**Appendix I**

**Diocesan Organisation**

**THE DIOCESAN BISHOP** shall always be invited to be the Patron of Mothers’ Union in the Diocese. The affairs of the Organisation shall be managed by a Trustees body of not more than 11 voting members to meet as considered necessary. The Trustees shall oversee the finances of the Diocesan MU, determine policy and strategy, and report to Diocesan Council on their work. They shall submit independently examined annual accounts to the Council.

**THE DIOCESAN TRUSTEES** shall consist of the following:

* The Diocesan President casting vote
* Diocesan Vice-President vote
* 3 Area Representatives vote each
* Diocesan Members Representative vote
* 3 Unit Co-Ordinators – 1 from Faith & Policy vote

 1 from Action & Outreach vote

 1 from Public Relations & Communications vote

* Social Policy Representative vote
* A.F.I.A representative vote

 In attendance at Trustee meetings

* Diocesan MU Treasurer in attendance no vote
* Diocesan MU Chaplain in attendance no vote
* Minute Secretary no vote
* MU Enterprise Manager in attendance no vote
* Diocesan MU Secretary in attendance no vote

Invited as appropriate

* Indoor Members Prayers Circle representative no vote
* Worldwide links representative no vote
* Prayer Chain representative no vote

The Trustees shall have power to co-opt up to 3 Council Members with no power to vote. Unit representatives will be invited to report to Trustees occasionally.

**DIOCESAN COUNCIL**

The Diocesan Council is the consultative body, which nominates, elects and supports the Trustees, and receives their Reports. It provides a forum for discussion and debate: discusses MU policy and provides working groups as and when necessary. The Council shall meet at least three times a year, including the Annual Meeting.

**The Council shall consist of:**

* The Trustees vote each
* Life Vice-Presidents vote each
* Deanery Leaders vote each
* Branch Leaders vote each
* Diocesan Members Rep vote

Decisions are made by a majority vote, and the President has a casting vote.

No member of Council may exercise more than one vote.

50% of the Trustee Body shall form a quorum.

20% of the total membership shall form a quorum

All other MU members are welcome to attend in a non-voting capacity.

**LIFE VICE-PRESIDENTS.** These are appointed for distinguished service by the President with the approval of the Council.

**APPOINTMENTS**

**THE DIOCESAN CHAPLAIN.** The Bishop shall appoint the Diocesan Chaplain in consultation with the President.

**THE DIOCESAN PRESIDENT** shall be elected by the Diocesan Council. Nominations for the Diocesan President must be proposed and seconded by members of the Council, and the consent of the nominee obtained. Names of those nominated must have been approved by the Bishop before the election takes place.

**DIOCESAN VICE PRESIDENT.** Nominated and elected by Diocesan Council.

**AREA REPRESENTATIVES.** Each Area will have one representative nominated and elected by the Area members.

**UNIT CO-ORDINATORS** are nominated by Council, duly seconded, and with their written consent, elected to Council. Nominations must be submitted in writing to the Diocesan MU Secretary at least 21 days before the election.

**DIOCESAN MEMBERS REPRESENTATIVE** is to be nominated by Council, duly seconded and elected by Council.

**SOCIAL POLICY REPRESENTATIVE** nominated and elected by Diocesan Council.

**A.F.I.A REPRESENTATIVE** nominated and elected by Diocesan Council.

**THE DIOCESAN MU SECRETARY.** Appointed by the Trustees, provisionally for one year, and thereafter on a permanent basis terminable by one months notice either side. The Diocesan Secretary need not be an MU member.

**THE DIOCESAN TREASURER.** Appointed by Trustees and need not be an MU member.

**MANAGER OF MU ENTERPRISES.** Appointed by Trustees and must be an MU member.

**ELECTION PROCEDURE**

* The Diocesan Secretary will manage the Election Procedure.
* All elections shall be by secret ballot.
* Should there be more than one nominee for any position then the secretary will arrange a ballot giving a closing date and time for returns.
* The Secretary, 1 Trustee and an independent person with no connection to MU will open and count the votes at the appointed time.
* All elections take place during the last year of the Triennial period, and newly elected officers take office from the following January 1st.
* The election of President shall take place in May and the result will be announced at the Annual Meeting. The new President taking up office from the following 1st January.
* Elections for Trustee Body will take place in time to be announced at the November Council.
* Unless otherwise stated all members elected and appointed may serve for a term of 3 years and are then eligible for 1 further term of office. They shall be ineligible for re-election to the same office during the next triennial period if they have service for 2 consecutive triennial periods.
* If a Trustee or member of Council dies or retires during a triennial period, a replacement shall be elected at once. A successor taking office during the first year of a triennium shall be deemed to have served the whole period, and may serve only one further term. Anyone taking office during the second or third years may serve for two further terms.

