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# **National Board of Episcopal Church Women** **Policies and Procedures**

*Amended September 2025*

Policies and procedures of the Episcopal Church Women National Board, also to be referred to as the board, are formulated by the board and may be changed or added to by a majority vote of the board at any meeting.

The Vision Statement and Living the Ministry statement in these amended Policies and Procedures are intended to be used in publications and for publicity purposes when determined by the board and the Communications Committee.

## **VISION STATEMENT**

**As the eyes, ears, hands, and heart of Christ in the world,  
we will persist in the work of healing, justice, and peace.**

## **LIVING THE MINISTRY**

**To live Christ's ministry, we:**

**Listen to voices of women worldwide.**

**Promote educational, spiritual, and social programs which minister to women and children.**

**Provide opportunities and tools to grow relationships with God and others through spirituality, prayer, and worship and**

**Encourage the development of women's leadership by example in stewardship, training, and education.**

### **I. Board**

#### **A. Meetings**

1. Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities.
2. First board meeting objectives to be met include
  - a) Setting norms
  - b) Introduction of Covenant
  - c) Choosing committee assignments
  - d) Conducting board member orientation
3. Other attendees at board meetings
  - a) *Communiqué* editor may attend one meeting per year.
  - b) Chaplain for the Triennial Meeting should attend the last full board meeting before the Triennial Meeting and may attend other meetings at the discretion of the board.
  - c) Musician for the Triennial Meeting should attend part of the full board meeting at the designated convention site and may attend other meetings at the discretion of the board.
  - d) Consultants include Triennial Meeting participants and presidents of affiliated organizations who may be invited to attend all or part of a board meeting at the discretion of the board.
  - e) Provincial/diocesan leadership may be invited to visit during a meeting of the board held in their area.

- B. Liaisons. A liaison is a board member who has been appointed by the board to represent ECW at another organization. The organizations may include, but are not limited to, Episcopal Relief and Development (ERD), UN Commission on the Status of Women (UNCSW), and Episcopal Communicators (EC).
  - 1. All liaisons from the board may attend one meeting annually of the organization to which they are liaised.
  - 2. Prior board approval for attendance at additional meetings is required.
  - 3. Each liaison is required to submit a written report at the first full board meeting following her attendance at a meeting of her assigned organization.
  - 4. The president may designate a member of the board to represent the ECW if the liaison is unable to do so.
- C. Informational Materials
  - 1. All official correspondence, including emails, must be copied to the president.
  - 2. All official informational materials must be submitted to the president and the second vice president for approval before publication and distribution.
  - 3. All brochures, pamphlets and other written materials that have been approved by the president and second vice president must be given to the Communications Committee for proofreading and production.
- D. Release of Mailing Lists and Materials. The board does not permit the release of any mailing lists of the Episcopal Church Women. Note: Exceptions may be made to Episcopal and Episcopal-related nonprofit or ecumenical groups by decision of the board. If the request cannot be deferred until the next board meeting, the Executive Committee shall make the decision.
- E. See Bylaws Article IV, Section 4.

## **II. Executive Committee**

- A. Ratification of the actions of this committee will be done by the board at its next regular meeting.
- B. Meet, if necessary, prior to or one day following a full board meeting.
- C. Review the triennium at each board meeting.
- D. Review all job descriptions and Policies and Procedures annually and revise as needed.
- E. Hold a transition meeting at least six weeks prior to the first full board meeting of the newly elected board.
  - 1. The meeting shall be arranged by the outgoing Executive Committee and should be held at a location to be determined by the incoming and outgoing presidents.
  - 2. The meeting shall be attended by members of the incoming and outgoing Executive Committees.
  - 3. Transition meeting priorities
    - a) Outgoing Executive Committee
      - (1) Pass on to successors notebooks and any materials pertinent to their position.
      - (2) Present recommendations, based on experience of the last triennium, for the new Executive Committee's consideration.
    - b) Incoming Executive Committee
      - (1) Set dates for all meetings during the triennium.

- (a) Ideally, one board meeting shall be held in each province during the triennium.
- (2) Set the agenda for the first full board meeting.
- (3) Review and update the timeline for the triennium.
- (4) Select a parliamentarian for the triennium. The parliamentarian at the first board meeting shall be responsible for
  - (a) Review of proper meeting procedures
  - (b) Assisting with orientation
  - (c) Review of the Bylaws and Policies and Procedures
  - (d) Training of board and leadership
  - (e) Note: Attendance of the parliamentarian at one full board meeting each year is recommended. The parliamentarian may be invited to attend other meetings at the discretion of the board. The parliamentarian should attend the last board meeting before the Triennial Meeting.
- (5) Note: A consultant's services may be utilized by the board at the discretion of the Executive Committee.

### III. **Officer and Member-at-Large Job Description**

#### A. **President**

This is a full-time position that requires deep commitment, energy, public speaking skills, and a considerable amount of travel. The president must have served one term on the National Board of Episcopal Church Women prior to her election to this office. Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

##### 1. **FOCUS**

- a) Provide leadership at all meetings of the board and at the Triennial Meeting.
- b) Serve as the spokesperson for the Episcopal Church Women

##### 2. **TASKS**

- a) Preside over all meetings of the Executive Committee, the board and the Triennial Meeting.
- b) Serve as an ex-officio member of all board committees.
- c) Confer with the Executive Committee to plan the agenda for board meetings and distribute the agenda two weeks prior to each board meeting.
- d) Prepare the President's report and email it to each board member at least one week before the board meeting.
- e) Oversee the ongoing work of the board.
- f) Plan the implementation of the Triennial Meeting along with the first vice president.
- g) Serve as a member of the Joint Standing Committee on Planning and Arrangements for General Convention, which meets once per year.
- h) Serve as the National Board representative to international or national women's ministry organizations of the Episcopal Church or the Anglican Communion.
- i) Designate a member of the board to represent ECW if she is unable to do so.

- j) Attend one provincial meeting in each province during the triennium, if invited.
- k) Write articles for the ECW *Communiqué* and other publications of The Episcopal Church upon request.
- l) Prepare and deliver speeches, upon request, at meetings of the Episcopal Church Women throughout the church, and for other groups.
- m) Maintain copies of minutes and records of the National Board of Episcopal Church Women, as handed down from president to president.
- n) Prepare a history of her term within six months of the end of the triennium.
- o) Meet with the first vice president following an extended illness requiring the suspension of her duties prior to the next board meeting.
- p) Maintain a notebook with all information pertinent to the president's tasks, responsibilities, and electronic and print records to be given to a successor.

