

Article VII – Duties of Elected Officers

Section 1

The President shall:

- a. preside at all conventions of the District and at all meetings of the Board of Directors and the Executive Committee;
- b. be an ex-officio member of all committees except the Nominating Committee;
- c. be responsible for appointing standing committees, appointed officers, special appointed personnel and special committees with the approval of the Executive Committee;
- d. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Recording Secretary subsequently being forwarded to the Treasurer for issuance of checks;
- e. serve as a member of the LWML Board of Directors, attend the LWML Board of Directors meetings and present a report of these meetings to the District Board of Directors;
- f. be responsible for the execution of resolutions passed by the convention body, Board of Directors and Executive Committee;
- g. present a report to each regular meeting of the District Executive Committee and the Board of Directors;
- h. present a report to the District convention;
- i. perform other duties as set forth in the District Leader's Manual.

EXECUTIVE COMMITTEE DUTIES

1. Preside at all regular and special meetings, unless responsibility given to others
2. Prepare agenda, determine meeting place, and mail agenda to all expected attendees
3. Before meeting, confirm all special guests and reports to be given
4. Follow up, and see that action taken at the meetings is being done as directed
5. Write thank you's, or direct recording secretary to do so
6. Review minutes before being sent to Board of Directors. Direct Recording Secretary as to who gets the minutes
7. Attend, or send representative to Synodical District Convention, LLL Conventions, ELCA District Convention, and State Assemblies, and other events
8. Communicate with Board, EC, societies and national organization via email, personal correspondence, Leaguer, and League Link-Up Material

CONVENTION DUTIES

1. Meet with Host Zone to coordinate physical arrangements with program in the fall prior to convention
2. Prepare detailed agenda and keep parliamentarian informed so that she will be equipped to assist you
3. Prepare, coordinate, and implement the Convention Manual
4. Assign duties such as writing speakers, meeting and hosting speakers, and informing speakers of program expectations
5. Obtain corsage for new president, or direct someone to purchase (parliamentarian)

6. Preside at the convention per *Robert's Rule of Order Newly Revised*
7. Write thank yous
8. Have wrap up evaluation with host zone, and prepare recommendations for future conventions
9. Put into action all resolutions passed by the convention delegates

GENERAL

1. Assign counselors to committees, and offers as liaisons to committees/departments
2. Send letter of thanks to retiring officers and committee personnel
3. Have transition meeting with your successor
4. Serve as liaison between national, district, and zone LWML organizations
5. Write Leaguer articles for each issue and gather other material to print\
6. Visit rallies, workshops, and committee meetings at least once during term of office
7. Assign representatives to report to and from zone rallies and workshops
8. Relay national organization news to district and zones
9. Carry on all correspondence
10. New societies:
 1. Contact Counselor as to Synodical standing of congregation
 2. Send application blank and necessary correspondence
 3. When application is returned, complete charter, and present to society
 4. Notify all district officers, and committee chairs; and inform national president (using form in the Leader's Manual).
11. Arrange physical arrangements for Board meetings, and EC meetings
12. Prepare report forms for representatives to Zone rallies, and workshops. Historian and President to receive them from representative
13. Carry out other duties as they arise. Make use of counselors, and past president's.
14. Smile, and enjoy the office!

RESOURCES

The LWML President's Handbook
Leader's Manual
LWML Handbook
District and National LWML Bylaws

Section 2

The Vice President of Christian Life may perform the duties of the office of the President in the absence or at the request of the President, and shall:

- a. be the chairman of the Christian Life Committee;
- b. serve as a resource person for the Retreat Committee;
- c. present a report at each regular meeting of the Board of Directors and Executive Committee;
- d. present a report to the District convention, including department activities;
- e. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Attend all EC and Board of Director meetings
2. Prepare a written report of all Christian Life Department Activities and special duties assigned to you by the president, or Board of Directors for each meeting
3. Work with Christian Life Department, and Christian Life Committee in developing programs and materials to nurture women's spiritual lives
4. Assist in the responsibilities of managing the business of the District
5. Bring recommendations from the Department and committees in the Christian Life department for suggested activities which require EC or Board approval. Notify committee of approval, or action taken.
6. Coordinate the duties and department responsibilities of the Christian Life Department. Keep a complete file. Have transition meeting with successor
7. Send copies of all correspondence to the president
8. Represent district at rallies/workshops as requested by the president. Submit reports and program report to president and Archivist-Historian
9. Carry out any other duties as requested by the president