**UNITS.**

**UNIT** led by: The Unit Co-Ordinator

**DUTIES OF UNIT CO-ORDINATORS**

* To receive input from Mary Sumner House and channel to Members, with the help of the Unit Representatives.
* Will report to the DP and Trustees on Unit Activities and seek as required permission for the work undertaken.
* To be a link between Mary Sumner House and the grass-roots membership.

The Work of the **UNITS**

* To plan the strategy of the Unit.
* To be a two-way channel of communication: to enable national and diocesan initiatives to reach the branches and members; and to ensure that the thinking of members in branches and deaneries is heard and listened to.
* To liaise with other units.

**TERMS OF REFERENCE OF UNITS.**

**FAITH AND POLICY UNIT** (IMPC, Social Policy, World Wide Contact, Diocesan members and Prayer Chain representatives) shall support and develop the spiritual life of members and their families: Care Indoor Members: Liaise with Worldwide Contact over the Wave of Prayer Service: Maintain and nurture worldwide links.

**ACTION AND OUTREACH UNIT (**A.F.I.A, Prison Work and Parenting) shall emphasise the caring role of the Mothers’ Union: Instigate and oversee projects: Monitor the media for relevant information.

**PUBLIC RELATIONS CO-ORDINATOR** shall promote Mothers’ Union internally and outside: Promote MU publications: MU website: Edit and produce Pathways.

**ROLE DESCRIPTIONS FOR NAMED POSTS (see appendix IV)**

1. Diocesan President
2. Diocesan Vice President
3. Area Representatives
4. Diocesan Chaplain
5. Action & Outreach Co-Ordinator
6. Faith & Policy Co-Ordinator
7. Diocesan members Representative
8. MUe Manager
9. Social Policy Representative
10. Public Relations Representative.
11. Treasurer

**Appendix II**

**DEANERY ORGANISATION**

1. **THE DEANERY LEADER** is elected by the Deanery to hold Office for the triennial period, and shall be eligible for re-election but shall not serve for more than two triennial periods consecutively unless authorised to do so after consultation with Diocesan Trustees.

The Deanery Leader shall Chair the Deanery Committee.

 Nominations for the Deanery Leader are asked for by the Area Representative from the Branch Leaders in the Deanery who shall elect their own Deanery Leader. Voting papers can be obtained from the Diocesan MU Secretary if required.

1. **THE DUTIES OF A DEANERY LEADER**
	1. To attend the meetings of the Diocesan Council and provide a written report..

* 1. To arrange a meeting of the Deanery Committee after each Diocesan Council to

 discuss details of Deanery and Branch work (where appropriate).

3. The Deanery Leader is asked to visit each Branch at least once during the year, and shall present all new Branch Leaders to the Incumbent at their Admission Service.

4. To receive the Annual Report from each Branch Leader, and to complete a Deanery Report Form, and to forward these Reports to the Diocesan MU Secretary.

1. To be responsible for the Deanery Official Accounts, and to have the Deanery finances independently examined each year. In the event of resignation to send all books to the Diocesan MU Secretary (where appropriate).
2. To arrange in conjunction with the Deanery Committee, for an Annual Deanery Service or meeting (where appropriate).

1. **THE DEANERY COMMITTEE** shall consist of (if appropriate):
* The Deanery Leader
* All Branch Leaders, or a deputy if unable to attend.

 The Committee shall be responsible for Deanery finance.

**Appendix III**

**BRANCH ORGANISATION**

**THE BRANCH.** A parochial Branch may be started only with the consent of, and carried on in accordance with the wishes of the Incumbent, and in accordance with the Constitution.