### **3. EXPERTISE NEEDED**

- a) Leadership skills
- b) Knowledge of parliamentary procedure
- c) Oral and written communication skills
- d) Familiarity with the diverse women's ministries of the church
- e) Proficiency with computer and other technology devices including online conferencing and social media

## **B. First Vice President**

The first vice president must have served one term on the National Board of the Episcopal Church Women prior to election to this office, preferably with service on the Triennial Meeting Team. Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

### **1. FOCUS**

- a) Plan and implement the Triennial Meeting and serve as chair of the Triennial Meeting Team
- b) Assume the duties of president should the president be unable to serve

### **2. TASKS**

- a) Oversee all details pertaining to the Triennial Meeting
- b) Coordinate the work of the Triennial Meeting Team in designing an overall program for the Triennial Meeting
- c) Serve as a member of the Joint Standing Committee on Planning and Arrangements for General Convention, which meets once per year
- d) Serve as liaison to the professional convention management company hired by the General Convention Office
- e) Report to the board all actions of the above-named committee and management company
- f) Facilitate an orientation for Triennial Meeting delegates and alternates
- g) Coordinate with General Convention volunteers who are assigned to the Triennial Meeting

- h) Review the Triennial Meeting timeline at each board meeting and evaluate the need for adding or deleting tasks
- i) Maintain a notebook with all information pertinent to the first vice president's tasks, responsibilities, and electronic and print records to be given to a successor

**3. EXPERTISE NEEDED**

- a) Organizational and management skills
- b) Attention to detail
- c) Oral and written communication skills
- d) A thorough understanding of the intricacies of the Triennial Meeting
- e) Proficiency with computer and other technology devices including online conferencing and social media

**C. Second Vice President**

It is strongly recommended that the second vice president have served one term on the National Board of Episcopal Church Women prior to election to this office. Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

**1. FOCUS**

- a) Develop and oversee all multimedia resources and applications used by the board and the women of the church
- b) Plan, supervise, edit and disseminate all information and communication about the Episcopal Church Women, including print, film, and digital
- c) Assume the duties of the first Vice president should the first vice president be unable to serve or becomes president
- d) Serve as chair of the Communication Committee
- e) Serve as public relations coordinator for the board

**2. TASKS**

- a) Act as liaison for the maintenance of the ECW website including updating the contact information of the National Board, Province EW Presidents and Diocesan ECW Presidents as it is received and keeping the calendar and/or other information as directed by the board
- b) Solicit and generate articles for the ECW *Communiqué* and the *eCommuniqué*.
- c) Oversee the production of the ECW *Communiqué* and the *eCommuniqué*
- d) Oversee the address list for the *Communique'* and electronic newsletters
- e) Proof the copy of the *Communiqué* before printing
- f) Edit the electronic newsletter and other media as needed
- g) Oversee the design, production and distribution of ECW brochures and other printed materials, including language translation
- h) Oversee an accurate record of materials requested and distributed
- i) Meet with the province representatives at the end of each board meeting to determine items to be included in letters that will be distributed after each board meeting

- j) Oversee the production of all digital and print media including website and social media and obtain board approval prior to distribution
- k) Archive all electronic information
- l) Provide the secretary with copies of all issues of the *Communiqué* published during the triennium for the archives
- m) Attend the annual meeting of the Episcopal Communicators
- n) Oversee implementation of the Communication Awards at the Triennial Meeting
- o) Maintain a notebook with all information pertinent to the second vice president's tasks, responsibilities, and electronic and print records to be given to a successor

**3. EXPERTISE NEEDED**

- a) Organizational ability
- b) Oral and written communication skills
- c) Management skills
- d) Attention to detail
- e) Design and layout skills with ability to learn new programs quickly
- f) A thorough understanding of the intricacies of the Triennial Meeting
- g) Proficiency with computer and other technology devices including online conferencing and social media

**D. Secretary**

Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

**1. FOCUS**

- a) Maintain accurate records for the board
- b) Coordinate travel and meeting arrangements

**2. TASKS**

- a) Keep accurate minutes of the meetings and distribute them to board members within one month after the meeting
- b) Maintain accurate rosters of board members.
- c) Maintain complete files of minutes and corrections and any handouts distributed
- d) Preserve official records of all Executive Committee meetings, board meetings, and the Triennial Meeting with supporting documents
- e) Submit all records of the triennium to the Archives of the Episcopal Church at the close of the term, including but not limited to, minutes, financial records, the *Communiqués*, and the Distinguished Woman booklet
- f) Secure information for arrangements for all Executive Committee and board meetings
- g) Make reservations after the Executive Committee has given approval
- h) Notify board members of meeting plans and transportation options
- i) Assemble travel plans of all members and distribute the schedule, along with other pertinent information (location, emergency phone contacts, weather conditions, etc.) to members three weeks before each board meeting
- j) Arrange local transportation as needed for board meetings
- k) Coordinate meeting site deposits, installment payments, and final payment for meeting sites with treasurer and ensure that they are paid in a timely manner

- l) Serve as contact person at the meeting site
- m) Issue and maintain emergency health cards of board members
- n) Serve on board committees as requested
- o) Maintain a notebook with all information pertinent to the secretary's tasks, responsibilities, and electronic and print records to be given to a successor

### **3. EXPERTISE NEEDED**

- a) Oral and written communication skills
- b) Organizational skills
- c) Attention to detail
- d) Proficiency with computer and other technology devices including online conferencing and social media

## **E. Treasurer**

Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

### **1. FOCUS**

- a) Manage and keep accurate records of all financial transactions of the organization
- b) Serve as chair of the Finance Committee
- c) Serve on the Triennial Meeting Team

### **2. TASKS**

- a) Receive, record and forward all contributions and payment requisitions for the Episcopal Church Women to The Episcopal Church Center for crediting to the proper ECW account
- b) Keep an accurate record of all money received and paid out and reconcile such accounts with those of the DFMS as often as the board may require
- c) Submit recommendations of the Finance Committee to the board for its approval
- d) Plan and conduct, with the Finance Committee, the Finance Hearing at the Triennial Meeting, if necessary
- e) Conduct an orientation session on procedures for travel reimbursement with the incoming board before the close of the Triennial Meeting
- f) Coordinate with the incoming treasurer for the transfer of the financial records through the end of the calendar year
- g) Submit and review a financial report at each board meeting of the entire triennium. Verify and sign all financial contracts entered into by the board. The treasurer and secretary should confer on meeting site contracts.
- h) With approval of the Executive Committee, appoint a controller from the ECW National Board whose responsibility is to authorize the treasurer's board expenses
- i) Maintain a list of the assets of the National Episcopal Church Women as well as the whereabouts and security of all their materials and equipment
- j) Provide the secretary with the final financial report at the end of the calendar year for the archives