DEPARTMENT COORDINATOR DUTIES

1. The Vice President of Christian Life shall serve as Chairman of the Department. The Christian Events Coordinator ???? and her staff, and Christian Materials Coordinator and her staff are part of this committee
2. Develop programs and materials to nurture women's spiritual lives
Solicit, edit, and provide for possible publication of resources suitable for individual members, and for use at women's events i.e. retreats. All new materials are to be approved by a District counselor, and President before printing.
3. Provide a display of LWML resources for sale, and for informational purposes only, at conventions and other functions. Include program helps from other sources, such as new products, and other new resources
4. Maintain a library of program materials for loan to societies and zones, and be responsible for their circulation
5. File a file of materials for use for workshops, retreats, rallies, etc.
6. Keep extra copies of the current LWML catalog

The committee will prepare Link Up materials two (2) times a year for distribution to zones/societies.

Section 3

The Vice President of Communication may perform the duties of the office of the President in the absence or at the request of the President, and shall:

- a. be chairman of the Communication Committee;
- b. conduct the official correspondence of the Board of Directors and Executive Committee;
- c. prepare and mail a summary of the meetings of the Board of Directors and the Executive Committee to members of the Board of Directors, Societies, District and Zone Pastoral Counselors and the LWML president;
- d. keep an up-to-date mailing list of District, Zone, and Society officers and Pastoral Counselors, distributing copies as appropriate;
- e. report any changes in District officers, standing committee chairmen and Zone Presidents to the LWML Office;
- f. present a report to each regular meeting of the Board of Directors and Executive Committee;
- g. present a report for the convention, including department activities;
- h. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Attend all EC and Board of Director meetings
2. Prepare a written report of all Communication Department Activities and special duties assigned to you by the president, or Board of Directors for each meeting
3. Work with Communication Committee to publicize and promote the work and program of the LWML
4. Assist in the responsibilities of managing the business of the District
5. Bring recommendations from the Department and committees in the Communication department for suggested activities which require EC or Board approval. Notify committee of approval, or action taken.
6. Coordinate the duties and department responsibilities of the Communication Department. Keep a complete file. Have transition meeting with successor
7. Send copies of all correspondence to the president
8. Represent district at rallies/workshops as requested by the president. Submit reports and program report to president and Archivist-Historian
9. Carry out any other duties as requested by the president

The Media and Marketing Coordinator, and her assistant (s) shall:

1. Produce for use within the organization, publicity and promotional materials of the work and program of the LWML
2. Advise the Executive Committee concerning ways to best market the LWML and through what media
3. Coordinate all publicity at the convention with the host committee PR person, the zone and district PR staff. A press release is made available at the end of convention for general distribution
4. Coordinate all publicity with the Zone Retreat Committee

5. Write news releases for EC, and Board meetings – using the agenda of the president for publication in local newspapers, if appropriate
6. Work with National PR Director in providing special items for the Quarterly. Urge Zones and Societies to respond. Send news to the Quarterly editor regularly
7. Send District happenings to the Nebraska District Office for publication in the Reporter (this is needed months in advance).
8. Remember to publicize: conventions, retreats, seminars, board meetings, presentations of Mite monies to projects/grants, prayer days etc. Any activities of an LWML group or individual member is encouraged

The Editor and her assistant(s) shall:

1. Advise the EC and Board concerning the publication of the district Leaguer
 - a. Have addresses and societies listed
 - b. Prepare the publication
 - c. Together with the EC, and President, secure the printer and special mailing permit
 - d. Have Counselor and President review copy before printing
 - e. Print and mail publication
 - f. Submit cost per copy and cost per quarter to EC
 - g. Receive news items and pictures from zones, societies, individuals
 - h. Receive articles for publication from officers, and departments
 - i. Edit all copy
 - j. Mail publication to all societies, and special persons as indicated by president

General Duties:

Mail copies of publication to: District and National Archivist-Historian for files, Other District Editors, Quarterly Editor in Chief, and Associate Editor, Members of National Board of Directors, LWML Office, Selected District Synodical Officials

Serve as liaison between national editors, zone and local news editors

Keep resource files, Leader's Manual, and other material

Keep file of all correspondence

Attend meetings when asked

Prepare a report for meetings and convention

Receive updated society officer sheets, update, and make corrections

Keep official copies of post office reports, Leaguer's, Mailing reports etc.

