Job Description

CORPORATE SECRETARY
Office of the General Secretary, CEO

About Us:
United Methodist Women - National Organization is the policy-making body that manages and oversees the programs and projects of United Methodist Women (UMW). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UMW builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

About the Office of the General Secretary
The Office of the General Secretary brings together the General Secretary/CEO, along with staff members in the areas of Fund Development and Corporate Secretary. The Office communicates around the organizational vision and direction, develops and maintains connection to members and the larger church, facilitates the maintenance of contact database and archives of historical data, and program and production management for Assembly and smaller conference events and helps to improve the information flow between members and the national office.

Customer: General Secretary/CEO
Internal Requirements: Elected Position
Hours: 9:00am – 5:00pm (Monday - Friday)
Location: 475 Riverside Drive, 15th Floor, New York, NY 10115
Travel Required: Travel outside New York City is required. Travel outside the United States may be necessary. Weekend and evening meetings are frequently required.

Supervisory Responsibility: None
FLSA Status: F/T Exempt
Salary Level: 15 - Executive

Position Summary
The Corporate Secretary is member of the Senior Leadership Team, nominated by the General Secretary/CEO for election by the Board of Directors. She serves under general direction from the General Secretary/CEO and the Secretary of the Board and supports the Treasurer regarding execution of legal matters as needed. The Corporate Secretary is responsible for the execution of board meetings and acts as a recording secretary to the Board of Directors, UMW Senior Leadership Team and is responsible for performing a wide variety of responsible, confidential and complex duties as outlined in the organization’s Bylaws and related to the Office of the General Secretary.

Essential Job Functions (other related duties may be assigned):

1. Maintain permanent records of all actions and properly record the minutes of meetings for:
   a. United Methodist Women, Senior Leadership Team
   b. Program Advisory Group
   c. Board of Directors
d. Executive Committee, Governance Committee and Personnel Committee under the supervision of the General Secretary/CEO

2. Prepare, edit and circulate minutes (journal produced for each Program Advisory Group and Board of Directors meeting) to members and staff of United Methodist Women, national office as appropriate.

3. Consult and collaborate in developing plans and procedures for the orientation of new elected Program Advisory Group and board members and make recommendations for continuing Board development in consultation with the Senior Leadership Team.

4. Responsible for sending notices of designated United Methodist Women, national office meetings and prepare agendas as appropriate under the direction of the General Secretary/CEO.

5. Facilitate administrative support to:
   a. Maintain an up-to-date roster of the Board of Directors and Program Advisory Group (PAG).
   b. Maintain staff roster for Board of Director meetings.
   c. Provide Treasurer/CFO with information on prior actions of the Board of Directors related to property, finance and legal matters.


7. Serve as a Notary in the State of New York

8. Serve as executive secretary for the Board President of the United Methodist Women, national office, including the handling of schedules, office procedures, correspondence and confidential materials.


10. Manage execution of meetings for the Program Advisory Group, Board of Directors and other committees in collaboration with Events Management Staff.

11. Support the General Secretary/CEO in the following ways:
   a. Provide administrative support for the General Secretary/CEO at meetings of the Program Advisory Group and Board of Directors.
   b. Administratively support the General Secretary/CEO in preparation for General Conference.
   c. Assist in research, speech writing and talking points for the General Secretary/CEO.

12. See that reports of United Methodist Women, national office are sent to groups or individuals sending recommendation to United Methodist Women along with posting reports to UMW Online.

13. Facilitate maintenance of a directory of conference officers and their contact information (e.g., address, telephone number, fax number, e-mail address). Maintain control of these lists to ensure only authorized use.


15. Serve as staff support for Board Personnel and Governance Committees.

16. At the beginning of each Qua
drennium:
   a. Develop data sheets on all United Methodist Women, national office members and compile a nominations chart showing their placement by committees, groups, teams and General Board committees;
   b. Coordinate and provide administrative support for the organizational meeting.

