



GUIDELINES

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GENERAL INFORMATION

Mission Statement:

- “To know Christ and to make Him known.”

Aims:

1. To enable members through fellowship with each other to deepen their personal commitment to Jesus Christ.
2. To relate the teaching of Jesus Christ to life in the home, the church, the community and the world.
3. To share in the mission of the world church.
4. To provide a link with the women of other churches in Ireland and throughout the world.

MWI Prayer:

Almighty God, Lord of power and love,
Saviour who died for our sins and rose again,
Living Holy Spirit.

Thank you for the gift of life,
Thank you for the offer of salvation,
Thank you for surrounding us with love
And promising your power.

Help us as Methodist Women in Ireland
To honour you in our lives,
To rejoice in our salvation,
To share your love with others
And to go forward in your power
To fulfil your will daily.

Help us to encourage one another,
To pray for one another,
And together to reach out to others
Both here in Ireland and throughout the world.

In the name of Jesus Christ our Saviour.
Amen

World Federation of Methodist & Uniting Church Women (WFM&UCW)

- MWI is the Ireland Unit of the WFM&UCW and part of the Europe: Britain & Ireland Area of the Federation.
- The World Federation operates on a five-year cycle, known as a quinquennium, between World Assemblies.
- As an NGO at the United Nations, the World Federation focuses on the work of the United Nations to inform our worship and social outreach.
- World Federation is part of the international movement called 'Thursdays in Black' to demand a world without rape and violence. Methodist women in all the Areas of the Federation are asked to wear black on Thursdays.
- Within each quinquennium our Area holds a Joint European Area Seminar with the Europe: Continental Area.
- As there are only two Units in our Area (the other being the Methodist Women in Britain) we alternate the roles of Area President and Vice-President for each quinquennium.
- Each District has a representative to the Unit World Federation Committee. It is recommended that each District provides an opportunity for a report on World Federation to be given at Executive meetings and District events where appropriate.
- It is also suggested that all Branches or Circuits have a regular World Federation meeting (e.g. annually) as part of their programme.
- World Federation Day is on the Saturday nearest the 26th October (the anniversary of the founding of the organisation) and material is produced from different Areas in the Federation for use in a celebration event on this day.

World Federation Prayer:

Creator God,
Rooted in your loving care,
Nurtured through your son Jesus,
Challenged by your Holy Spirit
We are in the World
To bring peace with justice
Reconciliation in love,
And hope for all people
May our lives extend as the branches of our Tree of Life
Bearing fruits of Unity and Love
We offer praise and thanksgiving
Through our Lord and Saviour Jesus Christ.
Amen.

Finance:

- The Methodist Women in Ireland are responsible for the collection and administration of the Easter Offering throughout the Methodist Church in Ireland.
- MWI operates two bank accounts with the name Methodist Women in Ireland – one in Euro and one in Sterling.
- **The General Treasurer receives from Districts all income designated for mission and forwards and allocates it as appropriate. This includes all money received from Easter Offering, Missionary Boxes, Gift Aid, Tax Relief, and Allocated Gifts.**
- MWI administers a General Fund from which all necessary expenses of the organisation are met. This includes:
 - expenses for all members of the General Executive and Central Forum to attend said committees;
 - expenses of delegates who represent MWI at various events and committees, including General Committee and Conference;
 - all expenses for the MWI President to attend the World Federation Joint European Area Seminar.
- Note: this does not include expenses for District Officers to attend District events.
- Money for the General Fund is received from the Branches via the District Treasurers.
- MWI administers a World Federation Fund from which all necessary expenses in relation to World Federation, not covered by the World Treasurer or a Seminar Budget, are met:
 - all travel, accommodation, including meals, and registration expenses for the Unit Correspondent and All-Ireland President to attend the Area Seminar are paid by the Unit Treasurer;
 - all travel expenses for the Unit Correspondent to attend the World Assembly are paid by the Unit Treasurer;
 - all travel, accommodation, including meals and registration expenses for the Area Officer Designate to attend the World Assembly are paid by the Unit Treasurer;
 - all travel, accommodation, including meals, and registration expenses for the Area Officer and Helen Kim Memorial Scholar to attend the Area Seminar are paid from the Seminar Budget;
 - all travel, accommodation, including meals, and registration expenses for the Area Officer to attend the World Assembly are paid by the World Treasurer;
 - all accommodation, including meals, and registration expenses for the Unit Correspondent to attend the World Assembly are paid by the World Treasurer;
- Money for this World Federation Fund is received from the Branches via the District Treasurers.
- All monies should be sent from the Branches to the District Treasurers twice each year: by mid-June and **mid-November**.
- All monies must then be forwarded by the District Treasurers to the General Treasurer on or before 30th June and **30th November**.
- The accounts shall be audited and printed in the MCI Conference Agenda.

