**POLICIES AND PROCEDURES**

**MANUAL**

**OF THE**

**UNITY WOMEN’S DESK**

**OF THE UNITAS FRATRUM**

**(Revised August 2017)**

**Table of Contents**

1. **Establishment of the Unity Women’s Desk Page 3**
2. **The UWD in the Church Order of the Unitas Fratrum Page 5**
3. **Incorporation and By-laws of the UWD Page 8**
4. **Positions and Job Descriptions within the UWD Page 19**
5. **Policies Page 22**
6. **Scholarships**
7. **Projects**
8. **Micro-Loans**
9. **Schedule for Submitting Applications Page 27**
10. **Consultations and Conferences Page 28**
11. **Structure Chart of the UWD Page 30**

**Establishment of the Unity Women’s Desk**

1. At the request of the Second Unity Women’s Consultation of 2001, Article #902 was added to the Church Order of the Unitas Fratrum (COUF), calling for the establishment of a Unity Women’s Desk by 2004, providing funding, and the continuation of Consultations.
2. In 2011, a **proposal** was submitted to the Unity Board Executive Committee to begin the work of the Unity Women’s Desk (UWD) with a Coordinator and an Advisory Board consisting of one member from each of the four Regions of the Unity—Africa, America, Caribbean and Latin America, and Europe.
3. In 2013, the first official Advisory Board was appointed by the Unity Board to take the place of the “Steering Committee” (as stated in Article #902) and the work of the UWD was begun.
4. Building on the work of the Interim Advisory Board/Steering Committee, the following Focus Areas were established as the areas in which the UWD would work:
5. **Education**—having determined that education is key to women being able to overcome the other obstacles that stand in the way of women’s advancement, the Advisory Board (AB) determined that scholarships would be the #1 priority of the UWD work.
6. **Violence against Women**—was determined by the first three Consultations to be the major problem for women around the world and across socio-economic strata. Keeping this in mind, finding ways to address this injustice was determined to be the #2 priority for the work of the UWD.
7. **Overcoming Poverty** —was determined to be the #3 concern for women who need means to move out of

intolerable life conditions and to be able to provide for themselves and their children.

1. **Health Issues of Women and Children**—was determined to be the #4 issue for the work of the UWD. Finding ways to prevent diseases and to treat the most common ailments which afflict women and children was determined to be a major goal of the work of the UWD.
2. **Parenting for Justice**—was established as the #5 goal of our work. Finding ways to bring up young boys to respect the girls and women in their lives and finding ways to build self-respect in young girls and women are essential to bringing about justice in our world. Helping boys and girls to see themselves as children of God, created in God’s own image, is essential to making the world a more just and equitable place in which to live.
3. **Women in Ministry\***—was determined to be an important part in achieving these other goals. The Unity Synod of 1957 determined that it was just and right to ordain women as well as men into the ministry of the Unitas Fratrum. Since that time, Synods have repeatedly affirmed the ordination of women and encouraged all Provinces to recognize Christ’s call to women and men equitably.

## The Unity Synod of 2016 officially recognized the work of the UWD and the guidelines for electing the governing body of the UWD with the RESOLUTION TO REPLACE ARTICLE #810 OF THE COUF (Replaced #902 of 2002 as well as #810 of 2009) with the following resolution on“THE UNITY WOMEN’S DESK AND CONSULTATIONS”

Whereas the First Unity Women’s Consultation affirmed the need for a Unity Women’s Desk to address the needs and concerns of the women of the Moravian Unity; and

Whereas each succeeding Unity Women’s Consultation (2002, 2008, and 2016) has re-affirmed the need for such an organization; and

Whereas the Unity Women’s Desk (hereafter referred to as the UWD) was officially formed in January 2011 and recognized by the Unity Board; and

Whereas, the Unity Board elected/appointed an official Advisory Board for the UWD that took office in January of 2013; and

Whereas the UWD has been responsible for working for global change for Moravian women from that time; and

Whereas the UWD Advisory Board took responsibility for the planning and implementation of the Fourth Unity Women’s Consultation held in 2016; and

Whereas the UWD is the most likely organization to arrange for the planning of future Consultations; therefore

Be it resolved that the UWD be responsible for coordinating the ongoing work with the women of The Unity in the future and be responsible for coordinating the efforts of planning and implementing future Consultations in addition to its regular work of looking out for the welfare of the women of The Unity as regards Education, Violence against Women, Overcoming Poverty, Health Issues of Women and Children, Parenting, and issues pertaining to Women in Ministry; and

