

ARTICLE V – DUTIES OF LEADERS

Section 1. The Moderator shall preside at all meetings of the Coordinating Team and at all Gatherings of PWP where business is conducted. She shall receive communications on behalf of Presbyterian Women. She shall be responsible for submitting information to the Presbytery of Arkansas newsletter and the Synod of the Sun newsletter. She shall be the Presbytery PW representative to the Synod Coordinating Team. The Moderator shall be a voting representative to the Churchwide Business Meeting held at the Churchwide Gathering and shall submit nominees for additional voting representatives to be approved at the Business Meeting held in conjunction with the annual PWP Gathering.

Section 2. The Vice-Moderator shall be of assistance to the Moderator at all meetings of the Coordinating Team and at all Gatherings of PWP where business is conducted. Upon request, she shall be the representative to the PW in the Synod Coordinating Team. She shall prepare the packets to be distributed in the clusters. The Vice-Moderator shall coordinate the process of securing women called to leadership positions of Presbyterian Women in the Presbytery.

Section 3. The Secretary shall maintain and preserve working records of Presbyterian Women in the Presbytery Coordinating Team.

Section 4. The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PWP. She shall be responsible for preparing the operating budget of PWP and presenting it to the Presbytery's Committee on Administration. She shall receive from Presbyterian Women in the Congregations all Celebration Giving funds and forward these funds to the appropriate processing facility.

Section 5. The Historian shall maintain and preserve historical records of Presbyterian Women in the Presbytery.

Section 6. The Mission Coordinator shall inform the PCT and PW of mission opportunities.

Section 7. The Cluster Leader shall provide program support to PW in the Congregations assigned to her and shall be the direct link between PWC and the PW Presbytery Coordinating Team.

Section 8. Members-at-Large with specific responsibilities shall be appointed or elected as needed to help conduct the work of PWP.

ARTICLE VI – DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall:

- a. Plan for regular gatherings, cluster meetings, and special interest gatherings of Presbyterian Women in the Presbytery;
- b. Identify issues of concern to Presbyterian Women;
- c. Provide program support and resources through the Cluster Leaders and related staff to Presbyterian Women in the Congregation; and
- d. Provide for representatives to serve on Presbytery or ecumenical committees and projects, as appropriate.