- k) Maintain a notebook with all information pertinent to the treasurer's tasks, responsibilities, and electronic and print records to be given to a successor

**3. EXPERTISE NEEDED**

- a) Proficiency with accounting software programs and basic bookkeeping procedures.
- b) Organizational ability and attention to detail
- c) Proficiency with computer and other technology devices including online conferencing and social media

**F. Member-at-Large, Creation Care and Environmental Justice**

Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

1. Focus

- a) Serve as the NECW Board Chair of the Creation Care & Environmental Justice Committee in alignment with The Episcopal Covenant to Care of Creation committed to Loving Formation, Liberating Advocacy and Life-Giving Conservation.
- b) To nurture and advocate for an environment of sustainable practices of care for all of God's creations within the NECW Board and to all Women of the Episcopal Church, and their communities.

2. Tasks

- a) To create, coordinate and consummate educational advocacy events focused on the environment and marginalized peoples. To collaborate on a National Service Project with the Social Justice Chair.
- b) To collaborate with like individuals and organizations that support environmental justice initiatives that address injustices that occur when poor or marginalized communities are harmed by hazardous waste, resource extraction, and other land uses they do not benefit from.
- c) To develop, locate and maintain resources that are technically accessible, economically feasible and culturally sustainable to aid in learning and best practices by Episcopal women and their communities.
- d) To identify and apply for grants and other funding resources related to care of creation projects.
- e) To disseminate creation care information on all social media platforms, in the Communique Magazine and electronic newsletter in coordination with the Second Vice President.

3. Expertise Needed

- a) Computer proficiency
- b) Communication skills, both oral and written
- c) Multilingual helpful
- d) Understanding and enthusiasm about creation care issues: environmental, sustainable practices and socially just

- e) Ability to engage with diverse groups in conversation about environmental stewardship.

**G. Member-at-Large – Social Justice**

Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

**1. FOCUS**

- a) Serve as chair of the Social Justice Committee and coordinate all social justice activities of the ECW Board

**2. TASKS**

- a) Monitor, update, and educate the board on social justice issues before The Episcopal Church
- b) Appoint the Women to Women liaison and oversee the Women to Women program
- c) Present Social Justice Committee recommendations to the board for approval, including the Triennium United Gift and Community Connection
- d) Oversee all current outreach projects and promotional campaigns approved by the board
- e) Collaborate with the Communications Committee in disseminating information and materials on social media
- f) Serve on one or more board and/or Triennial Meeting committees
- g) Share information about local and global events impacting human well-being and justice through various board media
- h) Perform other duties as assigned
- i) Maintain a notebook with all information pertinent to the Member-at-Large Social Justice tasks, responsibilities, and electronic and print records to be given to a successor

**3. EXPERTISE NEEDED**

- a) Passion for social justice
- b) Organizational ability
- c) Oral and written communication skills
- d) Multilingual ability helpful
- e) Proficiency with computer and other technology devices including online conferencing and social media.

**H. Chaplain**

Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. The Chaplain serves at the invitation of the NECW Board President and works in collaboration with the President. Complete and/or maintain Safe Church Certification.

The position has voice, but no vote.

**1. FOCUS**

- a) Provides spiritual guidance, pastoral care, and theological reflection for the National ECW Board. The Chaplain nurtures the spiritual life of the organization

and helps integrate faith into the mission, vision, and ministry of Episcopal Church Women.

## **2. TASKS**

### **a) Spiritual Leadership and Support**

- Offer spiritual counsel, prayer, and pastoral support to the NECW Board, members, and staff as needed.
- Leads prayers, devotions, and liturgical services at NECW board meetings.
- Provides theological reflection during board discussions, helping to discern God's guidance in decision-making processes.

### **b) Pastoral Presence**

- Is present at national board meetings, offering pastoral care, encouragement, and a listening ear to members.
- Serves as a confidential resource for board members seeking spiritual support or guidance.

### **c) Worship and Liturgy**

- Plans and coordinates worship services for the National ECW Board when attending services at a church is not possible, ensuring that liturgies reflect the diversity and inclusiveness of the Episcopal Church.
- Collaborates with the President and Worship Chair to incorporate appropriate worship elements into meetings.

### **d) Formation and Education**

- Provides resources and leadership for spiritual formation programs within NECW.
- Encourages prayerful discernment and spiritual growth among the NECW Board.
- Supports the faith development of women's ministry leaders through meditation and educational offerings.

### **e) Representation**

- Serve as a representative of the NECW in the broader Episcopal Church, maintaining communication with church leadership as appropriate.
- Support ecumenical and interfaith activities that align with the mission of the NECW.

## **3. EXPERTISE NEEDED**

- a) Ordained clergy in good standing in the Episcopal Church.
- b) Strong commitment to the mission and ministry of Episcopal Church Women.
- c) Demonstrated pastoral experience, spiritual leadership, and understanding of women's ministries.

- d) Ability to work collaboratively and sensitively with diverse individuals and groups.
- e) Strong communication, organizational, and interpersonal skills.
- f) Familiarity with the polity, liturgy, and theology of the Episcopal Church.

#### I. Executive Council Liaison

Attendance at board meetings as time and availability allows.

- Focus
- Tasks
- Expertise

#### IV. **Province representative job description**

It is strongly recommended that the Province IX representative be bilingual so that she may fully participate in and contribute to the deliberations of board meetings and the well-being of her province. Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. Complete and/or Maintain Safe Church Certification.

##### **A. FOCUS**

1. Province representatives are the vital link between churches, dioceses, the province, and the National Board of the Episcopal Church Women.