Be it further resolved that the Unity Board and Unity Synod continue to elect members to the Advisory Board in the following manner: There will be one woman from each of the four Regions of The Unity on the Advisory Board. Each Advisory Board member will be elected for a four year term with the possibility of re-election for one additional four year term. Two Board members to be elected every two years by the Unity Board or Unity Synod with the terms staggered so that there will be continuity for the Board members with two members remaining on the Board and two new members being elected every two years; and

Be it further resolved, that the Advisory Board will be responsible for appointing officers of the Advisory Board: Coordinator/President (with the approval of the Unity Board/Synod), Assistant Coordinator/Vice President, Secretary, and Treasurer and other officers as deemed necessary for the efficient operating of the UWD. Appointment of these officers to be made at the beginning of each calendar year at the first quarterly meeting of the Advisory Board; and

Be it resolved that each Region be represented by an appropriate number of Sub- Desk Coordinators (three from the Africa Region, two from the Caribbean and Latin America Region, one from the European Region, and one from the American Region), and by an appropriate number of Provincial Coordinators within each Province, Mission Province, and Mission Area to coordinate efforts within the Province and to report to the Advisory Board and to make requests for support and financial assistance as may be needed to award scholarships, micro-loans, and other project support. The Sub-Desk Coordinators will be approved by the Unity Board and Provincial Coordinators will be chosen with the cooperation of the Provinces and the Advisory Board; and

Be it further resolved, that the Advisory Board may appoint additional members to the Planning Committee for the purpose of planning the Consultations which have been approved by the Unity Synod. The Planning Committee will begin its work at least four years before the planned Consultation in accordance with the Unity Synod schedule; and

Be it further resolved that this resolution replace Article #810 in the Church Order of the Moravian Church, effective upon the completion of the Unity Synod of 2016 to continue the work of the Unity Women’s Desk and the planning of future Consultations.

**Incorporation of the Unity Women’s Desk**

 In order to encourage charitable giving to the work of the Unity Women’s Desk, it was decided to incorporate the UWD under the laws of the state of North Carolina where the offices of the UWD reside. As part of the incorporation process, the following by-laws were adopted as recommended by the state of North Carolina.

**BY-LAWS OF THE UNITY WOMEN’S DESK INC.**

ARTICLE I Offices

*Principal Office.* The principal office of the Corporation shall be located at 459 South Church Street, Winston-Salem, North Carolina, or at such other location designated by the Advisory Board.

1.2 *Registered Office.* The registered office of the Corporation required by law to be maintained in the State of North Carolina may be, but need not be, identical with the principal office.

1.3 *Other Offices.* The Corporation may have offices at such other places, either within or without the State of North Carolina, as the Advisory Board may designate or as the affairs of the Corporation may require from time to time.

ARTICLE II Board of Directors: (henceforth to be called the “Advisory Board”)

 2.1 *General Powers.* The business and affairs of the Corporation shall be managed by its Advisory Board. Except as otherwise expressly provided by law, the Articles of Incorporation, or these Bylaws, all of the power of the Corporation shall be vested in the Advisory Board. All actions of the Advisory Board must be in accord with the directives of the Unity Board of the Moravian Church in accordance with the Book of Order of The Unity of the Moravian Church. The Unity Women’s Desk Inc. and its Advisory Board will report to the President and the Business Administrator of the Unity Board of the Moravian Church.

2.2 *Number, Term, and Qualifications.* The number of directors constituting the Advisory Board shall be FOUR (4)—one representative of each of the four Regions of the Moravian Unity—Africa, America, Caribbean and Latin America, and Europe. The Coordinator is appointed by the Unity Board of the Moravian Church (henceforth, the “Unity Board”).

Each director and the Coordinator shall hold office until her death, resignation, retirement, removal, disqualification, or her successor shall have been elected and qualified. Directors need not be residents of the State of North Carolina.

 2.3 *Election of Directors.* Directors shall be elected at any biennial meeting of the Unity Board. The Advisory Board nominates the Board members to said Unity Board. The election of directors shall be a part of the order of business at the biennial meeting of the Unity Board of the Moravian Church. Each director elected shall hold office for four (4) years, except that the initial board elections are staggered with two designated board members’ terms ending in 2014 and the remaining two board members terms ending in 2016. The initial terms of the directors is described in Exhibit “A” herein. Board members may be re-elected for a second four year term.

2.4 *Removal.* Directors may be removed from office at any time with or without cause by the Unity Board vote as would be required to elect a member of the Advisory Board.

2.5 *Vacancies.* Any vacancy occurring in the Advisory Board may be filled by the affirmative vote of a majority of the remaining directors even though less than a quorum, or by the sole remaining director. A director elected to fill a vacancy shall be elected for the unexpired term of her predecessor in office by the Advisory Board with the approval of the Unity Board or its designated official.