Keep file of articles and artwork worth sharing from other districts

Keep current with required postal requirements

Together with President, work on Convention Manual if asked. Manual pictures may be taken at March BOD meeting.

Leaguer Deadlines are May 1, August 1, November 1, and February 1. In years of district convention, this is changed to April 15.

Total number of Leaguer's subscriptions are tabulated by you. Print 25 extra for your files, and 75 more for use by societies

Coverage of district convention, retreat and special programs is responsibility of editor. You arrange for a substitute if unable to attend. Photography may be done by the editor. Editor may request news and enlist special help from district board members.

Clear, bright color photos are preferred, black and white can be used. Digital is preferred.

Editor must be able to operate computer, email, and be computer proficient. Be familiar with copyright laws, and able to edit, write headlines, cutlines, department titles, etc. Know how to crop, select and take photos, and read material/edit before it's sent to press.

President and Counselor approve copy before printing.

Societies request number of Leaguers annually via information sheets sent to you.

Section 4

The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence or at the request of the President, and shall:

- a. be chairman of the Gospel Outreach Committee;
- b. receive mission grant proposals for the District convention ballot;
- c. present to the Executive Committee for approval, the grant proposals chosen to be on the District ballot;
- d. requisition and disburse mission grant funds and monitor the progress of each adopted mission grant until completion;
- e. present a report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a report to the District convention, including committee activities;
- g. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Attend all EC and Board of Director meetings
2. Prepare a written report of all Gospel Outreach Department Activities and special duties assigned to you by the president, or Board of Directors for each meeting
3. Submit list of proposed grants for the convention ballot to the EC and Board of Directors at the (March) meeting prior to the district convention
4. Work with Gospel Outreach Committee to publicize and promote the mission grant opportunities in the district.
5. Assist in the responsibilities of managing the business of the District
6. Bring recommendations from the Department and committees in the Gospel Outreach department for suggested activities which require EC or Board approval. Notify committee of approval, or action taken.
7. Coordinate the duties and department responsibilities of the Gospel Outreach Department. Keep a complete file. Have transition meeting with successor
8. Send copies of all correspondence to the president
9. Represent district at rallies/workshops as requested by the president. Submit reports and program report to president and Archivist-Historian
10. Carry out any other duties as requested by the president.

DEPARTMENT COORDINATOR DUTIES

1. Make recommendations to the president for appointments to the committee
2. Arrange and preside at department meeting. Plan goals, and program for the biennium
3. Prepare Link-Up material for distribution. March and September Board meetings on salmon colored paper. Prepare Leaguer articles Feb 1, May 1, Aug 1, and Nov 1.
4. Report status of District grants
5. Announce via the District Publication when deadlines are due for mission grants
6. Compile and keep current a list of addresses of ministries in Nebraska that will be written a letter concerning mission grant proposals. Inform of deadlines, notify them of number of copies required.
5. After deadline, meet in Committee and review proposals to determine if meet criteria
6. Send copies of proposals to Nebraska Synodical President for review and approval

7. Present proposed convention ballot for mission grants to Executive Committee and Board of Directors at the spring meeting prior to convention
8. Correspond with all proposals sent to you, concerning whether they are on the ballot – then after convention, notify them if they have been selected. Those on the ballot may NOT exhibit or campaign in any way at the convention.
9. Organize and instruct tellers for mission grant ballot. Zone Presidents can assist in submitting names. Eight (8) tellers are needed. Give the names of the tellers to the President at manual deadline.
10. Prepare mission grant ballot for the convention
Present the proposed grants to the convention body in an interesting and impartial manner. Powerpoint presentations are preferable.
11. Preside at the counting of mission grant ballots, along with a parliamentarian and the tellers.
12. Prepare tally sheets, and instructions for counting ballots
13. Keep women informed as to progress of mission grants selected
14. Send listing of adopted grants to national LWML Vice President for Mission Grants, & President of Synodical District
15. Ballots from the convention go to the Recording Secretary, tally sheets are kept until the following convention in your files
16. Have transition meeting with your successor
17. Attend or send to the national LWML convention to be represented at the Mission Grant presentation , if possible
18. Copy any items of interest about grants and send to the Archivist-Historian.