District Treasurers

- Should receive money from the Branches designated for mission, the General Fund and the World Federation Fund and forward this to the General Treasurer twice a year, by 30th June and **30th November**.
- The District Accounts shall be audited at the end of the year and sent to the General Treasurer.
- Good practice should be followed at all times:
 - two signatures should be required on cheques;
 - offerings received at District events should be counted by two people on the premises and lodged as soon as possible afterwards.

Branch Treasurers

- Should forward all money designated for mission, the General Fund and the World Federation Fund to the General Treasurer twice a year, by mid-June and **mid-November**.
- Good practice should be followed at all times, including requiring two signatures on cheques.
- The Branch Accounts shall be audited at the end of the year and sent to the District Treasurer.

Office 365

- The following General & District Officers are required to use their Methodist Church in Ireland Office 365 Accounts for all communication and the storage of all MWI related data and information:
 - General Secretary
 - General Treasurer
 - World Federation Unit Correspondent
 - District Secretaries
 - District Treasurers
- The cost per person is £35.28 per year (as of 1st November 2019)

A. COMMITTEE STRUCTURE

See the descriptions in Section B for more detailed information on each of the Officers/roles listed below.

The Committee structure of MWI consists of the following:

1. The General Executive
2. The Central Forum
3. The World Federation Committee
4. Three District Executives

1. General Executive

Remit:

- To be the decision-making body for MWI, including the selection of General Officers and representatives to other Committees.
- To explore how best to realise the mission statement and aims of MWI, including:
 - facilitating training and learning;
 - providing opportunities for fellowship;
 - and liaising with the Connexional Team and other departments of the Methodist Church in Ireland when necessary and appropriate.

Membership is:

- All-Ireland President
- President Designate or Past President
- General Secretary
- Secretary Designate or Past Secretary (only in the year when this role is occupied)
- General Treasurer
- Treasurer Designate or Past Treasurer (only in the year when this role is occupied)
- World Mission Secretary
- World Federation Area Officer (either the President or Vice-President)
- Helen Kim Memorial Scholar
- Three District Vice-Presidents

Frequency of meetings:

- How often this committee meets will be determined by the members and the business that needs to be discussed.

2. Central Forum

Remit:

- To share decisions made and information from the General Executive, the Districts and the Committees/Bodies on which MWI has representation.
- To invite representatives from other women's organisations to attend, again for the purpose of sharing information.
- *This committee will amalgamate the functions of the old Forum and Central Committee.*

Membership:

- All Ireland President
- Past President or President Designate
- General Secretary
- Secretary Designate or Past Secretary (only in the year when the role is occupied)
- General Treasurer
- Treasurer Designate or Past Treasurer (only in the year when the role is occupied)
- World Mission Secretary
- World Federation Area Officer (either the President or Vice-President)
- Helen Kim Memorial Scholar
- Three District Vice-Presidents
- Three District Secretaries
- Three District Treasurers
- Three District Mission Secretaries and/or Three District World Federation Representatives
- World Federation Unit Correspondent
- Media Secretary
- MWI representatives to Committees within the Methodist Church in Ireland
- MWI Representatives to Committees/Bodies outside the Methodist Church in Ireland

Frequency of meetings:

- Once a year for a full day in the spring
- The venue will rotate around the three Districts

3. World Federation Unit Committee

This is a Standing Committee of the Methodist Women in Ireland

Remit:

- To put into action the directives and recommendations from the previous World Assembly and to make recommendations to the next World Assembly.
- To promote World Federation within MWI and throughout the Methodist Church in Ireland.
- To appoint someone to the role of Area Officer one year prior to the World Assembly.
- To set up a sub-group to select, from the applications received, someone for the post of Helen Kim Memorial Scholar one year prior to the World Assembly.
- To select, from the applications received, someone for the post of Unit Correspondent one year prior to the World Assembly.

