

Journey With Christ
Position Description: Flight Report Editor Committee Chair

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4-10

General Qualifications

- Live the life of a disciple daily through:
 - Prayer
 - Study
 - Service (action)

Flight Report Editor Committee Chair Specific Responsibilities

JWC Board Responsibilities:

- Participate in JWC Board Meetings to include:
 - Provide a report of activities since the last JWC Board Meeting.
 - Recommend changes to JWC Policies or Bylaws to address lessons learned.
- Participate in committee discussions that take place outside of official meetings (generally email discussions).
- Inform Board of committee issues and needs.

JWC Board Responsibilities:

Flight Report Editor Committee Chair Specific Duties:

- Inform JWC Board and upcoming directors of the distribution schedule for the JWC flight report
- Provide Board members with latest Community information on CD or electronic copy.
- Prepare to edit the Flight Report
 - Coordinate with the JWC Registrar to receive the following
 - Updated JWC community email list
 - A list of any new caterpillars from the last JWC weekend
 - Request an article from the current JWC President
 - Request Team Lists from the upcoming directors
 - Verify dates for any important upcoming events
 - JWC Flights
 - Team meetings
 - Board meetings
 - Hoots
 - Request any special information that should be included in the Flight report

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- Open board positions
- Specific community needs
- Distribute the Flight Report
 - Coordinate with the JWC web servant to have the latest copy of the Flight report added to the JWC webpage
 - Distribute an email to the community using the list provided by the Registrar
 - Enter a post on the JWC Facebook page
 - Mail any specific copies of the Flight report to those who do not receive email

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” - Hebrews 10:24-25