 6 months
 - 9 Year
- 9 Goals set, listed, and checked off as met.
- 9 Utilized *Yearbook* materials and theme.
- 9 Appointed committees.
- 9 Distributed appropriate job descriptions.
- 9 Promoted National Project.
- 9 Promoted District Project.
- 9 Promoted special events.
- 9 Met with pastor.
- 9 Visually promoted meetings.
- 9 Assessed attendance and giving trends.
- 9 Evaluated the four objectives: fellowship, outreach, missions and prayer.
- 9 Sent annual report to Area President.
- 9 Put evaluation follow-up plans in place.