**THE BRANCH LEADER** is elected by the Branch, subject to the approval of the Incumbent, and should be admitted as Branch Leader at a Service in Church, with the Deanery Leader in attendance.

When a new Branch is to be formed, notice should be sent to the Diocesan MU Secretary, from whom relevant information can be obtained.

The Diocesan President and MU Secretary should be informed by the Branch Leader of impending closure of the Branch after consultation with the Incumbent.

When a branch amalgamates with another branch, any funds are also amalgamated.

**CLOSURE OF A BRANCH** should take place only after consultation with the Area Representative and Diocesan President, and six months notice of this intention should be given to the MU Diocesan Office. If a Branch closes down, the Register and all monies should be sent to the Diocesan MU Secretary.

**THE DUTIES OF A BRANCH LEADER**

1. To attend all meetings of the Diocesan Council held each year.

2. To appoint a deputy who shall be responsible for the following functions in the event of absence.

3. To ensure that new Members are given personal and definite instruction in the Aim, Purpose and Objectives of the Organisation either by themselves or some other officer appointed by the Diocesan President and Trustees. (Preparation cards and Leaflets are obtainable from the MU Office). Admission Cards should be obtained from the office prior to the Admission Service.

4. To arrange with the Incumbent of the Parish for the admission of new members in Church. Also for Intercession and other services, e.g. the observance of the Feast of the Annunciation on March 25th, St Luke’s Day on October 18th with special remembrance of the Indoor Members, and the Wave of Prayer.

5. To keep the official Register of all the Branch members and ask new members to complete a Data Protection Form giving permission for their name to be held on computer and to send this into the Diocesan MU Secretary. To be responsible for the collection of Annual

 Subscriptions from members, and to have the Branch Accounts independently examined

 every year.

6. To fill in the Branch report annually, and to return it, to the Deanery Leader by the required date.

7. To send a letter of introduction when a Member leaves the parish, to the new branch, or where no branch exists, to the MU Secretary in the new Diocese.

8. To notify the Diocesan Secretary and the Deanery Leader at once, if the post is relinquished.

**THE BRANCH COMMITTEE (where appropriate)**

The Committee comprises: Branch Leader, Treasurer, Secretary and a number of members, according to Branch size. They should be used to help the Branch Leader. Some tasks can be delegated to the Committee, or to other members.

**INCORPORATED MEMBERSHIP**

The rights of incorporated members are:

a) To be eligible for election by the World Wide Council as one of the General Trustees

b) To send to the Trustees resolutions for discussion at the World Wide council;

c) To elect 8 Representative Members of Worldwide Council.

A member wishing to be proposed for Incorporated membership must have been a Subscribing Member for at least a year, and must have served or be serving as an Official Worker.

The Form of Declaration and Proposal for Incorporated membership required by Bye-law 6 must be signed by two Incorporated Members, one of whom must be on World Wide Council.

All members of Central Units must become Incorporated Members.

Incorporated members pay an additional annual subscription direct to Mary Sumner House.

**SUBSTITUTES**

There shall be provision for ‘Substitutes’ to attend Diocesan Council, Archdeaconry, Deanery and Branch committee meetings, without power to vote.

**DIOCESAN MEMBERS**

Diocesan Membership is where a member of the M.U. is not attached to a branch but joins through the Diocese by sending their subscriptions to the Diocesan MU Secretary. They will be kept fully informed of Diocesan and Deanery events through Pathways, Diocesan Members Representative and the Web site.

When a Branch for any reason closes down, its Members may transfer to become Diocesan Members by sending future subscriptions directly to the Treasurer.

**COMMUNICATIONS TO THE PRESS AND MEDIA**

No communication concerning the policy of the Mothers’ Union shall be sent to the press or other media in the name of the Mothers’ Union unless first submitted to the Diocesan President or, in his or her absence to the Vice President.

**INDEMNITY**

Except as specifically required by any law, no Trustee shall be liable for the acts or omissions of any other Trustee or for any employee of the Society, or for joining in any receipt or document or for any act of conformity, or for any loss or expense happening to the Organisation unless the same happens from his or her own wilful default.

**VALIDITY OF PROCEEDINGS**

The validity of proceedings at any meeting of the Trustees or of any Committee of the Society shall not be affected by any defect in the appointment of any Trustee or of such Committee, nor by the accidental omission to give notice of the meeting to or the non-receipt of any such notice by any Member.

