

WJC Conventions and Meetings 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 six Ministries. These assignments are composed of Missionaries who can provide leadership and directives to the various leaders of the 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 WJC Conventions and Meetings** will have oversight of the following ministries to provide guidance/support to each WJC Convention and Meetings Coordinator as desired, needed, and asked for (but not to take the leadership of nor membership in the committees):

- WJC Team Coordinator
- Logistics Coordinator
- WJC Secretary; WSJW Outreach Ministry Leader
- WSJW Outreach Ministry Coordinator
- WSJW Outreach Area Coordinators
- Convention Breakfast Rep/Advisory Board President
- Convention Luncheon Rep/Executive Board President
- Women FORWARD Conference Coordinator
- Men's Conference and Breakout Sessions Coordinator
- Public Communications Coordinator

- Vendors
- Sponsorships: Corporate; SCAC
- WSJW Events Coordinator
- Convention Banner March Coordinator
- Program Committee
- Special Projects Unit Co-Chair / Program Committee
- Special Projects Unit Co-Chair / Program Committee
- WSJW Psalmist Coordinator (WJC Day Settings)
- Evening Choir, Soloist(s), Music for Convention
- Altar Coordinator
- Marshal/MC
- MC
- MC
- Offering Receiver/Lead Counter
- Offering Expeditor
- Offering Receiver/Counter
- Offering Receiver
- Offering Security
- Task Force Coordinator
- Task Force Assistant to the Coordinator-Administration
- Task Force Assistant to the Coordinator-Register Bags

The **WSJW Administrative Facilitator of WJC Conventions and Meetings** is responsible for the following:

- Communicating the mission/vision of the Jurisdictional Supervisor for the Washington State Jurisdiction of Women to each Conventions and Meetings Coordinator.
- Meet with each Conventions and Meetings Coordinator to review job description.
- Act as a liaison between each Conventions and Meetings Coordinator, and the Sr. Executive Administrator.
- Receive a monthly administrative report on the activity & functionality of each Conventions and Meetings role.

- Provide a quarterly report to the Sr. Executive Administrator on activity & functionality of each Conventions and Meetings role.
- Conduct an annual review of each Conventions and Meetings role with the Sr. Executive Administrator.