Membership:

- MWI All Ireland President (Chair)
- World Federation Area Officer (President or Vice-President)
- Unit Correspondent (Secretary/Convener)
- World Officers resident in Ireland
- Helen Kim Memorial Scholar
- World Federation Senior Friends
- MWI World Mission Secretary
- MWI General Treasurer
- MWI General Secretary
- Three MWI District World Federation Representatives/Mission Secretaries or their substitute from the District Executive

- The following people may attend the Unit Committee without voting rights:
 - The MWI All-Ireland President Designate (in the year that this role is occupied)
 - The Unit Correspondent Designate (who shall serve for 1 year prior to taking up office at the World Assembly)
 - The Helen Kim Memorial Scholar Designate (for one year prior to the World Assembly)
- People with special expertise may be invited to attend the Unit Committee in an advisory role as necessary.

Frequency of Meetings:

- At least twice a year

4. Three District Executives

- Southern – 16 Circuits
- North Western – 25 Circuits
- North Eastern – 25 Circuits

Remit:

- To disseminate information from the General Executive and Central Forum to the Branches.
- To share information from the Branches.
- To deal with the business and concerns of MWI on the District, including the nomination and selection of District Officers.
- To nominate candidates for the General Officers posts when appropriate.
- To explore how best to realise the mission statement and aims of MWI on the District, including:
 - facilitating training and learning,
 - providing opportunities for fellowship
 - and liaising with the District Superintendent and Lay Leader(s).
- To develop the District links with the designated world church partner:
 - Southern District with the Methodist Church in Togo
 - North Western District with the Methodist Church in Poland
 - North Eastern District with the Methodist Church in Ghana

Membership:

- District Vice-President
- Past President or President Designate
- District Secretary
- Secretary Designate or Past Secretary (only in the year when the role is occupied)
- District Treasurer
- Treasurer Designate or Past Treasurer (only in the year when the role is occupied)
- District Mission Secretary and/or District World Federation Representative
- District Easter Offering Secretary
- If possible at least one representative from each of the Circuits.
- Any member of the General Executive who is resident on the District.

Frequency of Meetings:

- At least twice a year

B. DESCRIPTIONS OF ROLES

All Officers need to be in agreement with the mission statement and aims of the MWI, have vision and enthusiasm for the work of the Methodist Women in Ireland and a commitment to serve Christ in this capacity.

General Officers:

1. All Ireland President
 - 1.1. President Designate or Past President
2. General Secretary
 - 2.1. Secretary Designate or Past Secretary
3. General Treasurer
 - 3.1. Treasurer Designate or Past Treasurer
4. World Mission Secretary
5. World Federation Area Officer (either the President or Vice-President)
6. Helen Kim Memorial Scholar

Other Officers:

1. World Federation Unit Correspondent
2. Media Secretary

District Officers:

1. District Vice-President
2. District Secretary
3. District Treasurer
4. District Mission Secretary or District World Federation Representative
5. District Easter Offering Secretary

General Officers

All expenses incurred by General Officers will be reimbursed by the General Treasurer.

1. All-Ireland President (and President Designate and Past President)

The President (only) will receive an annual honorarium of £300 for the first year and £200 for the second year of her term of office as President.

Term of Office:

- 1 year as President Designate
- 2 years as President
- 1 year as Past President

Specific Duties:

As President:

- Choose a theme for her term of office. If she wishes she may develop resource material to help the MWI explore that theme.
- Chair the General Executive, Central Forum and World Federation Unit Committee and carry out all the duties relevant to the remit of these committees.
- Publish a monthly letter in the Methodist Newsletter.
- Be available to visit District and Branch meetings, services and events when required.
- Represent the mission statement and aims of MWI to the wider Church and community.
- Represent MWI at the annual MCI Conference and at other Committees within MCI to which MWI is invited to send representation.