**ROLE DESCRIPTIONS**

Role descriptions are appended herewith where required for named posts. They shall be subject to triennial review.

**AMENDMENTS TO THE CONSTITUTION**

These shall be made only after being agreed by the Trustees at two consecutive meetings of the Board and approved by Diocesan Council

**A FULL REVIEW OF THE CONSTITUTION SHALL BE CARRIED OUT EVERY SIX YEARS.**

**APPENDIX IV ROLE DESCRIPTIONS**

**POST DIOCESAN PRESIDENT (casting vote)**

**LOCATION Diocese of St Edmundsbury & Ipswich**

**DEPARTMENT Mothers’ Union Office**

**SALARY Voluntary post –Expenses paid**

**FUNCTION Prayerfully promoting and maintaining the MU throughout the Diocese**

* To Chair Trustee and Council Meetings
* To attend Worldwide Council and Conferences for Presidents and any ad hoc regional meetings in the Canterbury Province. To attend other Diocesan Presidents meetings and conferences as appropriate.
* To attend Diocesan Synod as the Bishop’s nominee.
* To visit and speak at branch and area meetings and events.
* To liaise with the MU secretary at all times.
* To co-ordinate the vision for the development of the organisation’s work in the Diocese with the Unit co-ordinators and Trustee Officers.
* To integratethe life and work of the MU within the diocese.
* Term of office – 3 years – maximum 6 years.
* At the end of his/her term of office the president shall not take on any role as trustee or diocesan office holder for one year.

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**RESPONSIBLE TO:** Diocesan Bishop and MU centrally

**RESPONSIBLE FOR:**  All MU members in the Diocese.

**QUALIFICATIONS:** To be knowledgeable of the organisation’s Aims & Objectives.

**TRAINING:** Attending relevant conferences and training sessions.

**ROLE DESCRIPTION**

**POST: DIOCESAN VICE PRESIDENT (vote)**

**LOCATION:** Diocese of St Edmundsbury ad Ipswich.

**DEPARTMENT:** Mothers’ Union Office**.**

**SALARY:** Voluntary Post – expenses paid.

**FUNCTION:** Prayerfully promoting the MU throughout the Diocese.

* To support the Diocesan President in planning and carrying out her/his duties.
* To act as Deputy Diocesan president when required.
* To attend Trustee and Council meetings.
* To liaise with unit co-ordinators for the provision of training opportunities within the Diocese.
* To keep up to date with the Charity Commission’s requirements and to pass this information on to Trustees and Council.
* To send a copy of the approved Accounts and Report from DP to Charity Commissioners annually by 31st October.
* To be aware of and provide Training Opportunities for members and post holders of the Mothers’ Union at all levels within the Diocese.

RESPONSIBLE TO: The President and Trustees.

RESPONSIBLE FOR: All MU members.

QUALIFICATIONS: To be knowledgeable of the organisation’s Aims and Objectives and

 Processes of the organisation.

TRAINING: Attend relevant conferences and training sessions.

**ROLE DESCRIPTION.**

**POST AREA REPRESENTATIVE (vote)**

**LOCATION** Diocese of St Edmundsbury & Ipswich

**DEPARTMENT** Mothers’ Union Office

**SALARY** Voluntary post - expenses paid

**FUNCTION** Prayerfully promoting and maintaining the MU throughout the Diocese

The Diocese is divided into three areas corresponding to the historic Archdeaconries (now two).

There shall be one Area Representative in each of the three areas which are named the North Suffolk Area, the Sudbury Area and the Ipswich Area.

* To attend Trustee and Council meetings.
* To relay information from these meetings to members in the areas they represent.
* To keep Trustees up to date with activities in the areas they represent.
* To encourage and enable the branches to develop.
* To ask for nominations and explain the role of Deanery Leaders as required.

**RESPONSIBLE TO :** The Diocesan President and Trustee Board.

**RESPONSIBLE FOR:** Representing their area.

**TRAINING :** Attend relevant conference and training sessions.

**ROLE DESCRIPTION**

**POST DIOCESAN CHAPLAIN *(****no vote****)***

**LOCATION** Diocese of St.Edmundsbury & Ipswich

**DEPARTMENT** Mothers’ Union Office

**SALARY** Voluntary Post – Expenses Paid

**FUNCTION** Prayerfully promoting and maintaining the MU throughout the

 Diocese.

