

**SOUTHERN WESTERN
SUB-DISTRICT**

of the

SOUTHERN DISTRICT CONVOCATION

of the

UNITED HOLY CHURCH OF AMERICA, INC

***2012 ELECTIONS
OFFICERS' JOB DESCRIPTIONS***

SOUTHERN WESTERN DISTRICT 2012 ELECTIONS

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SOUTHERN WESTERN DISTRICT 2012 ELECTIONS

Elected Positions List

- I. Southern Western District Union (SWDU) President
- II. SWDU Vice President
- III. SWDU Second Vice President
- IV. SWDU Secretary
- V. SWDU Financial Secretary
- VI. SWDU Assistant Secretary

- VII. Missionary Department President
- VIII. Missionary Department Vice President
- IX. Missionary Department Recording/Financial Secretary

- X. Young Peoples' Holy Association (YPHA) Department President
- XI. YPHA Department Vice President
- XII. YPHA Department Secretary
- XIII. YPHA Department Financial Secretary
- XIV. YPHA Department Finance Committee

- XV. SWDU Education Facilitator

Appointed Positions List

- I. Finance Committee
- II. Banking Committee
- III. Program Committee

SOUTHERN WESTERN DISTRICT 2012 ELECTIONS

Officers' Job Descriptions

I. SOUTHERN WESTERN DISTRICT UNION (SWDU) PRESIDENT

A. Qualifications of SWDU President

- Shall be a SWDU Pastor
- Shall be current with Ministers' Dues
- Church shall be current with dues
- Must have in-depth knowledge of business administration and organizational structure of SWDU

B. Duties of SWDU President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- Preside over Southern Western District Unions, assisted by Vice President, and Second Vice President
- Preside over SWDU officer's meetings
- Shall certify SWDU programming
- Shall be the Head of the SWDU Executive Board
- Shall be an ex-officio Head of all SWDU Departments
- Shall, with the assistance of other officers, identify time and locations for SWDU settings
- Shall render the annual "State of the Union Address" at SWDU Anniversary setting
- Shall appoint members to standing and ad hoc committees as necessary and required
- Shall render the final decisions when disciplinary cases come before the SWDU
- Shall fill vacancies and expired terms of SWDU Officers as required
- Shall ensure that required allotments are collected and forwarded to Southern District Convocation
- Shall communicate with Bishops and District Elders regarding issues that may impact the SWDU
- Shall perform other duties in the administration of the SWDU as may be necessary for the welfare of the Union
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

II. SOUTHERN WESTERN DISTRICT UNION VICE PRESIDENT

A. Qualifications of SWDU Vice President

- Shall be a SWDU Pastor or an Ordained Minister
- Shall be current with Minister's Dues
- Church shall be current with dues if applicable
- Must have knowledge of business administration and organizational structure of SWDU

B. Duties of SWDU Vice President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- The Vice President shall, in the absence or incapacitation of the President, perform all the duties set forth herein as those of the President.
- Shall supervise the work of the SWDU Departments and make regular reports to the President and the Union as appropriate
- At the request of the President, the Vice President shall assist the President in performing SWDU responsibilities
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

III. SOUTHERN WESTERN DISTRICT UNION SECOND VICE PRESIDENT

A. Qualifications of SWDU Second Vice President

- Shall be a SWDU Pastor or an Ordained Minister
- Shall be current with Minister's Dues
- Church shall be current with dues if applicable
- Must have a good understanding of business administration and organizational structure of SWDU

B. Duties of SWDU Second Vice President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- Perform other duties as determined by the SWDU President
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

IV. SOUTHERN WESTERN DISTRICT UNION SECRETARY

A. Qualifications of SWDU Secretary

- Must have the ability to take accurate minutes during a meeting.
- Must be able to type or use word processor.
- Must be able to write legibly.
- Must have a good command of the English language
- Must be able to attend most district meetings.
- Must be willing to sit in all assigned meetings and take appropriate minutes.
- Must be willing to perform other secretarial duties as assigned by the executive of the Union.

