Women Ministries of the PacNWC exists to advance the kingdom of God through ministries that help women grow, serve, and reach out with the gospel of Jesus Christ.

**Position Description: VICE PRESIDENT**

1. Attend WMPacNWC Board meetings as a participating member to assist the Board in implementing the vision and mission of the WM Board and prepare an oral report for presentation.

2. Assist the President as needed in furthering the work of WMPacNWC and preside at meetings in absence of the President.

3. Convene a nominations committee to fill vacant board positions and prepare the ballot, if necessary. After consulting with the President and other WM Board members, begin contacting women in our Conference by January or February to help find qualified candidates according to the Constitution. Candidates shall first review the Constitution and appropriate job description and agree to assume their responsibilities in full upon election at the Spring Celebration or Women’s Retreat.

4. Chair the Spring Celebration committee, in close consultation with the WMPacNWC President, by assembling a planning committee from the board and the Retreat Team.

5. Work with President in coordinating the Raise the Flag activities during Triennial year. Activities would include: fundraising, travel and hosting arrangements, activity schedule while in Conference before or after Triennial, and other associated responsibilities.

6. Be an WMPacNWC contact person. Participate in the communication to the local church WM Coordinators periodically to let them know of upcoming events and information about the conference WM matters as directed. Forward requests for ministry training or ministry needs to Ministry Coaches.

7. All officers shall be elected for two-year terms. No one shall hold the same office for more than two consecutive terms.