##### **B. TASKS**

1. Disseminate information on ECW programs to their province.
2. Gather information from constituencies to share with the board.
3. Offer newsworthy articles about activities in their province to be included in the *Communiqué* and *eCommuniqué*.
4. Contact diocesan presidents to collect information about events in their dioceses. Write a summary report and email it to board members one week before the board meeting.
5. Send a letter, within two weeks after a board meeting, to contacts in the province outlining pertinent information from the meeting.
6. Maintain a current list of people in the province to be contacted. This list should contain diocesan bishops, diocesan and provincial ECW presidents, provincial ECW boards (including representatives to United Thank Offering, Church Periodical Club, Altar Guild, Girls' Friendly Society, and Daughters of the King), province coordinators, lay and clergy National Executive Council representatives, and other key people in the province. Distribution of letters may be email or US Postal Service or both.
7. Visit dioceses within the province, time and financial restraints allowed. Attendance at the province meeting is expected. Province representatives are allowed to use their current budgeted amount to attend provincial and diocesan meetings, but not to include any board meeting for which they are a member or their own diocesan meeting, with the understanding that the entire budgeted amount should not be used exclusively to attend provincial retreats or meetings. Repeat visits to a diocese will not be reimbursed unless approved by the Finance Committee prior to the visit.
8. Welcome board members to their province once in the triennium.

- a) Arrange for the board to have at least one eucharist during the time there
  - b) Invite the women of the province to meet with the board
  - c) Nominate a non-profit organization in the host diocese for a gift of \$1000
9. Serve on at least two board committees
  10. Perform other duties as assigned
  11. Maintain a notebook with all information pertinent to the province representative tasks, responsibilities, and electronic and print records to be given to a successor

**C. EXPERTISE NEEDED**

- a) Leadership skills
- b) Oral and written communication skills
- c) Proficiency with computer and other technology devices including online conferencing and social media.

**V. Committees**

**A. Committee Chair responsibilities**

1. Distribute an agenda to the committee members at least two weeks prior to the full board meeting.
2. Submit a written report to the secretary and an oral report to the board of each committee meeting during the current board meeting
3. Move all motions by committee recommendation. In advance of moving the motion, submit the motion to the secretary
4. Prepare the committee budget for the coming year to be submitted to the treasurer at the second board meeting each year
5. Appoint a recorder
6. Plan to meet at least one time during each full board meeting
7. Maintain a notebook to be handed to the successor as soon as possible, or to the secretary to be handed out as soon as the new chairperson is selected. The notebook should contain copies of all agendas, minutes, reports, motions, correspondence received and sent out, and any other information or materials, electronic or print, pertinent to the committee's work.

**B. Standing Committees**

**1. Finance**

The Treasurer is the Chair. The committee is responsible for the development of the expense budget for each year of the triennium, the Triennial Meeting budget, and the financial reports presented at the Triennial Meeting.

**a) Focus**

Maintain a vigilant attitude toward seeing that the board implements best practices for financial management within the guidelines of the Domestic and Foreign Missionary Society.

**b) Job responsibilities**

- (1) Receive the committee requests for preparation of the expense budgets for the upcoming year at the second meeting each year of the board
- (2) Prepare and present for approval the expense budget for the following year at the third board meeting

- (3) Prepare, with help of the first vice president, the Triennial Meeting Budget for approval by the full board
- (4) Receive the Aid to Delegate applications and recommend to the full board the amount to be given to each of the applicants who has submitted a properly completed application, following the guidelines of the Aid to Overseas/Triennial Delegates policy
- (5) Assist committee chairs with budget questions

## **2. Communications**

The Communications Committee is composed of the second vice president, Chair, and as many other board members as designated during each triennium.

### **a) Job responsibilities**

- (1) Develop and produce resource materials for diocesan and parish ECW groups, such as brochures and prayer cards
- (2) Gather resumes and interviews and recommend a *Communiqué* editor to the full board for approval
- (3) Develop and produce, in association with the *Communiqué* editor, the official quarterly publication
- (4) Plan and coordinate, in association with the *Communiqué* editor, the contents of each issue, including the post-Triennial edition
- (5) Encourage board members and others to write articles for the *Communiqué* and *eCommuniqué*
- (6) Pursue ongoing conversation with the full board to develop publications of new materials
- (7) Develop and produce miscellaneous communication pieces as requested by other committees (i.e. electronic media such as website and e-news, videos, print, public relations materials, press releases, *Episcopal Journal*, etc.)
- (8) Oversee the website and all other multimedia.
- (9) Arrange for the printing of all board materials.
- (10) Recommend with the treasurer, details to the Executive Committee for the following contracts:
  - (a) *Communiqué* editor
  - (b) *Triennial Today* editor and assistant editor if needed
  - (c) Photographer
- (11) Assure that all printed material is protected with copyright and date marks

## **3. Social Justice**

The Member-at-Large for Social Justice is the chair. There are at least four other members of this committee, one of whom shall be designated the Women to Women coordinator.

### **a) Job responsibilities**

- (1) Recommend to the full board a social justice focus for the triennium
- (2) Recommend a Triennial Unified Gift recipient to the full board for approval, and coordinate efforts with the recipient
- (3) Recommend a Triennial Meeting Community Connection recipient to the full board for approval and coordinate efforts with that recipient
- (4) Perform such other duties pertaining to the social justice area as assigned

**b) Job responsibilities for the Women to Women coordinator**

- (1) Work with the second vice president on all printed materials, brochures, application forms, and website
- (2) Promote the program through the distribution of printed materials, articles in the *Communiqué*, and electronic communications
- (3) Process all grant applications, recommend any grants to the Social Justice Committee, and then recommend to the full board for approval

**4. Worship**

This committee is composed of a chair (selected by the committee members) and five other members, including the Triennial Meeting chaplain. The Chair shall have been a delegate to at least one Triennial Meeting. The Worship chair shall also serve on the Triennial Meeting Team.

**a) Job responsibilities**

- (1) Prepare or assign preparation of daily worship at board meetings, including one eucharist
- (2) Recommend a selection for the Triennial Meeting cross to the full board for approval
- (3) Commission the production of the board-approved design for the cross
- (4) Recommend a musician(s) and a chaplain for the Triennial Meeting for full board approval
- (5) Create Opening and Closing Celebrations for the Triennial Meeting
- (6) Create, as requested, letters and flyers for Triennial Meeting mailings
- (7) Create worship/song booklet for the Triennial Meeting and secure licensing

**b) Worship Committee Chair job responsibilities**

**(1) Focus**

The chaplain is the chair of the committee. Offer guidance for the triennium period of the board in the areas of devotions for each meeting and lead the planning of worship for the Triennial Meeting.

