



PRESIDENT

- Preside at the Executive Committee and Executive Board meetings of the American Baptist Women's Ministries of the PBA Region with a prepared agenda.
- Coordinate and promote all plans and policies affecting women's work of the ABWM-PBA Region.
- Give guidance to local church presidents.
- Plan the programs for each meeting of the Executive Board with the assistance of the Executive Committee.
- Appoint all committee and personnel as deemed necessary by this Organization, its Board or its Executive Committee following a rotation schedule for Finance Committee, Registrar and Communication Coordinator in one year. In next year appoint the Nominating Committee and the Women's Day Coordinator. In the following year appoint the Bylaws Committee and Student Loan Coordinator. Designate a chairwoman unless one is otherwise provided.
- Provide tentative timeline for Committee assignments which can be negotiated by the Chairs
- Be an ex-officio member of all committees except the Nominating Committee.
- Be the recognized representative / liaison for ABWM-PBA Region to denominational and Interdenominational organizations of the area.
- Serve as a member of the National Board of American Baptist Women's Ministries.
- Prepare reports for National ABWM Board Meetings and PBA Board Meetings.

SECRETARY

- Record the minutes of all meetings of this Organization, its Executive Board and its Executive Committee. Consent from the group is required if the secretary plans to record the minutes (See Policy and Procedure).
- Conduct correspondence as directed.
- Handle publicity and public relations as directed with the support of the Communications Coordinator.
- Keep a roll of the members and a record of attendance at all meetings.
- Maintain all historical records; keep copies of all Constitutions and/or Bylaws and Policy and Procedure with notations of changes and references to minutes of the meetings in which those changes were proposed and voted upon.
- Maintain a list of Region Officers and local church presidents.
- Distribute a directory to all members of the ABWM-PBA Board, Executive Committee, Executive Director of the American Baptist Women's Ministries, U.S.A., PBA Office and the Eastern Geographical Coordinator of National ABW Ministries.
- Maintain updated mailing list for all officers.
- Give guidance to PBA church counterparts.

TREASURER/ASSISTANT TREASURER

- Deposit, in the name of this organization and in a bank endorsed by this organization, all funds received for promotional or incidental expenses and for all other purposes.
- Pay all approved bills incurred by the organization and channel specific funds as directed by the Finance Committee.
- Promote and interpret the various funds of American Baptist Women's Ministries of PBA.
- Give guidance to PBA church counterparts.
- Be in close contact with Love Gift Coordinator and record amount received and given to PBA representative.
- Serve as ex-officio member of the Conference Committee, the Student Loan Committee, the Women's Day Committee and the Finance Committee.
- Prepare a report for the Executive Board and Executive Committee Meetings.
- Prepare an annual report for the Conference.

CHAPLAIN

- Remain in constant prayer for ABWM-PBA officers, staff, churches, ministries and all meetings.
- Open and close Executive Committee and Executive Board meetings with prayer.
- Encourage women to pray for themselves, their families, churches, communities, ministries, all forms of media, world leaders and international events.
- Identify, develop and recommend activities designed to help each woman cultivate her personal relationship with God.
- Conduct gatherings in PBA churches to promote the practice of spiritual disciplines of prayer, silence, solitude, meditation, fasting, journaling and worship so women will enhance their intimacy with God.
- Prepare reports for the Executive Committee and Executive Board meetings.

Coordinator of Personal Development (DISCPLESHIP)

- Identify, develop, and recommend resources with strategies to enable each woman to develop as God's person, deepening her faith, developing her spiritual gifts, and becoming a more effective Christian disciple.
- Plan and conduct leadership and mentoring workshops to assist women in becoming better leaders and more skillful with promoting others.
- Plan and conduct workshops and seminars to encourage bible study, serving, evangelism and character promoters.
- Give guidance to counterparts of the PBA churches.
- Serve as an ex-officio member of the Conference Committee.
- Prepare a report for each Executive Board and Executive Committee meeting.