



# Memorandum of Understanding

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*September 2011*

## **Preamble**

Ecumenical Women came into existence in 2000 after the United Nations' Beijing +5 conference to more effectively advocate, from a Christian perspective, for women's equal participation in the benefits of society – financially, socially, personally, and politically. Ecumenical Women is composed of representatives of churches and ecumenical organisations that are registered non-governmental organisations with either DPI or ECOSOC status at the UN. All financial assets, records and legal documentation for Ecumenical Women reside with the National Council of Churches, USA – Program for Women's Ministries as established in the agreement set forth in September 2008 (see Appendix A).

## **Primary Task of Ecumenical Women**

In order to do the above more effectively, each member organisation of Ecumenical Women commits to bringing a delegation from around the world to the Commission on the Status of Women at United Nations headquarters in New York. The member organisations are responsible for capacity building development of advocacy strategy, sending delegates out to advocate for Ecumenical Women's goals at the UN and advocating on the national and local levels. In addition, Ecumenical Women seek to work collaborate with UN Women, at other commissions and UN-related meetings for the mission and vision of the full equality of men and women in all segments of society. Those organizations which are ECOSOC accredited are able to sign onto Ecumenical Women's official statements.

## **Member Organizations**

A member organisation is any church or ecumenical organisation who has as part of its mission the full and equal participation of men and women in society, through financial mechanisms, social order, gender roles and political participation; which pays dues to Ecumenical Women; and which has a representative willing to work on the organising committee which meets monthly throughout the year.

## **Participation in regular meetings**

Participation in regular meetings is the responsibility of member organisations. They are expected to send a representative and notify the chair in case of necessary absence.

## **Financial participation**

Member organisations are expected to pay annual dues for the mutual work of Ecumenical Women.

### **Guidelines for inviting delegations to CSW**

1. Each member organisation shall be responsible for inviting members of their organisations to CSW who will advocate for the full and equal participation of women in society at the UN.
2. Each member organisation shall communicate to Ecumenical Women the names, countries, denominations, contact information and special skills, expertise, and experience of each delegate by November prior to each CSW.
3. Each member organisation shall strive for diversity of age, race, and nationality, and expertise related to the priority and review themes, when selecting their delegates.

### **Engagement of delegations**

1. Each member organisation will be explicit about and communicate to Ecumenical Women the extent and level of their delegation's participation in events, activities, and advocacy work organised by Ecumenical Women, such as morning worship, side events, mission visits, oral interventions, etc.
2. Each member organisation will designate one representative to assist in drafting the written statement on the session's theme. Organisations will also disseminate and review the statement with their delegation, and use it as an advocacy tool throughout CSW.
3. Each member organisations will provide adequate orientation and preparation—pre-arrival—on a brief history the UN, CSW, Ecumenical Women, and the organisation's relationship with Ecumenical Women. Further, organisations will brief their delegations on the written statement, advocacy talking points, and any Ecumenical Women schedule.

### **Friends of Ecumenical Women**

A friend of Ecumenical Women are those organisations and individuals who, though not member organisations, identify with the advocacy goals of Ecumenical Women and wish to be associated with Ecumenical Women through their list serves and possible involvement in trainings, Chapel services, communication and other networking possibilities.

### **Duties of leadership**

#### **EW Chairperson(s)**

The chair(s) will call organisational meetings, build an agenda with member organisations' input and facilitate meetings of Ecumenical Women. Meetings will be called monthly (except July), and the chair(s) will facilitate such meetings. The chair(s) will establish working groups as needed and ensure tasks are accomplished in a timely manner. The members will affirm a new chairperson or reaffirm chairperson every two years.

#### **EW Secretary**

The secretary, chosen every year, is responsible for ensuring minutes taken and distributed to members before the next meeting. The secretary will maintain an accurate database of member organisations and of friends of Ecumenical Women.

### **EW Treasurer**

The treasurer, chosen every two years, will work in partnership with the Program Director for Women's Ministries of the National Council of Churches, USA to administer all financial matters as outlined in the September 2008 agreement. All funds collected and/or granted to Ecumenical Women and shall be deposited in the National Council of Churches, Women's Ministry Program budget specified for Ecumenical Women. The treasurer of Ecumenical Women, working with the Program Director for Women's Ministries of the National Council of Churches, will maintain an itemized report of all receipts and expenditures in a permanent file and shall disseminate written reports of receipts and expenditures at regular meetings of the Ecumenical Women organising committee.

### **Working Groups**

Working Group are comprised of representatives of member organisations or are primarily tasked with preparation for EW's involvement in each Commission. WGs will select chair people who will report to members at monthly meetings. WG chairs are selected yearly. The Working Groups are as follows:

*The Working Groups are:*

1. **Advocacy:** partly responsible for Orientation Day(s) content;
2. **Orientation:** responsible for logistics, registration and hospitality;
3. **Worship:** partly responsible for Orientation Day(s) content in addition to morning worship; and
4. **Communications:** individuals with skills and expertise in both traditional and social media.

### **Organisation Representatives**

Each representative from member organisations will participate in every monthly meeting, will be a member of one working group, and will be responsible for timely communication to and from their constituency.