As President Designate or Past President:

- Attend the General Executive and Central Forum and carry out all the duties relevant to the remit of these committees.
- To assist the President in all her duties as necessary.
- To represent the office of the President and preside, as necessary, in her absence.
- To assume the office of the President should the office become vacant due to resignation or incapacity.

2. General Secretary (and General Secretary Designate and Past General Secretary)

The General Secretary (only) will receive an annual honorarium of £200 for each year of her term of office as General Secretary.

It is essential that the General Secretary has competent IT skills, as she is required to use her Methodist Church in Ireland Office 365 Account for all communication and the storage of all MWI related data and information.

Term of Office:

- 1 year as General Secretary Designate (during the current General Secretary's third year)
- 3 years as General Secretary
- 1 year as Past General Secretary (during the current General Secretary's first year)

Specific Duties:

As General Secretary:

- Attend the General Executive, Central Forum and World Federation Unit Committee and carry out all the duties relevant to the remit of these committees.
- Liaise with the All-Ireland President to compile the Agendas for General Executive and Central Forum meetings.
- Give short reports and announcements at committee meetings.
- Ensure minutes are taken at the committee meetings, either by taking them herself or arranging for a Minute Secretary.
- Finalise and distribute the minutes of committee meetings to the membership.
- Write letters of sympathy, greeting or thanks as appropriate.
- Make arrangements as appropriate for MWI Connexional events, such as the Presidential Installation and the Fellowship Weekend.
- In consultation with the General Executive, compile and submit the annual MWI report for the MCI Conference.
- Keep accurate records of meetings and log the signed minutes in a folder to be passed to an archivist.
- Send any articles or reports to the Media Secretary for publication in the Methodist Newsletter or on social media.
- Send out the Annual Return Forms to the District Secretaries, keep up-to-date records of General and District Officers and share these with other departments of the Methodist Church as required.
- Send out Nomination Forms to the District Secretaries for both General and District Officers posts when required.
- Order and distribute the Easter Offering envelopes to the District Easter Offering Secretaries.
- Represent MWI at the annual MCI Conference.

As Secretary Designate or Past Secretary:

- Attend the General Executive and Central Forum and carry out all the duties relevant to the remit of these committees.
- To assist the General Secretary in all her duties as necessary.
- To act as Minute Secretary as required by the General Secretary.

3. General Treasurer (and General Treasurer Designate and Past General Treasurer)

The General Treasurer (only) will receive an annual honorarium of £200 for each year of her term of office as General Treasurer.

It is essential that the General Treasurer has competent IT skills, as she is required to use her Methodist Church in Ireland Office 365 Account for all communication and the storage of all MWI related data and information.

Term of Office:

- 1 year as General Treasurer Designate (during the current General Treasurer's third year)
- 5 years as General Treasurer
- 1 year as Past General Treasurer (during the current General Treasurer's first year)

Specific Duties:

As General Treasurer:

Refer to the Finance section on page 3 for more information.

- Attend the General Executive Central Forum and World Federation Unit Committee and carry out all the duties relevant to the remit of these committees.
- Give a short financial report at General Executive meetings and submit accounts to the Central Forum each year.
- Operate bank accounts (both Euro and Sterling) in the name of MWI.
- Receive monies from District Treasurers and forward money to other bodies as required by the General Executive.
- Pay subscriptions, honoraria, travel expenses and other expenses as requested.
- Keep and submit accurate accounts to be audited and printed in the MCI Conference Agenda.
- Represent MWI at the MCI annual Conference.

As General Treasurer Designate or Past General Treasurer:

- Attend the General Executive and Central Forum and carry out all the duties relevant to the remit of these committees.
- To assist the General Treasurer in all her duties as necessary.

4. World Mission Secretary

The World Mission Secretary will receive an annual honorarium of £150 for each year of her term of office as World Mission Secretary.

She needs to have a heart for and an interest in the mission of the church throughout the world.