**(2) Job responsibilities**

- (a) Oversee lists for board prayer partners and meeting devotions
- (b) Conduct Worship Committee meetings
- (c) Solicit candidates for Triennial Meeting musician through recommendations from board members and other sources
- (d) Contact possible candidates for resumés, music, sermons, videos and other informational media for review by Worship Committee
- (e) Report regularly to the board on progress
- (f) Communicate with musician that they have been selected for Triennial Meeting
- (g) Coordinate needs of the musician for the Triennial Meeting
- (h) Communicate with the musician on their responsibilities for attendance at board meetings and other necessary tasks, after direction from the board

**5. Triennial Meeting Team**

The first vice president is the chair. The committee is composed of the Chair, the second vice president (Chair of the Communications Committee), the Worship Committee Chair and the Treasurer, plus at least two other board members.

a) Job responsibilities

- (1) Propose a schedule for the Triennial Meeting. Set timetable.
- (2) Recommend any keynote/featured speaker
- (3) Recommend a Welcoming Event and oversee all preparations for that event
- (4) Recommend any other special events for inclusion at the Triennial Meeting and oversee all necessary preparations for those events
- (5) Oversee workshop topics/presenters and coordinate presenter needs with workshop coordinator
- (6) Determine contents of the various mailings and coordinate the preparation of those mailings
- (7) Work with the board to select appointees for the various Triennial Meeting positions, including
  - (a) Secretariat manager
  - (b) Certification coordinator
  - (c) Assistant secretary
  - (d) Triennial Today editor and assistant editor, in cooperation with the Communications Committee
  - (e) Floor manager
  - (f) Hospitality Coordinator
  - (g) Distinguished Woman coordinator
  - (h) Welcoming Dinner/Event coordinator
  - (i) Workshop coordinator
  - (j) Booth manager
  - (k) Any other program coordinators as needed.
- (8) Evaluate all volunteer needs.
- (9) Actively participate in the Triennial Meeting subcommittees such as
  - (a) Booth Committee
  - (b) Welcoming Dinner/Event
  - (c) Other subcommittees as determined by the First Vice-President

**6. Bylaws/Policies and Procedures**

The committee shall have at least three members, appointed from among the current board members, one of whom shall have had previous board experience. The parliamentarian for the triennium shall attend the regular meetings of this committee at the discretion of the president.

a) Job responsibilities

- (1) Meet at least one time each year to review the Bylaws and Policies and Procedures.
- (2) Prepare and present bylaw amendments in a timely manner to the board for subsequent delegate approval at the next Triennial Meeting.
- (3) The presenter of bylaw amendments at the Triennial Meeting is the second vice president or a designee

### C. Special Committees

Special Committees will be appointed as necessary by the president with approval of the Executive Committee.

#### 1. **Nominating** (see Bylaws, Article VIII, Section 1)

The Nominating Committee, composed of members from nine provinces each triennium is selected as follows:

Each province representative is to submit at least one name to serve on the Nominating Committee to the board by the October board meeting or earlier in the second year of the triennium. The board will approve one name from each province to serve on the Nominating Committee beginning on November 1st or earlier of that year through the elections at the Triennial Meeting. A member of the Executive Committee shall be appointed to the Nominating Committee as a Board Liaison. The Chair shall be appointed by the president with the approval of the Executive Committee. The Chair shall have attended a Triennial Meeting.

##### a) Guidelines

- (1) The Chair shall call and preside over committee meetings. All meetings may be in person or via electronic technology
- (2) The Chair, in cooperation with the Board Liaison, should develop a timeline for work
- (3) The second vice president will assist the Nominating Committee with all printed and electronic materials that are mailed to the Triennial Meeting delegates
- (4) The Chair or her designee must attend the Triennial Meeting to present the Nominating Committee report
- (5) All communications concerning nominating procedures shall be sent to the entire board in hard copy as well as electronically
- (6) Job descriptions and nominating materials are to be reviewed by the Policies and Procedures Committee in the second year of the triennium prior to the fall board meeting
- (7) A letter inviting nominations must be published by electronic or other means by the following March. It is recommended that this publication include the following sentence: *"Episcopal Church Women affirm and believe all women should have equal opportunity for involvement and leadership in the organization."*
- (8) Actively solicit nominees, preferably at least two for each office
- (9) Nominees for President, First Vice President, and Second Vice President must have served on a previous National Board. Each nominee shall have attended at least one full Triennial Meeting (which could be the current Triennial Meeting) as delegate or alternate and shall have the recommendation of one of the following: her bishop diocesan presider/chair, provincial president/chair, or, if no diocesan Episcopal Church Women organization exists, an established Episcopal women's organization functioning with at least five provinces.
- (10) The slate of candidates will be included in the second Triennial Meeting communication.
- (11) There will be no nominations from the floor at the Triennial Meeting

- (12) Ensure that each nominee receives a Nominee Information and Checklist
- (13) The second vice president will assist the Nominating Committee in creating all nomination materials before they are submitted for publication
- (14) Nominating Committee will review all forms and information submitted by a nominee before publication of the candidate's name
- (15) Nominating Committee Chair will present the Nominating Report at the designated Triennial Meeting plenary session
- (16) Nominating Committee Chair and the parliamentarian will meet with the nominees in the Plenary Room for speech instructions after the Triennial Meeting plenary session for nominations
- (17) Nominating Chair will introduce each nominee before her speech. The order will be determined in the plenary script for that session
- (18) Nominating Committee will update and review the Nominee Information and Checklist and other informational material. These materials will be approved by the board.

## VI. Financial

### A. Advances and Reimbursements

1. Request for cash travel advances shall be coordinated with the Treasurer. Receipts must be submitted to support the advance and any unsubstantiated difference returned to DFMS.
2. Reimbursements for travel expenses should be submitted to the Treasurer no later than two weeks after the expense has been incurred. Original itemized receipts for travel, meals, and lodging must be included. (See current travel guidelines found on The Episcopal Church website.)
3. Reimbursement for non-travel-related expenses should be submitted promptly.
4. If a member chooses to drive rather than fly, mileage, *up to the cost of the most economical airfare*, will be paid at the prevailing mileage rate allowed in the church's travel guidelines.
5. If a board member pays for meals for any guest(s) on one receipt, the name and official position of the guest(s) must be written on the back of the receipt.
6. Reimbursement for alcoholic beverages is not permitted.

### B. Approvals

1. All expenses pertaining to the work of a particular committee, incurred by a member, must be approved in advance by the committee chair.
2. The Controller acts as the signatory for the treasurer. She is responsible for approving the expenses of the treasurer.
3. Individual board member out-of-country travel requires prior approval by the entire board. Careful consideration must be given to risk factors. Each board member is responsible for obtaining information for her respective situation, such as health insurance, and carry an emergency card with her health information.

