



Virginia Conference United Methodist Men Nomination of Cabinet Officers

FOR THE TERM

July 1, 2018 to June 30, 2019

— Basic Duties —

Vice President, Membership

- ✓ Maintain an up-to-date list of all General Commission on United Methodist Men chartered units (local church fellowships) in the Virginia Conference
- ✓ Report the status of all chartered units, by District, at each Cabinet meeting
- ✓ Foster and promote EMS (Evangelism, Mission and Spiritual Life) and Legacy Builders, and provide status reports at each Cabinet meeting
- ✓ Assist the President by performing such duties as requested by the President

Secretary

- ✓ Recording of votes and preparation of meeting minutes of all proceedings of the Cabinet and Executive Committee
- ✓ Safekeeping and retention of Conference UMMen records
- ✓ Distribution of minutes of all meetings to Cabinet members
- ✓ Send advance notices of all meetings of the Cabinet
- ✓ Maintain an accurate roster of the names, addresses, phone numbers, and email addresses of all Cabinet members

If you have questions or would like to discuss either of these job openings, please email **Andrew Kissell** at Andrew.Kissell@aecom.com or call 757-839-0790.

You may volunteer or recommend a man whom you deem capable and willing.

Please note, a recommendation must have the individual's prior approval.

All elected officers must be members of a Virginia Conference United Methodist Church.

Please submit names by May 19, 2018