**PROVINCE 1 Episcopal Church Women Representative to the National Episcopal Women’s (NECW) Board**

**Contact Information**

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| --- | --- |
| **Applicant Name** |  |
| **Address** ***(include city, state, zip)*** |  |
| **Telephone *(home)*** |  |
| **Telephone *(cell)*** |  |
| **Email** |  |
| **Diocese** |  |
| **Bishop’s Name** |  |

**Please read and review the National ECW Board responsibilities and expectations on the last page before completing the nomination form.**

**Personal/Professional Biography**

*Please attach a 1-2 page resume, which includes: career background, volunteer activities/community involvement other than within or through your church, talents, hobbies, and interests.*

**ECW and Episcopal Church Involvement**

*Please share your past and present involvement at the parish, diocesan, provincial, and national levels.*

**Questions Regarding Participation on the NECW Board**

**1. Describe briefly the leadership, organizational and technology skills as well as any other skills that you would bring to the NECW Board.**

**2. What interests you most about serving on the NECW Board?**

**3. The Province One ECW Representative is a liaison between the NECW Board and the Province. Based on the job description below, what are your hopes, dreams, and expectations for your NECW work within the Province and on the Province 1 ECW Board? Attach additional pages as necessary**

**4. Based on the job description below what else would you like to share?**

**5. Both Boards depend on electronic communication, and require Board members to be capable in the following areas:**

*(Please write yes or no in response to the following questions.)*

**\_\_\_\_\_\_ Do you have a computer with internet access?**

**\_\_\_\_\_\_ Do you have, use and check email**

**\_\_\_\_\_\_ Do you have, use and check social media?**

**\_\_\_\_\_\_ Do you use Word for word processing?**

**\_\_\_\_\_\_ Do you use Excel spreadsheets?**

**\_\_\_\_\_\_ Can you work in collaborative environments like Google Docs?**

**\_\_\_\_\_\_ Are you able to attend electronic meetings such as Zoom?**

**Please return this nomination form by March 31, 2024, along with a 1-2 page resume to:**

**Susan Howland, Province 1 ECW President**

**province1ecw@gmail.com**

***Thank you for considering service in Province 1 and on the NECW Board!***

**Province ECW Representatives to the NECW Board**

**Responsibilities in the Province:**

Having an understanding of the structure and function of the organization is beneficial. Helpful resources are posted on the National ECW Website: [ecwnational.org](https://ecwnational.org/) There you will find the bylaws and policies and procedures. Also, the Province 1 ECW Website [province1episcopalchurchwomen.wordpress.com](https://province1episcopalchurchwomen.wordpress.com)

• Educate, support, and work with Diocesan ECW President/Contact to introduce, expand, and maintain ECW in each diocese within the province.

• Maintain frequent communication with the Province 1 ECW Board and serve on the Province 1 ECW Executive Committee with seat, voice and vote.

• Keep abreast of ECW News in the Province.

**National ECW Board: Province ECW Representatives Job Description**

Attendance at all board meetings is expected. Service on the board must take precedence over other organizational responsibilities. All NECW Board members will be asked to serve on Committees.

**FOCUS**: Province representatives are the vital link between churches, dioceses, provinces and the National Board of the Episcopal Church Women.

**TASKS**:

1. Communication is an important responsibility. Representatives are to disseminate information on programs and gather information from their constituencies to relay to the board. Newsworthy articles about activities in their provinces may also be requested for inclusion in the *Communiqué* and *eCommuniqué*.
2. At least three weeks before each board meeting, personally contact the diocesan presidents (or the equivalent) and write a summary report for the full board meeting.  Email the report to all board members one week prior to the board meeting.
3. Within two weeks after attending a full board meeting, send a letter to contact persons in their province. This letter is to contain pertinent information from the board meeting.
4. Maintain a current list of people in their provinces to be contacted. This list should include 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.
5. Representatives are encouraged to visit as many dioceses in their provinces as time and financial constraints allow and are expected to attend the annual provincial women’s meeting. 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.
6. They are responsible for informing the Treasurer of identified Aid to Delegate needs.
7. When a board meeting is in their province:
	1. make arrangements for the board to have at least one Eucharist during the time there;
	2. invite the women of the province to meet with the board;
8. Assignment to two or more board committees is to be expected.
9. Nominate a non-profit organization in the host diocese of an NECW Board Meeting for a gift of $1,000.
10. Perform other duties as assigned.
11. Maintain a notebook with all information pertinent to their province representative tasks, responsibilities, and electronic and print records to be given to a successor.

**EXPERTISE NEEDED:**

* Leadership skills
* Oral and written communication skills
* Proficiency with computer and other technology devices including online conferencing and social media.