### C. Car Rental

1. No car rentals are allowed without the prior approval of the Executive Committee.

2. The letter of prior approval must be issued by the treasurer and attached to the request for reimbursement for any car rental.
  3. Follow the instructions in the letter for car insurance.
- D. Honorariums
1. All honorariums received by members of the board are to be sent to the Treasurer for deposit in the appropriate account.
- E. Memorials
1. Memorial gifts approved by the board shall be \$50.00 to the Triennial Meeting Endowment Fund.
- F. Aid to Triennial Delegates
1. After soliciting requests for Aid to Delegates, the Finance Committee sends the applications and funding recommendations to the Executive Committee, which makes a recommendation to the full board for approval.

## **VII. TRIENNIAL MEETING**

### **A. Hearings**

A hearing is a meeting held by the committee presenting a motion or resolution to an assembly or convention; therefore, the presiding officer of the hearing is the chair of the committee. All comments and questions shall be directed to the chair, who may answer them or direct them to another committee member or appropriate person. After being recognized by the chair, a speaker shall give her name, province, and diocese or organization represented. A person shall be allowed to speak for up to two minutes on each designated section of the document as it is presented.

### **B. Election Policy**

1. Standing for office should be a positive experience for each candidate. It is urged that there be conversation and interviews of candidates, but competitive campaigning should not occur.
2. Elections shall be held for all offices for which there are one or more persons nominated, per ECW Bylaws.
3. Biographical information for each candidate must be presented to the Nominating Committee two months prior to the Triennial election date in order to be distributed by the committee. That information is to be distributed by the Nominating Committee (only). Any other material not approved or distributed by the committee shall be reported to the President or the Chair of the Nominating Committee and will be removed. Campaigning is not permitted.
4. A candidate's forum will be held at least one day prior to the elections. Candidates will have the opportunity to address the delegates during the plenary session. Candidate speeches shall be limited to three minutes. There will be no nominating speeches.
5. Offices for which there are no nominees shall be omitted from the ballot.
6. In the event that a delegate must leave the convention or is unable or unwilling to serve as a delegate, she should report this information to the Secretariat so that an alternate can take her place.
7. Delegates may not wear anything that shows their support for any candidate.
8. The Chaplain shall offer a prayer at the plenary session to be held prior to the balloting.
9. Balloting will take place in the Plenary Room at a designated time.

10. Delegates will pick up their ballots in the Plenary Room just before voting. Three lines, divided by diocese, will be used for getting their ballots. Names will be checked off the master list. Delegates will then go to a voting section, fill out their ballot, put it in the ballot box, and return to their seat.
11. After the time for balloting has ended, the tellers committee will collect the ballots and retire to a secluded area to count the ballots. Candidates may have one observer in the area where the votes are to be counted, but they may not help count the ballots or interfere in the counting process. The results of the election are not to be disclosed by anyone until announced at the plenary session following the balloting.
12. The Parliamentarian will help to supervise the balloting and counting process.

### **C. Rules of Debate**

1. A member must be recognized by the Chair prior to speaking to a debatable motion.
2. The maker of a motion has the right to be the first to speak to it.
3. Each speech must be limited to two minutes (unless special debate rules have been previously adopted).
4. A member can speak no more than twice on the same question on the same day.
5. No member can speak a second time to a motion so long as another member is requesting recognition to speak for the first time on the same motion.
6. All remarks must be limited to the merits of the subject immediately pending before the assembly.
7. Debate should alternate between those speaking in favor of the motion and those speaking against it.
8. Personal remarks must be avoided, and the motives of members must not be questioned; the motion, not the person, is the subject of debate.
9. Members are seldom referred to by name; officers are referred to by their titles.
10. Members may not speak against their own motion (unless it has been materially changed through amendment), however they may vote against it.
11. The Chair may not debate a motion from the Chair, but may give information regarding the issues, especially if they are the only member present that possesses it.

### **D. Delegate Orientation**

1. PURPOSE: To give to all delegates, and especially first-time delegates, information regarding procedures, schedules, and plenary etiquette. The orientation will be held in the Triennial plenary room prior to the beginning of the Triennial Meeting.
2. Agenda for this orientation:
  - Welcome --- President
  - Program Scheduling --- First Vice President
  - General Information --- Second Vice President
  - Plenary Etiquette and Voting Procedures --- Parliamentarian
  - Question and Answer period

### **E. The Triennial Cross**

1. The Triennial Cross will be presented to registered and certified delegates and alternates during a Plenary Session.

**F. Delegate Committees**

Communications, Credentials, Evaluations, Hospitality, Resolutions, Timekeepers.

1. These committees provide support for the board to facilitate the smooth running of the Triennial Meeting. Each delegate committee has a board liaison and a chair from among the delegate members. Other National Board members and Triennial Meeting staff may attend committee meetings to provide additional resources and support.
2. Each board liaison will convene the initial meeting of her assigned committee and will assist the committee on an ongoing basis.

**G. Administrative Job Descriptions**

**1. Chaplain**

**a) Focus**

- (1) Provide spiritual support, advice, and direction for the Triennial Meeting

**b) Tasks**

- (1) Work with the Worship Committee in development of worship for the Triennial Meeting.
- (2) Be the spiritual leader at the Triennial Meeting, giving meditations and homilies as required by the schedule.
- (3) Be available to the Triennial Meeting community for counseling and consultation.

**c) Expertise needed**

- (1) Must be ordained
- (2) Be supportive of the mission and ministry of ECW
- (3) Multilingual and musical abilities are helpful

**d) Time commitment**

- (1) Must attend the entire Triennial Meeting
- (2) Attend one or more board meetings as directed by the board
- (3) Work under contract

**e) Board liaison**

- (1) Worship Committee Chair

**2. Musician**

**a) Focus**

- (1) Provide appropriate music, following the Triennial Meeting theme, to enhance the worship experience during the Triennial Meeting

**b) Tasks**

- (1) Provide music for the Opening and Closing Celebrations, all plenary sessions, and at other times as requested by the board
- (2) Work with the Worship Committee on music selection

**c) Expertise needed**

- (1) Musical talent
- (2) Ability to lead music in a large group and to encourage group participation.
- (3) Familiarity with all genres of Episcopal church music.