Term of Office:

- 3 years, with an option to serve a second term

Specific Duties:

- Attend the General Executive, Central Forum and World Federation Unit Committee and carry out all the duties relevant to the remit of these committees.
- Give short reports at General Executive meetings and a fuller report to the Central Forum.
- Send any articles or reports to the Media Secretary for publication in the Methodist Newsletter or on social media.
- Represent MWI at Irish World Mission Partnership meetings and give reports on the work of MWI as necessary.
- Ensure District Mission Secretaries have up-to-date information about the work of Irish World Mission Partnership.
- Work with the MCI District Mission Liaison to encourage and help the District Executives to develop the links with their designated world church partner:
 - Southern District with the Methodist Church in Togo
 - North Western District with the Methodist Church in Poland
 - North Eastern District with the Methodist Church in Ghana
- Communicate with MCI's Mission Partners and Associates on behalf of MWI.

5. World Federation Area Officer (Area President or Area Vice-President)

The Area President and Vice-President are nominated by their respective Areas and affirmed by the World Assembly. As a General Officer of MWI she shall attend the General Executive, Central Forum and World Federation Unit Committee and carry out all the duties relevant to the remit of these committees.

Term of Office:

- 5 years – measured from the close of the World Assembly which elected her to the close of the next World Assembly meeting.

Specific Duties:

Area President:

- Serve on the World Executive Committee.
- Preside at Area meetings and the Area Seminar.
- Coordinate the planning and implementation of her Area Seminar, and submit a written report to the World Secretary, and a financial report to the World Treasurer within three months of the completion of the Area Seminar.
- Disseminate information about the World Federation and its programmes and policies to all the Units in her Area.
- Communicate and keep in contact with all Units in her Area and encourage them to comply with their commitments and obligations as members of the World Federation.
- Encourage Unit members to forward their annual Membership Contributions to the World Treasurer; noting that the financial year ends on 31st July.
- Encourage Unit members in her Area to take an active interest in the work of the United Nations and provide any appropriate information that may be required.
- Encourage Units to observe World Federation Day and provide them with study material.
- Submit an annual report to the World President and the World Secretary on her activities. She shall submit a written report to the Executive Committee and the World Assembly.
- Send an updated list of Unit officers and membership to the World Secretary, annually or when changes occur.
- Perform other tasks as assigned by the Executive Committee.

Area Vice-President:

- Attend Executive Committee Meeting(s) if the Area President is not available.
- Attend Pre- and Post-World Assembly Executive Committee Meetings.
- Assist the Area President in the planning of Area programmes and in the presentation of the work of the World Federation within her Area.
- Assist the Area President to promote United Nations programmes in her Area.
- Represent the office of the Area President and preside, as necessary, in her absence.
- Assume the office of the Area President should the office become vacant due to resignation or incapacity.
- Submit an annual report to the World President and the World Secretary on her activities. She shall submit a written report to the Executive Committee.

6. Helen Kim Memorial Scholar (HKMS)

The Helen Kim Memorial Scholar is nominated by her respective Area and affirmed by the World Officers.

As a General Officer of MWI she shall attend the General Executive, Central Forum and World Federation Unit Committee and carry out all the duties relevant to the remit of these committees.

Term of Office:

- 1 year as HKMS Designate
- 5 years as HKMS – measured from the Helen Kim Memorial Scholarship Programme prior to the World Assembly to just before the next Programme and World Assembly.

Specific Duties:

- The Helen Kim Memorial Scholar will sign an agreement to participate in the pre-World Assembly Leadership Training, the World Assembly, the Area Seminar where possible, and local church and women's work.

Other Officers

These Officers attend the Central Forum and committees relevant to their roles, but they are not General Officers and, as such, are not members of the General Executive.

1. **World Federation Unit Correspondent:**

It is essential that the General Secretary has competent IT skills, as she is required to use her Methodist Church in Ireland Office 365 Account for all communication and the storage of all World Federation related data and information.