* To give pastoral care to the Diocesan President and Officers
* To give spiritual support to the Diocesan MU
* To communicate with the President and Faith & Policy co-ordinator regularly
* To attend Council and Trustee meetings whenever possible
* To link the Bishop, the Diocese MU and the Clergy
* To attend Chaplains’ Conferences arranged by Mary Sumner House
* To be informed of and receive agenda and minutes of Trustee and Council meetings
* May be invited to preach and preside at MU services.
* Term of office three years with a maximum of six.

**RESPONSIBLE TO:**  Diocesan Bishop in consultation with the Diocesan President

**RESPONSIBLE FOR:** All MU members in the Diocese

**TRAINING:** Attending relevant conferences and training sessions

**ROLE DESCRIPTION**

**POST ACTION AND OUTREACH UNIT CO-ORDINATOR (vote)**

**LOCATION** Diocese of St Edmundsbury and Ipswich

**DEPARTMENT** Mothers’ Union Office

**SALARY** Voluntary Post – Expenses Paid

**FUNCTION** Prayerfully promoting and maintaining the MU throughout the Diocese

* The Action & Outreach Co-ordinator shall emphasise the caring role of the Mothers Union.
* Instigate and oversee projects
* Co-ordinate the work of AFIA, Prisons and Parenting representatives.

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* **RESPONSIBLE TO:** Diocesan President and Trustee Board
* **RESPONSIBLE FOR:** All members in the MU Diocese
* **TRAINING:** Attending relevant conferences and training sessions

**AWAY FROM IT ALL REPRESENTATIVE (vote) Expenses paid**

* To arrange holidays through the Mothers’ Union ‘Away From It All’ scheme for families in the Diocese who have been referred.
* To receive letters and enquiries regarding holidays for families in need, due to stressful circumstances. To ensure that each request is accompanied by an official referral letter
* Consult with the Diocesan Treasurer to ensure that funds and insurance are available in order to arrange a holiday for each individual request.
* To keep records of requests, referral agencies, actions and money spent for each case.
* To report to the Trustees and Diocesan meetings and to submit AFIA information for inclusion in the Pathways publication.
* To speak to MU branches or other meetings to promote interest in the AFIA project and to encourage fundraising.
* To fund raise by arranging a variety of events.

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* **RESPONSIBLE TO:** Diocesan President and Trustee Board, A & O

co-ordinator

* **RESPONSIBLE FOR:** All members in the MU Diocese
* **TRAINING:** Attending relevant conferences and training sessions

**PARENTING REPRESENTATIVE**

* To promote parenting skills in the Diocese
* To arrange training for facilitators for Parenting Groups and to encourage parents to attend these groups both in church and secular spheres.

**RESPONSIBLE TO:** Diocesan President and Trustee Board, A & O co-ordinator.

**RESPONSIBLE FOR:** All members in the MU Diocese

**TRAINING:** Attending relevant conferences and training sessions

**PRISONS REPRESENTATIVE. (Dependent on the Prisons Service)**

* Contacts receive regular information regarding all aspects of prison support from the A & O Unit at Mary Sumner House and attend relevant Training Days and Conferences
* MU members come under the direction of the No 1 Governor and Senior Chaplain, agreeing with them the areas of work to be undertaken, such as contact with inmates and contact with families etc.
* The Governor has overall authority of involvement.
* Volunteers must be screened in line with current procedures and attend any security training courses required.
* Volunteers must comply with security and confidentiality requirements.

**RESPONSIBLE TO:** Diocesan President, Trustee Board and Unit Co-Ordinator for A&O

**RESPONSIBLE FOR:** All MU members in the Diocese

**TRAINING:** Attend relevant conferences and training sessions

**ROLE DESCRIPTION**

**POST: FAITH & POLICY UNIT CO-ORDINATOR (vote)**

**LOCATION:** Diocese of St Edmundsbury & Ipswich

**DEPARTMENT:** Mothers’ Union Office

**SALARY:** Voluntary Post – Expenses Paid

**FUNCTION:** Prayerfully promoting and maintaining the MU throughout the diocese.

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The Faith and Policy co-ordinator shall emphasisethe caring roleof the MU. Instigate and oversee projects.