2.6 *Chairperson of the Board.* There shall be a Chairperson/Moderator and Vice-Chairperson/Vice Moderator of the Advisory Board elected by the directors from their number at any meeting of the Advisory Board. The Chairperson, or in her absence the Vice-Chairperson, shall preside at all meetings of the Advisory Board, and each shall perform such other duties as may be directed by the Advisory Board. The Chairperson and Vice-Chairperson shall be officers of the Corporation.

2.7 *Compensation.* The Advisory Board may compensate directors for their services as such and may provide for the payment of any or all expenses incurred by directors in attending regular and special meetings of the Advisory Board. This shall not preclude directors from serving the Corporation in other capacities and receiving compensation for such other services. Unless otherwise determined by a unanimous Advisory Board and the Unity Board, there shall be no compensation or salaries for directors, except for expenses in attending regular and special meetings.

ARTICLE III Meetings of Directors

 3.1 *Annual Meetings.* The annual meeting of the Advisory Board shall be held at 9:00 AM EST in January of each year, for the purpose of nominating directors to be presented to the Unity Board and officers of the Corporation and for the transaction of any other business properly before the Advisory Board. If the day fixed for the annual meeting shall be a legal holiday, the meeting shall be held on the next succeeding business day that is not a legal holiday. If the annual meeting shall not be held on the day designated by these Bylaws, a substitute annual meeting may be called by or at the request of the Advisory Board and such meeting shall be designated and treated for all purposes as the annual meeting.

 3.2 *Special Meetings.* Special meetings of the Advisory Board may be called by or at the request of the Chairperson or any two directors.

 3.3 *Place of Meetings.* The annual or any special meeting of the Advisory Board may be held at the principal office of the Corporation and members may attend via SKYPE or other such Internet call and visual provider or at such other place, either within or without the State of North Carolina, as shall be designated in the notice of the meeting or in a waiver of notice of the meeting signed by all the Directors then in office.

 3.4 *Notice of Meetings.* The Secretary shall give notice of each annual meeting of the Advisory Board by mailing such notice to each director at least ten days before the meeting. The Chairperson or other persons calling a special meeting of the Advisory Board shall give notice thereof (or cause the Secretary to give notice) by mailing such notice to each director at least three days before the meeting. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a meeting of the Advisory Board, except as otherwise provided by law or these Bylaws.

 3.5 *Waiver of Notice.* Any director may waive notice of any meeting, either before or after the meeting. Written waivers of notice shall be filed by the Secretary with the corporate records or as part of the minutes of the meeting. The attendance by a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

 3.6 *Quorum.* A majority of the number of directors fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Advisory Board.

 3.7 *Manner of Acting.* Except as otherwise provided in these Bylaws, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Advisory Board.

 3.8 *Presumption of Assent.* A director of the Corporation who is present at a meeting of the Advisory Board at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless she objects at the beginning of the meeting, or promptly upon her arrival, to holding it or transacting business at the meeting, or her dissent or abstention from the action is otherwise entered in the minutes of the meeting, or unless she either files her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or forwards her written dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. The right to dissent is not available to a director who voted in favor of such action.

 3.9 *Informal Action by Directors.* Action taken by a majority of the directors without a meeting is nevertheless action of the Advisory Board if written consent via email to the action in question is signed by all of the directors and filed with the minutes of the proceedings of the Advisory Board, whether done before or after the action so taken.

 3.10 *Participation by Telephone.* Any one or more directors may participate in a meeting of the Advisory Board by means of a conference telephone or similar communications device that allows all persons participating in the meeting to hear each other. Participation by these means shall be deemed presence in person at the meeting.

3.11 *Initial Advisory Board*. The initial Advisory Board is attached as Exhibit “A”.

3.12 *Tie Breaking Vote*. In the event the Advisory Board has a deadlock in a vote, the Chairperson’s/Moderator’s vote counts for two votes. The Moderator is an Advisory Board member and is elected at the annual meeting as moderator to serve in the capacity of chairperson of the Advisory board.

ARTICLE IV Officers

 4.1 *Officers of the Corporation.* The officers of the Corporation shall consist of a Coordinator/President, an Assistant Coordinator/Vice-President, a Secretary, and a Treasurer. Other officers, including one or more Vice-Presidents (whose seniority and titles, including Executive Vice-Presidents and Senior Vice-Presidents, may be specified by the Advisory Board), Assistant Secretaries, and Assistant Treasurers, may from time to time be elected by the Advisory Board. Any two or more offices, except Coordinator and Secretary, may be held by the same person. No officer may act in more than one capacity where the actions of two or more officers are required.