Term of Office:

- 1 year as Unit Correspondent Designate
- 5 years as Unit Correspondent (starting at the World Assembly and ending immediately prior to the next World Assembly)

Specific Duties:

- Convene and attend the MWI World Federation Unit Committee and carry out all the duties relevant to the remit of that committee.
- Liaise with the Area Officer and MWI All-Ireland President to compile the Agendas for the committee meetings.
- Ensure minutes are taken at the committee meetings, either by taking them herself or arranging for a Minute Secretary.
- Finalise and distribute the minutes of committee meetings to the membership.
- Keep accurate records of meetings and log the signed minutes in a folder to be passed to an archivist.
- Write letters of sympathy, greeting, or thanks as appropriate.
- Send any articles or reports to the Media Secretary for publication in the Methodist Newsletter or on social media.
- Send out Application Forms and information, via the District Representatives, to the District Executives for both the Helen Kim Memorial Scholar and Unit Correspondent posts when required.
- Attend the MWI Central Forum and present a report on the work of the Unit Committee and any World Federation and United Nations relevant information and activities.
- Communicate regularly with both the World Federation Area Officers, the Britain Unit Correspondent and all members of the Ireland Unit Committee.
- As the Unit's voting delegate, represent the MWI at the World Assembly which takes place at the beginning of her term of office. (In the event of her inability to attend the World Assembly the Unit Committee shall appoint a substitute from within the Unit Committee.)
- Represent MWI at the Joint European Area Seminar.

2. Media Secretary

It is essential that the Media Secretary has competent IT skills, and experience in using the internet.

Term of Office:

- 3 years, with an option to serve a second term.

Specific Duties:

- Attend the Central Forum
- Attend other committees when invited.
- Receive articles or reports from the General Secretary, World Mission Secretary, District Secretaries and the World Federation Unit Correspondent.
- Liaise with the Editor of the Methodist Newsletter for the publication of articles and reports.
- Administer, maintain and update the Methodist Women in Ireland Facebook Page, Twitter and Instagram accounts.
- Administer, maintain and update the Methodist in Ireland website.
- Liaise with the Methodist Church in Ireland's Website Manager to ensure the publication of up-to-date information about MWI.

District Officers

Expenses for District Officers to attend Connexional meetings or events will be reimbursed by the General Treasurer. All expenses incurred in carrying out duties on the District and attending District events will be reimbursed by the District Treasurer.

1. District Vice-President (and Vice-President Designate and Past Vice-President)

Term of Office:

- 1 year as Vice-President Designate
- 2 years as Vice- President
- 1 year as Past Vice-President

Specific Duties:

As District Vice-President:

- Choose a theme for her term of office. If she wishes she may develop resource material to help the District explore that theme.
- Attend the General Executive and Central Forum and carry out all the duties relevant to the remit of these committees.
- Chair the District Executive meetings and carry out all the duties relevant to the remit of that committee, including:
 - helping to realise the mission statement and aims of MWI on the District through facilitating training and learning, providing opportunities for fellowship, and liaising with the District Superintendent and Lay Leader(s);
 - developing the District links with the designated world church partner.
- Contribute information about MWI on the District to the Methodist Newsletter.
- Write a letter or article for District Newsletters or Magazines, if there are any.
- Be available to visit District and Branch meetings, services and events when required.
- Represent the mission statement and aims of MWI to the wider Church and community on the District.

As District Vice-President Designate or Past District Vice-President:

- Attend the District Executive and carry out all the duties relevant to the remit of this committee.
- To assist the District Vice-President in all her duties as necessary.
- To represent the office of the District Vice-President and preside, as necessary, in her absence.
- To assume the office of the District Vice-President should the office become vacant due to resignation or incapacity.

2. District Secretary (and District Secretary Designate and Past District Secretary)

It is essential that the District Secretary has IT skills and access to a computer as she is required to use her Methodist Church in Ireland Office 365 Account for all communication and the storage of all MWI related data and information.

Term of Office:

- 1 year as District Secretary Designate (during the current District Secretary's third year)
- 3 years as District Secretary
- 1 year as Past District Secretary (during the current District Secretary's first year)

Specific Duties:

As District Secretary:

