

## **Article III: Leadership Team: Job Descriptions** <sup>01/18</sup>

Montana MSBW Leadership Team members fulfill the following specific responsibilities:

### **PRESIDENT**

- Serve as vice-president from Montana on the Executive Board of Woman's Missionary Union, SBC, attending all meetings and communicating strategies
- Serve as chair of the MSBW Advisory Group
- Co-lead, along with Director, MSBW in the development, administration, and execution of established policies, plans, and programs
- Represent Woman's Missionary Union (WMU) programs and ministries, coordinating as appropriate with MSBW interests
- Co-train, along with the director, the MSBW Leadership Team for ministry
- Mentor the president-elect during the final six months of tenure
- Preside at the MSBW Annual Meeting and other meetings, as appropriate
- Appoint a review committee for the MSBW Organizational Guidelines, as necessary
- Speak and write on behalf of MSBW
- Appoint and chair a MSBW Director Search Committee as needed
- Represent MSBW at MTSBC meetings

### **DIRECTOR**

- Serve under the direction of the MTSBC director, attending all meetings and communicating strategies
- Serve as a member of the MSBW Advisory Group as well as the MSBW Leadership Team
- Creates annual strategy plan and ministry budget in consultation with the President and MSBW Leadership Team
- Oversee ministry budget and provide monthly reporting of expenditures to the MSBW Leadership Team and the MTSBC Executive Director
- Make decisions related to MSBW polity, in consultation with the advisory group, President and, as necessary, the MSBW Leadership Team
- In consultation with the President, recruit and appoint MSBW Leadership Team members
- Co-lead, along with President, MSBW in the development, administration, and execution of established policies, plans, and programs
- Co-train, along with the President, the MSBW Leadership Team for ministry
- Appoint an annual nominating committee from among current MSBW Leadership Team members
- Conduct official correspondence
- Calendar meetings and events

- Speak and write on behalf of MSBW
- Represent MSBW interests to state WMU entities, Woman's Missionary Union, SBC, LifeWay Christian Resources, the North American Mission Board, SBC and the International Mission Board, SBC, as well as the Women's Department of the Baptist World Alliance

Approved by the MSBW Leadership Team January 15, 2018