* Co-ordinate the work of the IMPC, Prayer Chain, Worldwide Contact and Social Policy representatives.
* Ensure that the Wave of Prayer is prepared and available for the AGM.
* Lead prayers at Trustees and Council Meetings as invited by the President, Chaplain or Trustees.
* Arrange the ‘Retreat’ (usually biennial)
* Liaise with others to arrange Diocesan ‘Quiet’ days, Healing Services, Lady Day and other spiritual occasions.

**INDOOR MEMBERS PRAYER CIRCLE REPRESENTATIVE (Expenses paid)**

* To communicate with new/transferred members outlining what membership entails.
* To send Prayer Diaries, Pathways and letters from the Worldwide President and Unit Co-ordinators to members in December and June with an accompanying letter of Diocesan news.
* To send Christmas and Easter cards to all members.
* To encourage visits to as many members as possible.

**PRAYER CHAIN REPRESENTATIVE**

* To publicise the availability of the prayer chain
* To communicate prayer requests with volunteer members of the prayer chain.
* To review the progress of the prayer requests.

**SOCIAL POLICY REPRESENTATIVE (vote)**

* Inform members about Social Policy Issues
* Email the monthly ‘Faith and Policy Watch’ to branches.
* Encourage members or groups of members to reply to consultation papers from Mary Sumner House
* Send brief reports for inclusion in Pathways
* Attend and report to Trustee, Council and Faith & Policy Co-ordinator
* Speak to branches if requested
* Attend MU study days and conferences

**WORLD WIDE CONTACT.**

* To promote the work of the Mothers’ Union Overseas and maintain contact with overseas dioceses linked to St Edmundsbury and Ipswich through the Wave of Prayer.
* Correspond with the MU workers and/or overseas representatives in the link diocese
* Send Christmas and Easter cards to overseas links
* Send Pathways three times a year to overseas links.
* Write a World Wide column for Pathways three times a year.
* Prepare the annual MU ‘Wave of Prayer’ service and arrange printing.
* Attend Council meetings and Trustee meetings when invited.
* Give talks to branches
* Communicate regularly with the F & P co-ordinator and President
* Represent MU on Diocesan World Mission Group
* Attend relevant conferences and training sessions.
* Keep record of contact with overseas links.

**RESPONSIBLE TO:** Diocesan President, Trustee Board and Faith & Policy Co-ordinator

**RESPONSIBLE FOR :** All MU members in the Diocese

**TRAINING:** Attend relevant conferences and training sessions

**POST MU ENTERPRISE MANAGER (no vote)**

**LOCATION** Diocese of St Edmundsbury & Ipswich

**DEPARTMENT** Mothers’ Union Office

**SALARY** Voluntary Post – Expenses Paid

**FUNCTION** Prayerfully promoting and maintaining the MU throughout the Diocese

The MU Enterprise Manager is based at home and is contactable by email and telephone.

* Take orders from MU members and process these.
* Follow procedures set out in the trading manual
* To be responsible for ordering stock and checking deliveries.
* Complete orders sent by post if requested and keep a post book. Send out invoices, price goods etc.
* Under the guidance of the MU Treasurer keep accounts including recording the changes to prices as notified by Mary Sumner House
* Take responsibility for banking, paying bills, monthly statements etc.
* To be available to take stock to Diocesan Council, Area, Deanery and Branch events when requested.
* Distribute MUe catalogues, Families Worldwide and other publications.
* Maintain and update display boards; take to meetings and events, encourage their use by branches.
* Undertake an annual Stock Taking with the MU Diocesan Treasurer
* Present the accounts and render balance sheets for inspection to the Diocesan Treasurer at the end of the year.

 **RESPONSIBLE TO**  Diocesan President, Trustee Board and PR Officer

 **RESPONSIBLE FOR** All MU members in the Diocese

 **TRAINING** Attend relevant conferences and training sessions

**ROLE DESCRIPTIONS**

**POST DIOCESAN MEMBERS REPRESENTATIVE (vote)**

**LOCATION** Diocese of St Edmundsbury and Ipswich

**DEPARTMENT** Mothers’ Union Office

**SALARY** Voluntary post – Expenses paid

**FUNCTION** Prayerfully promoting and maintaining the MU throughout the Diocese

The Diocesan Members Representative shall emphasise the caring role of the MU, instigate and oversee projects.

