



Position Descriptions of ABWOTS Executive Committee

The **President** plans and presides at meetings of the executive committee and during the annual Session. She is the designated representative to denominational and interdenominational organizations; coordinates the emphases, plans, and policies of the American Baptist Women of the South (ABWOTS) with the executive committee and the American Baptist Churches of the South (ABCOTS) board; assigns executive committee and other members to teams and appoints team leaders; forms temporary task groups as needed; and is an ex-officio member of all teams and task groups (except the Nominating Committee).

The **Vice President** assists the President in carrying out her responsibilities and performs the duties of the President in her absence. The Vice President may also be assigned other specific responsibilities as deemed appropriate by the President.

The **Secretary** records and circulates the minutes of the executive committee and annual session meetings; handles correspondence as directed and maintains files for ABWOTS.

The **Treasurer** develops the annual budget and oversees finances under the direction of the executive committee and in accordance with ABCOTS financial procedures. Presents information and reports to the executive committee as required.

The **Coordinator of Mission with Women and Girls** promotes the vision for all women and girls to have opportunities to live in the fullness of God's purpose for their lives; studies issues related to executive committee's current emphases on women and girls and suggests materials for study and action; promotes the Women and Girls Mission Fund and special mission projects that empower women and girls; suggests ideas for education and promotion of mission related resources. (This position began at the National level in 2013).

The **Coordinator of Events** provides leadership in planning all regional women's events sponsored by ABWOTS; oversees and delegates tasks in the implementation of regional ABWOTS meetings and conferences; assures that the conference revenues exceed expenses; and leads the budgeting process for upcoming conferences working with the Treasurer.

The **Coordinator of Young Adult Women's Ministries** identifies, develops, and provides opportunities for young women to grow as whole women of God, and promotes ministries with young adult women.

The **Coordinator of AB Girls** is responsible for the regional Gathering of Girls and promotes AB GIRLS.

The **Coordinator of Love Gift** is responsible for the education and promotion of the Love Gift offering.

The **Chaplain** provides spiritual support as needed to the ABWOTS; leads the executive committee and ABWOTS assembly in prayer during formal and informal meetings. The President appoints the Chaplain.