17. Serve as staff contact for conference secretaries. Receive from each conference secretary leadership contact info, directories, newsletters for United Methodist Women, national office records.

18. Conduct research and respond appropriately to requests for historical information.

19. Edit Special Friends newsletter

20. Prepare and process all mail ballots going to directors.

21. Provide administrative support for ad-hoc committees on request.

22. Serve on event-related teams as assigned.

Necessary Skills

Managing Processes, Supervisory Skills, Strong Organization, Prioritizing and Multitasking Skills, Professionalism, Persuasive, Problem Solving/Troubleshooting, Strong Verbal/Written Communication Capability, Organization Skills, Attention to Detail, PC Proficiency, Typing, Productivity, Dependability and Initiative, Research and Speech Writing.
Special Consideration
This position requires contact on a regular basis with individuals and groups which are not part of the church’s official structure. This work has an integrity which United Methodist Women respects as part of its work. In all areas of United Methodist Women’s ministry, confidentiality in relationships must be respected.

Work Activities and Critical Competencies
- **Digital Competency** — Using on-line platforms and computer systems (including hardware and software) and facilitating virtual meetings.
- **Retrieving Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Persons Outside the Organization** — Communicating with people outside the organization, professionally representing the organization to members, the public, and other external sources.
- **Organizing, Planning, Anticipating and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish associated work.
- **Documenting/Recording Confidential Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic form. Maintaining confidential information.
- **Action-Oriented** — Understands, displays and encourages a sense of commitment to meeting deadlines and achieving results and devotes resources to “what is important now.”
- **Communication** - Demonstrates effective verbal and written communication. Communicates effectively with staff, members, and other departments across the organization. Listens to others to ensure understanding and contributes meaningful information during meetings.
- **Integrity and Ethics** - Consistently demonstrates integrity and ethical behavior congruent with UMW's values of integrity, excellence, service, and stewardship in all transactions and relationships.
- **Planning/Organizing** - Prioritizes and plans work activities and uses time efficiently. Organizes or schedules tasks and develops realistic action plans.
- **Professionalism** - Approaches others in a professional manner. Reacts well under pressure and always treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions and follows through on commitments. Demonstrates commitment to continuous improvement of processes, procedures, and policies. Copes effectively with change and is comfortable working with uncertainty.
- **Member Oriented** - Interacts cooperatively and constructively with members and exhibits the highest standards of dedication and commitment to quality service to meet or exceed member requirements.

Qualifications:
Bachelor’s Degree with a minimum of five years administrative/secretarial experience at an executive administrative level or 9(+) years of executive administrative experience; preferably in a religious nonprofit or community-based organization. Being a member of the United Methodist Church is required, familiarity and general knowledge of polity of the United Methodist Church is a must. Proven ability to perform research, create reports and presentations on confidential matters and able to discreetly handle sensitive matters. Able to effectively communicate with key constituencies and implement sound administrative strategies and tactics that promote excellence at the General Secretary/CEO’s direction. Demonstrated computer literacy and proficiency, including development of documents, presentations, spreadsheets, and operating within a database (Microsoft Office - MS Word, MS Excel and Access) and the willingness to learn new software applications. Excellent office management and interpersonal skills. Able to exercise discretion, initiative, and independent judgment in making sound decisions and in developing solutions to problems. Proven ability to perform well within a multiple-deadline driven environment with familiarity with social media platforms. Must have the ability to compose, write quickly, accurately and intelligently in English with the ability to work independently with a high attention to detail, including excellent proofing and editing skill. Commissioned Notary Public is a plus for this position. Must be forward-thinking with the ability to assess risk, anticipate issues of concern and the ability to pre-troubleshoot potential obstacles. Confidence, patience, a desire to help others and a sense of humor is a must.

Performance Measurement
Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director & direct supervisor and in harmony with United Methodist Women’s mission, cultural principles, and annual leadership priorities. This document will be the primary basis of future performance reviews.

United Methodist Women is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Methodist Women at the sole discretion of management.

Corporate Secretary