 4.2 *Election and Term.* The officers of the Corporation shall be elected by the Advisory Board, and each officer shall hold office until her death, resignation, retirement, removal, or disqualification or until her successor shall have been elected and qualified. The initial board has two (2) directors whose terms end in 2014, the remaining two (2) board members terms end in 2016. See Exhibit “A” for initial board members terms.

 4.3 *Removal.* Any officer or agent elected or appointed by the Advisory Board may be removed by the Advisory Board whenever in its judgment the best interests of the Corporation will be served thereby.

 4.4 *Bonds.* The Advisory Board may by resolution require any officer, agent, or employee of the Corporation to give bond to the Corporation, with sufficient sureties, conditioned on the faithful performance of the duties of her respective office or position, and to comply with such other conditions as may from time to time be required by the Advisory Board.

 4.5 *President* (henceforth known as “Coordinator”). The Coordinator shall be the chief executive officer of the Corporation and shall be primarily responsible for the implementation of policies of the Advisory Board. She shall have authority over the general management of the Corporation in accordance with these Bylaws, subject only to the ultimate authority of the Advisory Board. She may sign and execute instruments in the name of the Corporation except in cases where the signing and the execution thereof shall be expressly delegated by the Advisory Board or by these Bylaws to some other officer or agent of the Corporation or shall be required by law otherwise to be signed or executed. In addition, she shall perform all duties incident to the office of the Coordinator and such other duties as from time to time may be assigned to her by the Advisory Board.

 4.6 *Vice-Coordinators.* Each Vice-Coordinator, if any, shall have such powers and duties as may from time to time be assigned to her by the Advisory Board. Any Vice-Coordinator may sign and execute in the name of the Corporation instruments authorized by the Advisory Board, except where the signing and execution of such documents shall be expressly delegated by the Advisory Board or the Coordinator to some other officer or agent of the Corporation or shall be required by law otherwise to be signed or executed. In the absence of the Coordinator or in the event of her death, inability, or refusal to act, the Vice-Coordinators in the order of their length of service as Vice-Coordinators, unless otherwise determined by the Advisory Board, shall perform the duties of the Coordinator, and when so acting shall have all the powers of and be subject to all the restrictions upon the Coordinator.

 4.7 *Secretary.* The Secretary shall keep the minutes of the meetings of the Advisory Board. She shall keep all minutes of all such meetings in books designated for those purposes. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. She shall have charge of the books, records, and papers of the Corporation. She shall have custody of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents the execution of which on behalf of the Corporation under its seal is duly authorized, and shall sign such instruments as may require her signature. She shall in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to her by the Chairperson, by the Advisory Board, or by these Bylaws.

 4.8 *Assistant Secretaries.* In the absence of the Secretary or in the event of her death, inability, or refusal to act, any Assistant Secretary designated by the Chairman, unless otherwise determined by the Advisory Board, shall perform the duties of the Secretary and when so acting shall have all the powers of and be subject to all the restrictions upon the Secretary. The Assistant Secretaries shall perform such other duties as may be assigned to them by the Secretary, by the Chairperson, or by the Advisory Board. Any Assistant Secretary may sign, with the Coordinator or an Assistant Coordinator, documents authorized to be signed by the Secretary.

 4.9 *Treasurer.* The Treasurer shall have charge of and be responsible for all funds and securities, receipts, and disbursements of the Corporation, and shall deposit all monies and securities of the Corporation in such banks and depositories as shall be designated by the Advisory Board, provided that the Advisory Board may appoint a custodian or depository for any such funds or securities, and the Advisory Board may designate those persons upon whose signature or authority such funds may be disbursed. The designated person(s) may be a Director or Coordinator. She/He shall be responsible (i) for maintaining adequate financial accounts and records in accordance with generally accepted accounting practices; (ii) for the preparation of appropriate operating budgets and financial statements; and (iii) for the preparation and filing of all tax returns required by law.

4.10 *Assistant Treasurers.* In the absence of the Treasurer or in the event of her/his death, inability, or refusal to act, any Assistant Treasurer designated by the Chairperson, unless otherwise determined by the Advisory Board, shall perform the duties of the Treasurer, and when so acting shall have all the powers of and be subject to all the restrictions upon the Treasurer. They shall perform such other duties as may be assigned to them by the Treasurer, by the Chairperson, or by the Advisory Board.

4.11 *Validity of Signatures.* In case any person whose signature shall appear on any bond, note, or other evidence of indebtedness of the Corporation shall cease to be an officer or hold an office different from that held at the time of signature before the delivery of such instrument, such signature shall nevertheless be valid and sufficient for all purposes the same as if she had remained in such office until such delivery.

4.12 *Compensation.* The compensation of all officers of the Corporation shall be fixed by the Advisory Board, and no officer shall serve the Corporation in any other capacity and receive compensation therefor unless such additional compensation is authorized by the Advisory Board prior to the rendition of such services.