- Assist the District Vice-President in the development of her theme on the District.
- Attend the Central Forum and carry out all the duties relevant to the remit of this committee.
- Attend the District Executive meetings and carry out all the duties relevant to the remit of that committee, including:
 - helping to realise the mission statement and aims of MWI on the District through facilitating training and learning, providing opportunities for fellowship, and liaising with the District Superintendent and Lay Leader(s);
 - developing the District links with the designated world church partner.
- Liaise with the District Vice-President to compile the Agendas for District Executive and other District meetings.
- Give short reports and announcements at District Executive and other District meetings and a fuller report on the work of MWI on the District at Central Forum.
- Ensure minutes are taken at the District Executive and other District meetings, either by taking them herself or arranging for a Minute Secretary; finalise and distribute the minutes of all District meetings to the membership; and log the signed minutes in a folder to be passed to an archivist.
- Write letters of sympathy, greeting or thanks as appropriate.
- Make arrangements as appropriate for District events, such as celebration services and fellowship events.
- Send out the Annual Return Forms to the Branches and keep up-to-date records of Branch and District Officers.
- Send the District Return Form to the General Secretary by the **end of February**.
- Send out Nomination Forms to the Branches for both General and District Officers posts when required.
- Keep Branches informed at all times of what is going on in the District.
- Send any articles or reports on District events to the Media Secretary for publication in the Methodist Newsletter or on social media.

As District Secretary Designate or Past District Secretary:

- Attend the District Executive and carry out all the duties relevant to the remit of this committee.
- To assist the District Secretary in all her duties as necessary.

3. District Treasurer (and District Treasurer Designate and Past District Treasurer)

It is essential, that the District Treasurer has IT skills and access to a computer, as she is required to use her Methodist Church in Ireland Office 365 Account for all communication and the storage of all MWI related data and information.

Term of Office:

- 1 year as District Treasurer Designate (during the current District Treasurer's third year)
- 3 years as District Treasurer
- 1 year as Past District Treasurer (during the current District Treasurer's first year)

Specific Duties:

As District Treasurer:

Refer to the Finance section on page 3 for more information.

- Assist the District Vice-President in the development of her theme on the District.
- Attend the Central Forum and carry out all the duties relevant to the remit of this committee.
- Attend the District Executive meetings and carry out all the duties relevant to the remit of that committee, including:
 - helping to realise the mission statement and aims of MWI on the District through facilitating training and learning, providing opportunities for fellowship, and liaising with the District Superintendent and Lay Leader(s);
 - developing the District links with the designated world church partner.
- Give a short financial report at District Executive meetings and submit final annual accounts to the District Executive each year.
- Operate bank accounts (Euro and/or Sterling) in the name of MWI.
- Receive monies from Branch Treasurers and forward to the General Treasurer twice a year in mid-June and **mid-November**.
- Pay subscriptions, travel expenses and other expenses as requested.

As District Treasurer Designate or Past District Treasurer:

- Attend the District Executive and carry out all the duties relevant to the remit of this committee.
- To assist the District Treasurer in all her duties as necessary.

4. District Mission Secretary (including the role of District Representative to the World Federation Committee)

The District Mission Secretary needs to have a heart for and an interest in the mission of the church throughout the world and an interest in the issues that affect women throughout the world and in Ireland.

Term of Office:

- 5 years, to coincide with the World Federation quinquennium dates.

Specific Duties:

- Attend the Central Forum and World Federation Committee and carry out all the duties relevant to the remit of those committees.
- Attend the District Executive meetings and carry out all the duties relevant to the remit of that committee, including:
 - helping to realise the mission statement and aims of MWI on the District through facilitating training and learning, providing opportunities for fellowship, and liaising with the District Superintendent and Lay Leader(s);
 - developing the District links with the designated world church partner.
- Liaise with the World Mission Secretary and World Federation Unit Correspondent and support them in their duties.
- Give short reports about the work of the Irish World Mission Partnership and the World Federation at District Executive and other District meetings.
- Ensure all Branches have up-to-date information about the work of the Irish World Mission Partnership (WMP), and World Federation, including circulating the WMP publications, the Tree of Life magazine and the World President's 'Call To Pray.'
- Raise awareness of the work of the Irish World Mission Partnership and the World Federation throughout the District, encouraging Branches to include relevant events in their programmes and to keep up-to-date with world issues, especially those affecting women.
- Communicate with MCI's Mission Partners and Associates on behalf of MWI on the District.

5. District Easter Offering Secretary

Where necessary a District may require more than one person to fulfil these duties.

Term of Office:

- 3 years

Specific Duties:

- To receive the Easter Offering Envelopes from the General Secretary.
- To ensure the Easter Offering Envelopes are distributed to all the MWI Branches on the District.