B. Duties of SWDU Secretary

- To prepare and to keep accurate records of all business meetings during each fifth Sunday Union weekend (Friday and all day Saturday with the exception of the Anniversary session which is Wednesday through Sunday) & executive meetings of the District Union and distribute correspondence.
- Immediately after the session of the District Union, the Recording Secretary prepares copies of the proceedings for distribution including financial tables provided by the Financial Secretary, which shall become official records, and a copy shall be sent to the District Union President, Pastors and Officers
- Mail Union programs at least one month before each Union to the President, Pastors, Churches and Officers
- Read business meeting and executive meeting minutes at Union settings or Executive meetings
- Draft letters and memos at the request of the President, Vice President and 2nd Vice President
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

V. SOUTHERN WESTERN DISTRICT UNION FINANCIAL SECRETARY

A. Qualifications of SWDU Financial Secretary

- Must have good interpersonal skills.
- Must be a good communicator.
- Must have general bookkeeping/accounting knowledge.
- Must have general computer skills.

B. Duties of SWDU Financial Secretary

- Establishes and operates an efficient plan of financial reporting. Collects and records all monies paid to the Union which includes seed money, minister's reports, officer dues, church reports, and love offerings during each Union setting and remit to the Treasurer/Banking Committee for record keeping. Financial Secretary should have record of the same.
- Prepare financial information - keep financial records of all love offerings and seed money, minister's reports, officer dues and church reports. Compile these documents into a quarterly and year-to-date report (provided to the Recording Secretary) to mail along with minutes before the next fifth Sunday Union to pastors and officers of the Union; or complete and submit financial reports as required/requested by President and/or official Executive Board.
- Write checks as required/needed. Pay all bills for Union.
- Complete/distribute IRS forms as required - 1099's to officers receiving subsidies and end-of-year financial contribution statements to those paying seed offerings annually.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

VI. SOUTHERN WESTERN DISTRICT UNION ASSISTANT SECRETARY

A. Qualifications of SWDU Assistant Secretary

- Must have the ability to take accurate minutes during a meeting.
- Must be able to type or use word processor.
- Must be able to write legibly.
- Must have a good command of the English language
- Must be able to attend most district meetings.
- Must be willing to sit in all assigned meetings and take appropriate minutes.
- Must be willing to perform other secretarial duties as assigned by the executive of the Union.

B. Duties of SWDU Assistant Secretary

- Must possess the same skills required of the Recording and Financial Secretaries
- Must be willing to be supervised by and work under the direction of the Recording and Financial Secretaries
- Must be able to be present and perform the same duties in the absence of the Recording and/or Financial Secretary.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

VII. SOUTHERN WESTERN DISTRICT MISSIONARY DEPARTMENT PRESIDENT

A. Qualifications of SWDU Missionary Department President

- Shall be a SWDU Minister or Layperson
- Shall be a member in good standing at their local church
- Shall be current with Ministers' Dues and/or SWDU Seed offerings
- Must have knowledge of business administration and organizational structure of the SWDU Missionary Department

B. Duties of SWDU Missionary Department President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- Preside over SWDU Missionary Department services, assisted by Vice President
- Preside over SWDU Missionary Department meetings
- Shall plan the program of the SWDU Missionary Department
- Shall be a member of the SWDU Executive Board
- Shall appoint members to standing and ad hoc SWDU Missionary Department committees as necessary and required
- Shall delegate responsibilities to subordinate officers and/or committees
- Shall work with SWDU Banking Committee to ensure that required allotments are collected and forwarded to Southern District Convocation
- Shall ensure that names of sick and shut-in SWDU members are solicited and that money is distributed to those individuals at SWDU settings
- Shall initiate additional fund-raising activities
- Shall attend General Missionary Department meetings
- Shall communicate with SWDU Missionary Field workers
- Shall perform other duties in the administration of the SWDU Missionary Department as may be necessary for the welfare of the Department
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

VIII. SWDU MISSIONARY DEPARTMENT VICE PRESIDENT

A. Qualifications of SWDU Missionary Department Vice President

- Shall be a SWDU Minister or Layperson
- Shall be a member in good standing at their local church
- Shall be current with Ministers' Dues and/or SWDU Seed offerings
- Must have knowledge of business administration and organizational structure of the SWDU Missionary Department