ARTICLE V Indebtedness

 No indebtedness of the Corporation in excess of $5,000.00 shall be incurred other than in the normal course of business, except as may be approved by resolution adopted by a majority of the directors in office.

 Any or all of such indebtedness may be represented by notes, debentures, bonds, or other securities, either unsecured or secured by, or issued under, a mortgage, trust indenture, or otherwise, and may be issued at such times and upon such terms as the Advisory Board shall determine.

ARTICLE VI Contracts, Loans, Checks, and Deposits

 6.1 *Contracts.* The Advisory Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

 6.2 *Loans.* No loans shall be contracted on behalf of the Corporation, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Advisory Board. Such authority may be general or confined to specific instances.

 6.3 *Checks and Drafts.* All checks, drafts, or other orders for the payment of money, issued in the name of the Corporation, shall be signed by such designated officers, agents, or employees of the Corporation and in such manner, including facsimile signatures, as shall from time to time be determined by resolution of the Advisory Board.

 6.4 *Deposits.* All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such depositories as the Advisory Board may select.

ARTICLE VII General Provisions

 7.1 *Seal.* The corporate seal of the Corporation shall contain the name of the Corporation and shall be in such form as approved by the Advisory Board.

 7.2 *Waiver of Notice.* Whenever any notice is required to be given to any director by law, by the Articles of Incorporation, or by these Bylaws, a waiver thereof in writing signed by the director or directors entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

 7.3 *Indemnification.* The Corporation shall indemnify its officers and directors to the maximum extent required or permitted by Part 5 of Article 8 of Chapter 55A of the General Statutes of North Carolina as from time to time amended, and such officers and directors shall be deemed to have relied upon this Part.

 7.4 *Fiscal Year.* The fiscal year of the Corporation shall be as fixed by the Advisory Board. (January 1 to December 31.)

 7.5 *Amendment of Bylaws.* Except as otherwise provided by law, by the Articles of Incorporation or herein, these Bylaws may be amended or repealed and new Bylaws may be adopted by the affirmative vote of a majority of the directors then holding office at any annual or special meeting of the Advisory Board; provided, however, that notice of the proposed action shall have been included in the notice of the meeting or shall have been waived as provided in these Bylaws

7.6 The Corporation shall adopt a Conflict of Interest Policy.

No Bylaw adopted or amended by the shareholders shall be altered or repealed by the Advisory Board. No alteration, amendment or rescission of a Bylaw shall be voted upon unless notice thereof has been given in the notice of the meeting or unless all of the Directors of the Corporation execute a written waiver of notice stating that action upon the Bylaws is to be taken at the meeting, and the original of such waiver shall be recorded in the Corporate Minute Book.

7.7 Distribution of funds in the event the Unity Women’s Desk shall cease to exist.

In the event that the Unity Women’s Desk should cease to exist under the auspices of the Unity Board of the Moravian Church, all available funds will be disposed of in the form of scholarships and entrepreneurial grants to women for whom applications have been made.  Any residual funds shall be divided among any Moravian women's educational institutions then in existence at the discretion of the Advisory Board.

EXHIBIT ‘A’

INITIAL DIRECTORS

Sallie Greenfield (initial term ends in 2014 \*) 5405 Covenant Lane, Winston-Salem, NC 27106

Erdmute Frank (initial term ends in 2016\*\*) August-Bebel-Str. 4 02747, Herrnhut, Germany

Angelene Swart (initial term ends in 2014\*) 113 Fifth Street, Kensington Cap 7405, South Africa

Muriel Held (initial term ends in 2016) Niddhastraat, N0.9, Paramaribo, Suriname

\*These directors were re-elected to a full four-year term at the 2014 Unity Board meeting in held in Tanzania in May 2014. Their terms will end in 2018)

\*\*These directors have not been re-elected by the Unity Board of 2016, but they will be considered at the UB Executive Committee meeting October 11-13, 2017. If approved, they will serve until 2020.

These by-laws have been filed with the Secretary of State of the state of North Carolina as well as with the Internal Revenue Service of the United States of America. Any changes to these by-laws must conform to the laws of North Carolina and the IRS in order for the UWD to remain a non-profit organization entitled to tax exemption and tax deductions for the donors thereof.

In the event that other countries wish to have the same non-profit tax privileges, those Provinces will need to notify the Advisory Board and assist with obtaining the necessary legal information to apply for tax-exempt status. Those provinces will also need to assist the UWD in working through the necessary documents and translate the documents into the appropriate languages.

