Women Ministries 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: FINANCIAL SECRETARY

The Financial Secretary is responsible for receiving, documenting, and depositing all income and ministry support (no longer called “Responsible Shares” or “dues”). WMPacNW ministry support may come from:

1. WM groups in Covenant churches of the PacNWC;
2. Individual donors;
3. WMPacNWC Fall Retreat, including all offerings and raffle proceeds, and unused funds; and
4. Remaining funds, after expenses, from that allocated for the Spring Celebration

The duties of the financial secretary include:

1. Attending 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. Coordinate the receiving and counting receipts at WMPacNW annual fall retreat.
3. Maintaining current and accurate records of receipts.
4. Depositing all receipts in a timely manner (within 2 weeks).
5. Sending a report of the deposits to the treasurer and chair.
6. Mailing a Thank You receipt and new remittance form to each donating partner;
7. Communicating with WM groups, as necessary, to provide assistance, such as forms, receipts, and thank you notes.
8. Updating and re-designing remittance and receipt forms, as necessary, for Board approval
9. Maintaining current contact information of WM partners in PacNWC.
10. Providing updated remittance forms for posting on the website and distributing at events
11. Being 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.
12. All officers shall be elected for two-year terms. No one shall hold the same office for more than two consecutive terms.