**d) Time commitment**

- (1) Be present at the entire Triennial Meeting
- (2) Attendance for at least part of the mid-term board meeting at the Triennial Meeting site

- (3) May attend other board meetings as agreed upon in advance
- (4) Work under contract
- e) Board liaison**
  - (1) Worship Committee Chair
- 3. Certification Coordinator**
  - a) Focus**
    - (1) Oversee the certification for the Triennial Meeting
  - b) Tasks**
    - (1) Receive certification forms from dioceses and organizations
    - (2) Maintain database of certified delegates and alternates
    - (3) Maintain contact with General Convention office to ensure accuracy of roster
    - (4) Send roster updates to the Executive Committee and other board members as requested
    - (5) Oversee the Credentials Committee work
    - (6) Work with the First Vice-President
  - c) Expertise needed**
    - (1) Organizational skills
    - (2) Attention to detail
    - (3) Computer skills, especially with spread sheets
    - (4) Email accessibility
  - d) Time commitment**
    - (1) From time appointed through the Triennial Meeting. Time varies, but the last year of the triennium is the most time-consuming.
  - e) Board liaison**
    - (1) This is a board position.
- 4. Floor manager**
  - a) Focus**
    - (1) Serve during the Triennial Meeting to assist the President and the First Vice-President by overseeing the flow of activities in the Plenary Room. Must be present in the Plenary Room fifteen minutes prior to the beginning of each session until fifteen minutes after the conclusion of each session.
  - b) Tasks**
    - (1) Provide a smooth flow of movement of the participants during the Triennial Meeting.
    - (2) Respond to requests for necessary changes of furniture and equipment.
    - (3) Work with the Workshop coordinator when workshops take place in the Plenary Room.
    - (4) Note: Plenary scripts will be provided to ensure proper advance notice of events.
  - c) Expertise needed**
    - (1) Organizational skills
    - (2) Tact and diplomacy
  - d) Time commitment**
    - (1) Work with the First Vice-President, Workshop coordinator and Worship Committee during the last year of the triennium and during the Triennial Meeting.
  - e) Board liaison**
    - (1) This is a board position.

## **5. Hospitality Coordinator**

### **a) Focus**

- (1) See that all delegates, alternates, and guests are well received.

### **b) Tasks**

- (1) Meet with the first vice president to review the Triennial Meeting schedule and hospitality needs.
- (2) Meet with the coordinators of major Triennial Meeting events (Distinguished Woman and Welcoming/Event Dinner) to review their needs.
- (3) Convene delegate Hospitality Committee at the beginning of the Triennial Meeting to explain their responsibilities.
- (4) Note: Plenary scripts will be provided for information and scheduling purposes.

### **c) Board liaison**

- (1) This is a board position.

## **6. Workshop Coordinator**

### **a) Focus**

- (1) Work closely with the first vice president to coordinate the planning of, preparation for, registration for, and implementation of the workshops offered at the Triennial Meeting.

### **b) Tasks**

- (1) One year prior to the Triennial Meeting:
  - (a) Discuss the printing of the Worship Booklet with the Second Vice-President.
  - (b) Receive information about proposed workshops and leaders from First Vice-President and the board including:
    - (I) Name, address, phone number(s), and email address of the presenters
    - (II) Presenters' workshop topic
  - (c) Contact proposed workshop leaders and invite them to lead a workshop at the next Triennial Meeting. If they agree, request the following:
    - (I) Presenter's short biography
    - (II) Presenter's publicity photo
    - (III) Title of workshop with brief synopsis, maximum number of participants
    - (IV) Equipment needed for the workshop
  - (d) Coordinate with Treasurer to develop contracts and return signed originals to the treasurer
- (2) Three months prior to the Triennial Meeting
  - (a) Describe workshops in a Workshop Booklet online
  - (b) Post signup online and receive registrations from delegates, alternates, and guests. Priority is given by receipt date and to delegates and paid alternates.
- (3) Two months prior to Triennial Meeting
  - (a) Send emails to the workshop presenters giving them all information necessary for their presentations.
  - (b) Prepare lists of workshop assignments
    - (I) Master list
    - (II) List for each workshop presenter or participant

- (c) Prepare a card listing workshop assignments for each workshop registrant.
- (d) Prepare lists for additional registrations at the Triennial Meeting for space-available workshops.
- (4) At the Triennial Meeting
  - (a) Distribute workshop assignment cards via the Secretariat
  - (b) Post additional sign-up lists in the Secretariat and provide necessary instructions to the Secretariat manager.
  - (c) Work with first vice president, workshop floor manager and plenary floor manager to ascertain that necessary room arrangements, signs, equipment, evaluations, volunteers, etc. are in place.
- (5) Maintain a notebook with all information pertinent to the workshop coordinator's tasks, responsibilities, and electronic print and records to be given to the First Vice-President to pass on to a successor.
- c) Expertise needed**
  - (1) Organizational skills
  - (2) Computer skills
  - (3) Presentation skills
- d) Time commitment**
  - (1) This requires a major time commitment before and during the Triennial Meeting.
- e) Board liaison**
  - (1) This is a board position.
- 7. Workshop Floor Manager**
  - a) Focus**
    - (1) Serve during the Triennial Meeting to assist the workshop coordinator.
  - b) Board liaison**
    - (1) This is a board position.
- 8. Distinguished Woman Coordinator**
  - a) Focus**
    - (1) Coordinate the Distinguished Woman program in which each diocese honors a woman who is committed to the mission and ministry of ECW.
  - b) Tasks**
    - (1) By April of the second year of the triennium, develop, publish on the website, and email the selection forms to each diocesan president.
    - (2) Receive the selections from each diocesan president by January of the Triennial Meeting year.
    - (3) Order Distinguished Woman pins, with approval of the board.
    - (4) Coordinate preparation of certificates, including the signing of the certificates by the National President.
    - (5) Prepare Distinguished Woman booklet to be presented to the honorees, delegates, and guests.
    - (6) Work with the Resolutions Committee to create a resolution recognizing the Distinguished Women of that Triennial Meeting and attach booklet to this resolution.

- (7) Prepare an article for Triennial Today with group picture recognizing the honorees.
- (8) Deliver a copy of the booklet to the Secretary for the archives.
- (9) Plan invitations and luncheon for recipients and guests and coordinate program.
- (10) Maintain a notebook with all pertinent information and materials both printed and electronic to be given to the first vice president to pass on to a successor.

**c) Expertise needed**

- (1) Organizational skills
- (2) Attention to detail
- (3) Layout experience for certificates and display book
- (4) Writing skills
- (5) Computer skills

**d) Time commitment**

- (1) Preparation of selection forms by designated deadline
- (2) Preparation of certificates, booklets, and album prior to the Triennial Meeting
- (3) At the Triennial Meeting, coordinate the recognition of the honorees.
- (4) Supervise the luncheon.