At the quarterly meeting of the Advisory Board held on January 19, 2017, the Board approved the hiring of a part-time Assistant to the Coordinator to alleviate the workload of the Coordinator. This position will begin May 2017 and continue until such time as a paid Coordinator shall be appointed by the Advisory Board with the approval of the Unity Board.

This position shall include tasks related to:

1. Maintaining of technology matters, including the website, Facebook, etc.
2. Training will be given in financial matters such as making deposits at the end of each month in the absence of the Coordinator, working with the treasurer, and learning to make wire transfers.
3. The responsibility for keeping track of loans and scholarships in a database and producing reports for the Advisory Board and donors.
4. Working with local congregations on projects to keep interest high in the work of the UWD.
5. Additional duties may be added as weekly hours permit and as may be deemed appropriate.

The position shall be limited to not less than ten hours per week and not more than 30 hours per week.

 In addition, the Board approved the hiring of a contract treasurer effective June 1, 2017 at a rate of $20.00 per hour, not to exceed ten hours per month.

All other positions of the Unity Women’s Desk will remain volunteer until such time as the UWD is able to give remuneration to other positions. Those positions are as follows:

**QUALIFICATIONS FOR THE ADVISORY BOARD MEMBERS (One to be elected by the Unity Board from each of the four Regions of The Unity):**

 1) She must be a believer in Jesus Christ and a member of the Moravian Church

 2) She must have a good knowledge of Unity and how it works

1. She must possess fluency in English with the ability to translate information into the languages of her Region

 4) She must possess computer literacy and Internet access

 5) She must subscribe to SKYPE or some other group meeting platform in order to participate in regularly scheduled meetings of the Advisory Board, which meets quarterly (January, April, July, and October) for regular business and as needed at other times.

6) She must be trusted to be impartial in decisions, keeping all of the Unity in mind

7) She must be someone with influence in her Region and the Unity

8) She must be culturally sensitive and have a tolerance for diversity

9) She must be willing to travel throughout her Region and advocate for women and the Unity Women’s Desk

**Duties of Advisory Board**

To oversee the work of the Region to which she is assigned; to stay in contact with Sub-Desk Coordinator(s) of her Region and report to the full Advisory Board at regular meetings.

To be available for Advisory Board meetings. On occasion, there will be face-to-face meetings, but the meetings will be primarily carried out on SKYPE. These meetings will be held at least quarterly and sometimes bi-monthly as decided by the full Board.

To be available for training Sub-Desk Coordinators

To make recommendations for the appointment of new Sub-Desk Coordinators

**QUALIFICATIONS FOR SUB-DESK COORDINATORS**

 1) She must be a believer in Jesus Christ and a member of the Moravian Church

1. She must have a knowledge of and be active in women’s work in her Region
2. She must be fluent in English with the ability to translate information into languages of her Region

 4) She must be knowledgeable about the six Focus Areas

 5) She must be computer literate and have Internet access

6) She must be willing to travel throughout her region and advocate for women and the Unity Women’s Desk

7) She must be a woman who can influence the Region, the Province, and the women’s organizations therein

 8) She must have good communications skills–verbal and written

 9) She must be trustworthy since she will be administering funds to the women

**Duties of Sub-Desk Coordinators**

To establish and maintain relationships and communications with the Regional Advisory Board Member and the Provincial Coordinators of each of the Provinces of her assigned area. She may determine if there is a need for more than one Coordinator in each Province.

To provide information about the needs of each Province within her Region or portion of the Region.

To communicate the work of the UWD to the Provincial Coordinators

To forward all requests for scholarships, loans, and projects to the UWD Coordinator along with her recommendations as to whether to approve applications or not.

To make notations and recommendations about the requests made to the Unity Women’s Desk about scholarships, micro-loans, project support, and needed resources within her area

To be available to visit in her area for events such as conferences, seminars, etc.

**QUALIFICATIONS FOR PROVINCIAL COORDINATORS**

 1) She must be a believer in Jesus Christ and a member of the Moravian Church

2) She must have knowledge of and be active in women’s work in her Province/Mission Province/Mission Area

3) Fluency in English is preferred with ability to translate into languages of Province/Mission Province/Mission Area

4) She must be knowledgeable about Focus Areas and what is being done in her Province/Mission Province/Mission Area and what the needs are with respect to these Focus Areas in her area

 5) She must possess computer literacy and have Internet Access

6) She must be willing to travel to areas within her Province/Mission Province/Mission Area to advocate for women and the Women’s Desk

7) She must possess a commitment to the work of the church

8) She must be capable of doing a needs assessment and progress in the Focus Areas

9) She must be good at problem solving and creative in her approach to situations

10) She must be able to think outside the box

11) She must know how to nurture relationships with the women

12) She must have good management skills

13) She must be trustworthy since she will be administering funds to the women

 Duties of the Provincial Coordinators

To find a liaison woman within each congregation in her Province to communicate the goals of the UWD, and in turn, to communicate to her Sub-Desk Coordinator what these needs are.