Nomination or Application Process for Officers

Copies of Nomination Forms can be found on the MWI website or obtained from the General Secretary.

Note: all nominations must have the consent of the person being nominated.

Note: all applications must be supported by the District Vice-President and/or Unit President as appropriate.

General Officers:

All Ireland President, General Secretary, General Treasurer, World Mission Secretary

- Nominations for the All-Ireland President, General Secretary, General Treasurer and World Mission Secretary come from the District Executives to the General Executive.
- The General Executive then selects the General Officer from among those nominated.
- If necessary, the General Executive may choose to meet with the candidates before selecting.
- The appointment should be made one year prior to the person taking up the role.

World Federation Area Officer (either the President or Vice-President)

- The Unit President, Unit Correspondent and Area Officer will approach people and invite them to apply for this role.
- The World Federation Unit Committee will then appoint someone to the role one year prior to the World Assembly.

Helen Kim Memorial Scholar

- The Unit Correspondent will send information and Application Forms to the District Executives, via the District Representatives, and invite applications for the post by June of the year prior to the World Assembly.
- A sub-group of the World Federation Unit Committee (comprising the Unit President, Unit Correspondent, Area Officer and all Senior Friends) will interview the applicants and select the Ireland Unit candidate for the post.
- The candidate then completes the Application Form sent by the World Secretary in the August prior to the World Assembly.
- The Area President and Area Vice-President then send the Application Forms for both the Area's Helen Kim Memorial Scholar candidates (from MWI and MWiB) to the World Secretary by November in the year prior to the World Assembly.
- The World Officers make the final decision about the eligibility of these candidates and inform the Area President of their decision by 15th December in the year prior to the World Assembly.

Other Officers:

World Federation Unit Correspondent

- The current Unit Correspondent will send information and Application Forms to the District Executives, via the District Representatives, and invite applications for the post by June of the year prior to the World Assembly.
- The World Federation Unit Committee will select the Unit Correspondent designate from among the applications.
- If necessary, the Unit Committee may choose to meet with the applicants before selecting.
- The appointment should be made one year prior to the person taking up the role.

Media Secretary

- Nominations for this post come from the District Executives to the General Executive.
- The General Executive then selects the Media Secretary from among those nominated.
- If necessary, the General Executive may choose to meet with the candidates before selecting.
- The appointment should be made one year prior to the person taking up the role.

District Officers:

District Vice-President, District Secretary, District Treasurer

District Mission Secretary or District World Federation Representative

District Easter Offering Secretary

- Nominations for District Officers come from Branches on that District.
- The District Executive may appoint a sub-group to serve as a selection panel.
- The District Executive, or sub-group, then selects the District Officer from those nominated.
- If more than one person is nominated for a post, the District Executive should make their selection based on the nominee's ability, skill set, previous experience, and aptitude.
- The District Executive may, if they wish, meet with the nominee(s) before making their decision.

C. BRANCHES

Any women's group meeting within the Methodist Church in Ireland, who agrees with the mission statement and aims of MWI may be considered affiliated to the Methodist Women in Ireland.

Each Branch may decide upon its own committee structure and system of leadership.

- This may involve holding a meeting at which roles are allocated and the Branch Annual Return Form is completed in February of each year; in time for the membership statistics to be published in the MCI Conference Agenda.
- Someone needs to serve as a 'contact person' for the purpose of communicating with the District Secretary.
- It is essential that each Branch has a Treasurer to oversee the Branch's bank account and keep an accurate statement of accounts. (See page 3 for further information on finance).

Opening of Branches:

- Any group of women who agree with the mission statement and aims of MWI may set themselves up as a Branch of the Methodist Women in Ireland.
- See above for guidelines on the structure and leadership of the Branch.
- All other information is contained within these MWI Guidelines.

Closure of Branches:

In the unfortunate event of a Branch closure please follow the following guidelines as an example of good practice:

- Notify the District Secretary of the closure of a Branch.
- If possible, inform the District Secretary of the reason for a Branch closure.
- All monies already collected for specific purposes, such as mission or projects, should be sent to the District Treasurer.
- Other monies can be disposed of as the Branch chooses.