

**AUXILIARIES/BAND ADMINISTRATIVE FACILITATOR**

**Administrative Facilitators**

Administrative Facilitators are selected by the Supervisor. They serve as an extension of the Supervisor. The administrative work of the International Department of Women consists of five Ministries. These assignments are composed of Missionaries who are capable of providing leadership and directives to the various leaders of the four ministries. These ministries are the heartbeat of the Department of Women.

- **Auxiliaries**
- Units
- Circles
- Training & Preparation
- Conventions and Meetings

Each Administrative Facilitator answers directly to the Sr. Executive Administrator and has responsibility for her Ministry.

\* The **WSJW Administrative Facilitator of Auxiliaries and Bands** will have oversight of the following ministries to provide guidance/support to each Auxiliary and Bands Ministry President/Coordinator as desired, needed, and asked for (but not to take the leadership of nor membership in the committees):

- Home & Foreign Mission Band
- Prayer and Bible Band
- Purity Band
- Sewing Circle/Artistic Fingers Band
- Sunshine Band

The **WSJW Administrative Facilitator of Auxiliaries and Bands** is responsible for the following:

- Communicating the mission/vision of the Jurisdictional Supervisor for the Washington State Jurisdiction of Women to each Auxiliary & Band President/Coordinator.
- Meet with each Auxiliary & Band President/Coordinator to review job description.
- Act as a liaison between each Auxiliary & Band President/Coordinator and the Sr. Executive Administrator.
- Receive a monthly administrative report on the activity & functionality of each auxiliary & band.
- Provide a quarterly report to the Sr. Executive Administrator on activity & functionality of each auxiliary & band.
- Conduct an annual review of each auxiliary & band with the Sr. Executive Administrator.