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## Skills Needed & Resources Available

- *Excellent communication skills including prompt attention to emails.*
- *Good organizational techniques.*
- *Basic understanding of technology and a willingness to learn.*
- *Be a team player.*
- *Build relationships with others at all levels of the organization.*
- *Understand the organization's history and understand the strategic goals for the future.*
- *Knowledge of the United Women in Faith resources, understand how to access them, and be familiar with them. Regularly read response magazine, utilize the Daily Prayer Guide and Program Resource. Belong to the United Women in Faith Digital.*
- *Resources include:*
  - *response magazine*
  - *UWFaith website*
  - *Mission u materials*
  - *UWFaith Digital*
  - *national staff and directors*



United  
Women  
in Faith

## United Women in Faith

Church Center for the United Nations  
777 United Nations Plaza, 11th Floor  
New York, NY 10017

Phone: 212-870-3900  
Email: [info@uwfaith.org](mailto:info@uwfaith.org)

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## United Women in Faith

Faith, hope and love in action

## Serving the National Organization: Being a Program Advisory Group member



**Term of Service: 2024–2028**



### United Women in Faith Digital

Member resources for local programming and transformative education.

# Role & Responsibilities

## The Election Process & Time Expectations

- ◆ Conferences elect 3 nominees at their Annual Meeting in 2023.
- ◆ June 26-30, 2024: The national Committee on Nominations selects 1 nominee per conference for each who doesn't have a national Board of Directors member. Each selected nominee is notified prior to election.
- ◆ August 22–25, 2024: Orientation Meeting, virtual.
- ◆ Annual PAG Meetings:
  - ◇ March 6-9, 2025
  - ◇ March 6-7, 2026
  - ◇ March 5-6, 2027
  - ◇ March 4-5, 2028
- ◆ Jurisdiction Cohort Meetings: every other odd month, with Annual PAG Meeting being the March monthly meeting.
- ◆ Teams & Committees as needed.
- ◆ Special events as needed.
- ◆ Represent United Women in Faith on boards of related institutions and organizations.

## Responsibilities

Program Advisory Group members serve as a visible and available liaison between United Women in Faith districts, conference, jurisdiction, and the national organization. She represents the membership to the Board of Directors and national organization in the areas of: programming, leadership development, membership growth, spiritual growth, and advocacy. She represents United Women in Faith as a national representative on the conference leadership team and reports at all meetings and events.



## Commitments

Members of the Program Advisory Group are expected to attend all meetings and be prepared by reading and reviewing all meeting materials. PAG members participate in the work of the organization through virtual meetings, conference calls, webinars and in-person meetings at the local, district, conference, and national level.

Read all meeting materials prior to and after all meetings to be prepared for discussions and actions.

Promote the Legacy Endowment Fund and Mission Giving. Increasing giving is a strategic goal of the organization, ensuring a strong financial foundation to support the mission. PAG members should be able to explain where the money goes and be an advocate for meeting and increasing the conference pledge.

Report to the conference leadership team at all meetings and events. Be able to articulate the full scope of the organization including history, purpose, and mission priorities. Interpret and promote the Legacy Endowment fund. Promote Mission Giving by telling the stories of how the lives of women children, and youth are impacted. Report the successes and needs of the membership with directors and staff.

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