To make available to the women in her Province written materials or in-person visits as may be helpful to them in understanding the work of the UWD, e.g., scholarship applications, loan applications, project support applications, and to answer any questions the women may have. If she is unsure of information, she should contact the UWD Coordinator for clarification.

To assist women and girls in her Province with applications for scholarship grants, micro-loans, and project assistance.

To forward all applications for scholarships, loans, and project assistance to the Sub-Desk Coordinator and the UWD Coordinator in a timely manner. All applications should be received by the UWD Coordinator at least one month prior to their quarterly meetings, which are held in January, April, July, and October. These applications should be sent no later than March 1, June 1, September 1, and December 1 to be sure they are received in plenty of time for the Advisory Board to study them and decide whether or not to approve.

To visit in each congregation whenever and wherever possible.

To encourage the women of her Province or area to raise money to help support the work of the UWD. (In areas such as Tanzania, India, and Nepal, these funds may be used to match grants from the UWD to support projects in their own Provinces.)

A CHART SHOWING HOW THESE POSITIONS WORK TOGETHER AND WITH THE WORLD-WIDE UNITY WILL FOLLOW THIS MANUAL IN A SEPARATE DOCUMENT.

**VI. Policies Regarding Scholarships, Projects and Loans**

Disbursements from the UWD are usually made in the form of **Scholarships, Project Grants and Micro-Loans.** In order to be considered for any of these forms of assistance, the applicant must fill out the appropriate forms (only UWD forms found on the website—www.unitywomensdesk.org) and submit them to the appropriate Provincial Coordinator, who will in turn submit the forms to the Sub-Desk Coordinator. All forms must go through a PC, a SDC, and to the Coordinator of the UWD who will present them at the next quarterly meeting of the Advisory Board.

 While letters from the applicants are appreciated, the applications will not be considered unless they are sent on the appropriate forms and are submitted in English as well as their native language. All members of the Advisory Board speak English but may not be fluent in the twenty-plus languages and dialects of the Unity.

1. **Scholarships**  are grants made to girls and women to pursue an education. As grants, they do not need to be repaid.
2. To obtain a scholarship, a girl or woman must submit an application on the proper form to her local Provincial Coordinator. The Provincial Coordinator (PC) will be responsible for checking all information to be sure it is correctly entered and then send it to the appropriate Sub-Desk Coordinator (SDC).
3. Scholarships will be awarded for primary, secondary, and university studies, as well as for post-graduate work such as a Masters’ of Divinity. Scholarships may also be awarded for technical schools or leadership training.
4. In most cases, the scholarships will be limited to $1,000.00 per student per year. Whenever possible, the UWD will continue to support the student until her graduation as long as she continues to achieve acceptable grades and receives promotions to the next level each year.
5. As of 2017, the yearly limit will be $2,000.00 per Province/Mission Province/Mission Area (P/MP/MA). In the event that only one person applies or qualifies for a scholarship in a given area, the per person limit may be raised to the limit for the P/MP/MA ($2,000.00).
6. As the financial resources of the UWD grow, we hope to be able to raise the limit for the P/MP/MAs.
7. In order to obtain continuing support, the student must submit reports on her progress at least one time each year, must submit verification that fees have been paid and are current, and that she has been promoted to the next level of education.
8. When scholarships are approved, the Coordinator shall notify the Partnering Province, the Sub-Desk Coordinator and the Provincial Coordinator. The SDC shall notify the presidents of her Region that the scholarships have been granted.
9. Whenever possible, the scholarship funds shall be sent directly to the school where the applicant is attending. When this is not possible, the funds shall be sent to the UWD fund held by the Province for the women. In no cases will funds be sent directly to the student. Only in cases where there is the possibility of the funds not being transferred to the Provincial Coordinator for payment to the school will funds be sent to the PC.
10. **Projects** are those initiatives envisioned by the local women of a P/MP/MA that will benefit the local community or the community of Moravian women. Since projects do not normally raise money, they do not need to be repaid.
11. Projects could be seminars, health clinics, feeding programs, or women’s conferences (see guidelines below in Consultation section) etc. The purpose of projects is to benefit the women and their community.
12. If the project should produce income, said income must either be returned to the UWD, used to produce similar future events, or given to the local church for its benefit, e.g., building program, mission outreach, etc. In most cases, project grants will be limited to $1,000.00; however, depending on the project, the amount may be greater or lesser. Projects will be limited to two per year per P/MP/MA.
13. Project grants are much more likely to be made to those whose requests contain matching funds at the Provincial level.
14. When project grants are approved, the Coordinator shall notify the Partnering Province, the Sub-Desk Coordinator and the Provincial Coordinator. The SDC shall notify the presidents of her Region that the project grants have been approved.
15. Whenever possible, the project grants shall be sent directly to the women’s organization which is sponsoring the event. When this is not possible, the funds shall be sent to the UWD fund held by the Province for the women. In no cases will funds be sent directly to an individual woman. In cases where there is the possibility of the funds not being transferred to the women’s organization, payment will be arranged through a trusted fiduciary and the PC will be notified of how to obtain the funds for the project.
16. **Micro-loans** are made to women or groups of women to start small businesses.
17. Women are encouraged to start Lending Circles, small groups of 5-7 women interested in starting a total group venture or individual business ventures. Up to $5,000.00 may be loaned in a given P/MP/MA. Loans are usually limited to $2500.00 for a Lending Circle of 5-7 women or $500.00 for an individual woman.
18. Loans are made free of interest for five years. Repayments are expected to begin within one year of the initial lending date. If loans are not repaid within five years, there will be an interest penalty accruing until the loan is repaid.
19. Loans are more likely to be given to women who put some of their own money into the businesses.
20. In the event there are outstanding loans in a P/MP/MA, no further loans will be made within that P/MP/MA until all loans are current. This rule is made to insure that the women are accountable to one another and to ensure that there are funds to make additional loans available for their sisters.
21. When loans are approved, the Coordinator shall notify the Partnering Province, the Sub-Desk Coordinator and the Provincial Coordinator. The SDC shall notify the presidents of the appropriate Region that the loan has been approved and sent.
22. Whenever possible, the loans shall be sent to the UWD fund held by the Province for the women. In no cases will funds be sent directly to an individual woman. In cases where there is the possibility of the funds not being transferred to the appropriate women, payment will be arranged through a trusted fiduciary and the PC will be notified of how to obtain the funds for the approved women.