* Send a letter with Pathways three times a year
* Arrange Diocesan Members days
* Ensure that DM’s are aware that they can attend any Branch, Deanery or Diocesan meeting
* Work closely with the Diocesan MU secretary to keep list of Diocesan Members up to date and to ensure that data protection forms are completed by new members

 **RESPONSIBLE TO:** Diocesan President and Trustee Board

 **RESPONSIBLE FOR:** All MU members in the Diocese

 **TRAINING :** Attending relevant conferences and training sessions

**ROLE DESCRIPTION**

**POST: PUBLIC RELATIONS CO-ORDINATOR (vote) (currently unfilled)**

**LOCATION:** Diocese of St Edmundsbury & Ipswich

**DEPARTMENT:** Mothers’ Union Office

**SALARY:** Voluntary post– Expenses paid

**FUNCTION:** Prayerfully promoting the MU throughout the Diocese

The Public Relations Co-ordinator shall emphasise the caring role of the MU

**Mothers Union Enterprise Manager**

The Public Relations Officer shall support the MUe Manager.

**MU Publications**

Encourage the sale of MU Publications at Diocesan Council and other meetings.

**Pathways Editor**

Produce 3 times a year – to be available for collection at the 2 council meetings and the Annual Meeting.

Collate all copy sent in of President’s letter, Chaplains letter, reports from units and conferences and members items. Edit and shorten as necessary.

**Press Officer**

 Encourage members to provide details of activities and projects in their branches.. To edit articles of MU interest sent in by members. To provide the Diocesan President with copy for approval, before sending to the press. If the president is not available then approval should be sought from the Vice President. Co-operate with the Diocesan Communications Director and his staff with regard to the website and items for the East Anglican.

Before going to press approval of all items should be sought from the President or the Vice President. Write the occasional article for the press to promote the work of the diocesan and worldwide MU.

RESPONSIBLE TO: Diocesan President, Trustee Board and Unit Co-ordinator for marketing

RESPONSIBLE TO: All MU members in the Diocese

TRAINING: Attend relevant conferences and training sessions

**ROLE DESCRIPTION**

**POST DIOCESAN TREASURER (no vote)
LOCATION** Diocese of St Edmundsbury & Ipswich **DEPARTMENT** Mothers’ Union Office **SALARY** Voluntary Post– Expenses Paid **FUNCTION** Prayerfully promoting and maintaining the MU throughout the Diocese.

The main duties of the Treasurer are as follows:

1. To attend any meetings of the Diocesan Trustee Board and Diocesan council – Ex –officio
2. To be responsible for bringing to the Trustees’ notice all the financial implications of the Diocese.
3. To keep clear accounts.
4. To be aware of any difficulties concerning financial matters in branches and deaneries
5. To advise and oversee training sessions for Branch and Deanery Treasurers where appropriate.
6. To arrange for every branch, deanery, and Unit to submit examined accounts to him/her as soon as possible after the year end. This is normally 31st December each year.
7. To then consolidate all the accounts and prepare schedules for the Auditor/Examiner.
8. To present the Audited/Examined Accounts to the Diocesan Trustee Board for approval.
9. To be responsible at the Annual Meeting for presenting the audited/examined accounts and balance sheet already approved by the Trustees.
10. To receive and possibly approve the Auditor’s/Examiner’s report on the accounts.
11. To bring to the Trustee Board each year the name of the Auditor/Independent Examiner in order that they may be appointed at the annual meeting.
12. After the Annual Meeting to send accounts, balance sheet to the Vice President who will send these together with the Diocesan President’s to the Charity Commissioners and Mary Sumner House.
13. To ensure that a copy of the Audited/Examined Annual Report, and Accounts are available for inspection by all members.

**RESPONSIBLE TO:**  Diocesan President and Trustee Board

**RESPONSIBLE FOR:** All accounting matters

**TRAINING:** Attend relevant conferences and training sessions