B. Duties of SWDU Missionary Department Vice President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- The Vice President shall, in the absence or incapacitation of the President, perform all the duties set forth herein as those of the President.
- Shall supervise the work of the SWDU Missionary Department auxiliaries and make regular reports to the President
- At the request of the President, the Vice President shall assist the President in performing SWDU Missionary Department responsibilities
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

IX. SWDU MISSIONARY DEPARTMENT RECORDING/FINANCIAL SECRETARY

A. Qualifications of SWDU Missionary Department Recording/Financial Secretary

- Must have the ability to take accurate minutes during a meeting.
- Must have general computer skills.
- Must be able to write legibly.
- Must have good interpersonal skills.
- Must be able to attend most district meetings.
- Must be willing to sit in all assigned meetings and take appropriate minutes.
- Must be willing to perform other secretarial duties as assigned by the President of Missions.
- Must have general bookkeeping/accounting knowledge.

B. Duties of SWDU Missionary Department Recording/Financial Secretary

- To prepare and to keep accurate records of all meetings of the Missions Department including each fifth Sunday Union weekend and executive meetings of the District Union.
- To make out an order of business for each meeting for the use of the Missions President. To read the minutes of the preceding meeting with corrections and keep a roll. The minutes should be signed by the Secretary.
- Immediately after each meeting, the secretary prepares copies of the proceedings for distribution including financial tables, which shall become official records, and a copy shall be provided to the District Union President and officers.
- Draft letters and memos at the request of the President.
- To establish and operate an efficient plan of financial reporting. Records all monies collected for Missions, which includes love offerings, fundraisers (i.e. badges) and any special services including during each Union setting. Remit to the Treasurer and keep a record of the same.
- Prepare financial information - keep financial records of all monies collected and paid out and compile these into quarterly and year-to-date reports (provided to the President). Complete and submit financial reports as required/requested by President and/or official Executive Board.
- Submit request for payment of bills or checks to be written to District Union Treasurer/Banking Committee as directed by Missions President.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

X. SWDU YOUNG PEOPLES' HOLY ASSOCIATION (YPHA) DEPARTMENT PRESIDENT

A. Qualifications of SWDU YPHA Department President

- Shall be a SWDU Minister or Layperson
- Shall be a member in good standing at their local church
- Shall be current with Ministers' Dues and/or SWDU Seed offerings
- Must have knowledge of business administration and organizational structure of the SWDU YPHA Department

B. Duties of SWDU YPHA Department President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- Preside over SWDU YPHA Department services, assisted by Vice President
- Preside over SWDU YPHA Department meetings
- Shall plan the program of the SWDU YPHA Department
- Shall be a member of the SWDU Executive Board
- Shall appoint members to standing and ad hoc SWDU YPHA Department committees as necessary and required including the Scholarship Committee
- Shall delegate responsibilities to subordinate officers and/or committees
- Shall initiate additional fund-raising activities as necessary
- Shall ensure that required allotments are collected and distributed as appropriate
- Shall attend General YPHA Department meetings
- Shall perform other duties in the administration of the SWDU YPHA Department as may be necessary for the welfare of the Department
- Head Scholarship committee and oversee the distribution of scholarship funds
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

XI. SWDU YPHA DEPARTMENT VICE PRESIDENT

A. Qualifications of SWDU YPHA Department Vice President

- Shall be a SWDU Minister or Layperson
- Shall be a member in good standing at their local church
- Shall be current with Ministers' Dues and/or SWDU Seed offerings
- Must have knowledge of business administration and organizational structure of the SWDU YPHA Department

B. Duties of SWDU YPHA Department Vice President

To include, but not be limited to the following:

- Faithfully attend Southern Western District Union settings
- The Vice President shall, in the absence or incapacitation of the President, perform all the duties set forth herein as those of the President.
- Shall supervise the work of the SWDU YPHA Department auxiliaries and make regular reports to the President
- At the request of the President, the Vice President shall assist the President in performing SWDU YPHA Department responsibilities
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

XII. SWDU YPHA DEPARTMENT SECRETARY

A. Qualifications of SWDU YPHA Department Secretary

- Must have the ability to take accurate minutes during a meeting.
- Must be able to type or use word processor.
- Must be able to write legibly.
- Must have a good command of the English language
- Must be able to attend most district meetings.
- Must be willing to sit in all assigned meetings and take appropriate minutes.
- Must be willing to perform other secretarial duties as assigned by the President of YPHA.

