



President 2019–2021 / Vice-President Role Description

This is a four year volunteer commitment from summer 2018–2022, serving as Vice-President in year 1, President in years 2 and 3, and Vice-President in year 4. Throughout, you will be a member of the Executive and Forum (trustees) of the registered charity, Methodist Women in Britain (MWiB), and will also fulfil the duties of British Unit President of the World Federation of Methodist and Uniting Church Women (WFM&UCW).

The role requires competence with email and attachments, Microsoft Office programmes including Publisher, Word and PowerPoint, and in writing a regular blog. The role requires diverse abilities – to travel extensively, to work to deadlines, to speak and write confidently, to organise events, to lead collaborative teams of volunteers who work remotely, and to multi-task. All necessary expenses incurred in carrying out the role are paid.

The main tasks are to:

1. Lead the movement through participation in (and as President, chairing) five Executive meetings per year, each involving an overnight stay, and a 3-day Executive retreat.
2. Plan and lead the twice-yearly 38-member Forum meetings, each entailing 2 nights' stay for Executive officers.
3. Usually, attend and lead (or co-lead) the annual residential weekend, two single day events, and the Methodist Conference Fringe Event.
4. Convene a number of Task Groups (sub-committees), to plan events or work on campaigns.

5. As President, take lead responsibility for (and as Vice-President, contribute to) the content of the quarterly MWiB newsletter, regular e-mail news updates and the Annual Report; contribute to the MWiB website with the regular blog and other items; in years 3 and 4, act as lead writer, with a Task Group, for the following year's Easter Offering service.
6. As President, draw up the agenda for Executive and Forum meetings, in conjunction with the Communications Officer, ensuring that the work of the movement is handled professionally and on time.
7. Travel widely: the President is expected to make a visit to an overseas partner church of the Methodist Church in Britain each year, to develop partnerships where possible; lead or speak at day or residential MWiB events in almost every district; most Executive and Task Group meetings are held in London, and the Forum meetings at different residential venues, usually Swanwick and Leeds.
8. As President, represent MWiB at the Methodist Conference, including attending the World Church pre-conference consultation with representatives from partner churches; speak at the Daffodil Day rally in Westminster Central Hall each year; attend other significant national events where possible.
9. Work in partnership e.g. with the World Church Relationships team, with overseas churches, with other charities as appropriate on social justice campaigns.
10. In year 1, the Vice-President learns from the President, and in year 4, supports the new President.