 While it is advisable for Sub-Desk Coordinators to keep Provincial presidents informed about the submissions for scholarships, loans, and project grants, the final decision is left to the Advisory Board. The SDC, the PC, and the Provincial Boards may add their recommendations and reservations about the applications, but the final decision will be the jurisdiction of the Advisory Board. All applications must be submitted to the Coordinator, along with these recommendations and reservations.

**Schedule for Submitting Applications to the UWD Advisory Board**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarterly Meetings Are Held** | **Date Applications must be received by Provincial Coordinators** | **Date Applications must be** **submitted to the UWD Coordinator** | **Date by which** **funds will be sent** **to appropriate destinations** |
| **January** | **November 1** | **December 1** | **February 15** |
| **April** | **February 1** | **March 1** | **May 15** |
| **July**  | **May 1** | **June 1** | **August 15** |
| **October** | **August 1** | **September 1** | **December 15** |

1. **Consultations and Regional Conferences**

The Unity Women’s Desk grew out of the first Consultation that was held in 1995. It was in that Consultation that we learned what the concerns of the women were and began to understand what would be required to rectify the situations.

 Therefore we will continue to hold Consultations every seven years in coordination with the Unity Synods. In the event that Unity Synods are held more often, we will consider holding the Consultations more often.

 Consultations are costly and time-consuming to plan and hold; however, they are essential to the work of the women of our Unity. Not only do they build trusting relationships between our Advisory Board, the UWD Coordinator, and our Sub-Desk and Provincial Coordinators, but they also build relationships between the P/MP/MAs, which allow them to cooperate and learn from one another.

 Additionally, the Advisory Board can learn of changing situations and new endeavors that need to be made to address the problems that women are facing. Such information is best disclosed in face-to-face gatherings in small groups where the women feel safe in revealing the situations that they face.

 Since UWD funds are limited, we would like to request that Regional Consultations be held in the intervening seven years of our UWD Consultations. The UWD will do its best to support such consultations with funding and with resources as may be available through the UWD. Since the problems experienced by our women vary from Region to Region, it is advisable to find Regional solutions to these problems and keep our sisters in other Regions advised of those initiatives that are being implemented.

 We would submit the following recommendations for conferences for which applications might be made:

For a **conference** to be considered a Regional Consultation, eligible for Project support, it should meet the following guidelines:

1. The conferences must have one or more of our six Focus Areas as the primary focus
2. Participation by a majority of provinces in the region
3. A representative planning committee, which would include at least one UWD Provincial Coordinator and one Sub-Desk Coordinator
4. A first-time conference in a new area would get special consideration.
5. A report and evaluation of the conference would be required.
6. A financial report and content report would be required.