B. Duties of SWDU YPHA Department Secretary

- To prepare and to keep accurate records of all meetings of the YPHA Department including each fifth Sunday Union weekend and executive meetings of the District Union.
- To make out an order of business for each meeting for the use of the YPHA President. To read the minutes of the preceding meeting with corrections and keep a roll. The minutes should be signed by the Secretary.
- Immediately after each meeting, the secretary prepares copies of the proceedings for distribution including financial tables provided by the Financial Secretary, which shall become official records, and a copy shall be provided to the District Union President and officers.
- Draft letters and memos at the request of the President.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

XIII. SWDU YPHA DEPARTMENT FINANCIAL SECRETARY

A. Qualifications of SWDU YPHA Department Financial Secretary

- Must have good interpersonal skills.
- Must be a good communicator.
- Must have general bookkeeping/accounting knowledge.
- Must have general computer skills.

B. Qualifications of SWDU YPHA Department Financial Secretary

- To establish and operate an efficient plan of financial reporting. Records all monies collected for YPHA, which includes love offerings, fundraisers (i.e. Miss BYU Pageant) and any special services including during each Union setting. Remit to the Treasurer and keep a record of the same.
- Prepare financial information - keep financial records of all monies collected and paid out and compile these into quarterly and year-to-date reports (provided to the President and Secretary). Complete and submit financial reports as required/requested by President and/or official Executive Board.
- Submit request for payment of bills or checks to be written to District Union Treasurer/Banking Committee as directed by YPHA President.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

XIV. SWDU YPHA DEPARTMENT FINANCE COMMITTEE

A. Qualifications of SWDU YPHA Department Financial Secretary

- Must have good interpersonal skills.
- Must be a good communicator.
- Must have general bookkeeping/accounting knowledge.
- Must have general computer skills.

B. Qualifications of SWDU YPHA Department Finance Committee

- The Finance Committee shall have charge of all funds received by the SWD YPHA Department
- The Finance Committee members should be bonded for the fiduciary protection of themselves and the Southern Western District Union YPHA Department.
- The Banking Committee is responsible for the banking and depositing of church funds received in each SWD Union setting.
- The SWD Union recognizes the authority of the YPHA Department Finance Committee to manage the business affairs in areas of financial management and disbursement of funds, contracting services for the SWD YPHA Department, purchasing goods and services, and related functions.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

XV. SWDU EDUCATION FACILITATOR

A. Qualifications of SWDU Education Facilitator

- Should exhibit or have demonstrated facilitation skills to perform the position being sought.

B. Qualifications of SWDU Education Facilitator

- Responsible for the proper implementation and presentation of the educational programs of the Union.
- To plan & coordinate training including speakers, workshops and conferences conducted within the Union.
- This position shall be elected every four years when other district officers are elected (During the Anniversary session of the District Union.)

SOUTHERN WESTERN DISTRICT 2012 ELECTIONS

Appointed Positions

SWDU FINANCE COMMITTEE

Job Description:

- The Finance Committee shall have charge of all funds received by the SWD Union.
- The Finance Committee members should be bonded for the fiduciary protection of themselves and the Southern Western District Union.

SWDU BANKING COMMITTEE

Job Description:

- The Banking Committee is responsible for the banking and depositing of church funds received in each SWD Union setting.
- The SWD Union recognizes the authority of the Banking Committee to manage the business affairs in areas of financial management and disbursement of funds, contracting services for the SWD Union, purchasing goods and services, and related functions.
- The Banking Committee members should be bonded for the fiduciary protection of themselves and the Southern Western District Union.

SWDU PROGRAM COMMITTEE

Job Description:

- The Program Committee is responsible for selecting speakers whether internal or external for each Union setting. The desired speakers should be approved by the President before being placed on program.