**e) Board liaison**

- (1) First Vice-President

**9. Triennial Special Events Planner**

**a) Focus**

- (1) Coordinate arrangements for invitation according to the Triennial Meeting timeline, menu, bar location and decorations for the event.

**b) Tasks**

- (1) Receive information necessary for preparation of invitations for the **event**, including the theme, logo, colors, date, time, place, menu, and program.
- (2) Send copy of the invitation flyer to the Communications Committee by the prescribed deadline. Invitation for all in attendance at General Convention and Triennial.
- (3) Work with First President to secure a location.
- (4) Work with Triennial Team and Treasurer on **event** program and the budget.
- (5) Maintain copies of all materials generated along with comments/suggestions and give it to the first vice president to pass on to a successor.

**c) Expertise needed**

- (1) Organizational skills
- (2) Creativity
- (3) **Event planning**

**d) Time commitment**

- (1) Prior to the Triennial Meeting: as needed to design invitations, accept reservations, and prepare table decorations.
- (2) At the Triennial Meeting: day of the Welcoming Dinner/Event.

**e) Board liaison**

- (1) First vice president

## **10. Elections Supervisor**

### **a) Focus**

- (1) Ensure that the elections are conducted with proper election procedures.

### **b) Tasks**

- (1) Work with the parliamentarian to establish correct election procedures.
- (2) Prepare ballots, based on information received from the certification coordinator as to the number of delegates in attendance.
- (3) Obtain sufficient number of tellers and, with the parliamentarian, give them instructions on proper tallying procedures.
- (4) Receive from the certification coordinator (or Secretariat) the list of delegates and alternates
- (5) After the election closes, collect ballot boxes and take them to the designated site for tallying.
- (6) Write the teller's report, give the report to the Assembly, then hand the report to the President.

### **c) Board liaison**

- (1) Parliamentarian

## **H. Operations Job Descriptions**

### **1. Secretariat Manager**

#### **a) Focus**

- (1) Oversee the Secretariat at the Triennial Meeting

#### **b) Tasks**

- (1) Assist board members with their official duties
- (2) Provide general office support
- (3) Assist with late reservations or sign-ups for Triennial Meeting events
- (4) Supervise the Secretariat volunteers

#### **c) Expertise needed**

- (1) Organizational skills
- (2) Problem-solving skills
- (3) Knowledge of board members' responsibilities, procedures and programs
- (4) Working knowledge of the Triennial Meeting

#### **d) Time commitment**

- (1) From at least one day prior to the opening of Triennial Meeting until the meeting has ended and the Secretariat is dismantled.

#### **e) Board liaison**

- (1) First vice president.

### **2. Assistant Secretary**

#### **a) Focus**

- (1) Make a complete record of all plenary sessions during the Triennial Meeting

#### **b) Tasks**

- (1) Take accurate minutes of all business conducted at the plenary sessions of the Triennial Meeting
- (2) Transcribe the minutes following each plenary session

- (3) Provide the minutes to the board at their first meeting following the Triennial Meeting
- c) Expertise needed**
  - (1) Listening and comprehension skills
  - (2) Ability to digest material presented and transcribe complete, accurate, and concise minutes.
  - (3) Computer proficiency
- d) Time commitment**
  - (1) The days of Triennial Meeting on which plenary sessions are held
- e) Board liaison**
  - (1) Secretary
- 3. Triennial Today Editor**
  - a) Focus**
    - (1) Oversee the daily reporting and publication of all Triennial Meeting events
  - b) Tasks**
    - (1) Plan each edition of *Triennial Today* and make assignments to the assistant editor and other staff members.
    - (2) Work with the Communications Director of General Convention to coordinate ECW news coverage.
    - (3) Gather materials for the post-Triennial Meeting *Communiqué* from the *Triennial Today* materials.
  - c) Expertise needed**
    - (1) Journalism experience, editing and computer skills.
    - (2) Organizational skills.
    - (3) Ability to work well with others and to direct the volunteer staff.
    - (4) Ability to work under pressure of deadline.
  - d) Time commitment**
    - (1) Must be present for the entire Triennial Meeting, arriving the day before the meeting begins and remaining until the final issue of *Triennial Today* is published.
  - e) Board liaison**
    - (1) Second vice president
- 4. Triennial Today Assistant Editor**
  - a) Focus**
    - (1) Assist the *Triennial Today* editor in the reporting and publication of Triennial Today
  - b) Tasks**
    - (1) Assume leadership in the publication should the editor be unable to perform her duties
    - (2) Assume any responsibilities assigned by the editor
  - c) Expertise needed**
    - (1) Journalism experience, editing, and computer skills
    - (2) Organizational skills
    - (3) Ability to work well with others, to direct volunteers, and to take direction from the editor
    - (4) Ability to work under pressure of deadlines
  - d) Time commitment**
    - (1) Must be present for the entire Triennial Meeting, arriving the day before the meeting begins and remaining until final issue of *Triennial Today* is published.

- e) **Supervisor**
  - (1) *Triennial Today* editor
- 5. **Booth Manager**
  - a) **Focus**
    - (1) Manage the operations of the ECW booth in the Convention Exhibit Hall
  - b) **Tasks**
    - (1) With direction of the board liaison, oversee planned layout of booth (may use other personnel to assist in planning and actual layout)
    - (2) Set up and dismantle booth sale items. Sale items are selected by a committee of board members, chaired by the Treasurer.
    - (3) Complete a beginning and ending inventory.
    - (4) Oversee booth during hours of operation.
    - (5) Prepare schedule for volunteers to staff booth.
    - (6) Handle daily banking of booth monies as directed by the Treasurer
    - (7) Post schedule of Triennial Meeting and workshops at the booth each day
    - (8) Facilitate handouts of ECW resource material.
  - c) **Expertise needed**
    - (1) Organizational skills
    - (2) Ability to prepare cash deposits
    - (3) Ability to work with volunteers
  - d) **Time commitment**
    - (1) Arrive by the Exhibit Hall set-up date determined by General Convention and remain until the booth is dismantled.
  - e) **Board liaison**
    - (1) As determined by the board.
  - f) NOTE: The National Board of the Episcopal Church Women will set policy for any sales and distribution of materials. They will also arrange for the rental of the booth space, tables, chairs, electrical connections, etc. and registration for the booth manager. The board will reimburse any agreed-upon incidental expenses of the manager.

Amended February 5, 2024  
 Amended September 28, 2025