Section 5

The Vice President of Human Care may perform the duties of the office of the President in the absence or at the request of the President, and shall:

- a. be chairman of the Human Care Committee;
- b. coordinate all aspects of convention in-gatherings;
- c. present a report to each regular meeting of the Board of Directors and Executive Committee;
- d. present a report for the convention, including Committee activities;
- e. perform other duties as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Attend all EC and Board of Director meetings
2. Prepare a written report of all Human Care Department Activities and special duties assigned to you by the president, or Board of Directors for each meeting
3. Coordinate all aspects of Convention ingathering. Present ideas to the EC and Board of Directors at the September meeting, one year prior to the district convention
4. Work with Human Care Committee to publicize and promote the Human Care opportunities in the district.
5. Assist in the responsibilities of managing the business of the District
6. Bring recommendations from the Department and committees in the Human Care department for suggested activities which require EC or Board approval. Notify committee of approval, or action taken.
- 7 Coordinate the duties and department responsibilities of the Human Care Department. Keep a complete file. Have transition meeting with successor
8. Send copies of all correspondence to the president
9. Represent district at rallies/workshops as requested by the president. Submit reports and program report to president and Archivist-Historian
10. Carry out any other duties as requested by the president.

DEPARTMENT DUTIES

Encourage sensitivity toward those hurting and in need

Assist women to mobilize and assist those in need

Find Bible studies, devotions pertaining to Human Care and recommend them to Zone/Societies

Coordinate all aspects of Convention Ingathering. (The who, what, where, and when, and how much, too). Assign Zones their portion of what to bring, etc.

Assist Zone and Society Human Care Chairmen in visioning their responsibilities

Prepare Link-Up material two (2) times a year for Zones and Societies

Prepare Leaguer articles

Notify Communication Chairman of any items for other publications

Section 6

The Vice President of Servant Resources may perform the duties of the office of the President in the absence or at the request of the President, and shall:

- a. in the event of an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors;
- b. be chairman of the Servant Resources Committee;
- c. present a report to each regular meeting of the Board of Directors and Executive Committee;
- d. present a report to the District convention, including Committee activities;
- e. perform other duties, as set forth in the District Leader's Manual, and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Attend all EC and Board of Director meetings
2. Prepare a written report of all Servant Resources Department Activities and special duties assigned to you by the president, or Board of Directors for each meeting
3. Work with Servant Resources Committee (s) to publicize and promote the work and program of the LWML
4. Assist in the responsibilities of managing the business of the District
5. Bring recommendations from the Department and committees in the Servant Resources department for suggested activities which require EC or Board approval. Notify committee of approval, or action taken.
6. Coordinate the duties and department responsibilities of the Servant Resources Department. Keep a complete file. Have transition meeting with successor
7. Send copies of all correspondence to the president
8. Represent district at rallies/workshops as requested by the president. Submit reports and program report to president and Archivist-Historian
9. Carry out any other duties as requested by the president

DEPARTMENT COORDINATOR DUTIES

Identify women with special abilities and talents; Make recommendations to the president for appointments to department committees

Arrange and preside at department meetings; serve as ex-officio member and advisor to committees in the department

Provide materials and training to enable each women to increase leadership skills

Together with Structure Committee, keep bylaws of the District LWML current, submit suggestions for change to EC, the President

Maintain file of each Zone's bylaws; review and suggest changes/revisions (en, and how much, too). Assign Zones their portion of what to bring, etc.

Assist Zone and Society Human Care Chairmen in visioning their responsibilities

Prepare Link-Up material two (2) times a year for Zones and Societies

Prepare Leaguer articles

Notify Communication Chairman of any items for other publications

Section 7

The Recording Secretary shall:

- a. record the convention proceedings and meeting minutes of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors with a copy of all minutes of the Board of Directors and Executive Committee meetings;
- c. send minutes of the convention to members of the Board of Directors, the convention delegates and District and Zone Pastoral Counselors;
- d. keep an up-to-date record of motions requiring continuing action to be recorded as standing rules;
- e. receive credentials of delegates prior to the convention;
- f. present a report to each regular meeting of the Board of Directors and Executive Committee;
- g. present a report for the convention;
- h. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Prepare report for meetings-include membership statistics
2. Record proceedings of all meetings. Mail/email minutes to president for corrections prior to printing and mailing
3. Provide society membership and officers list to those designated by the president
4. Represent district at zone rallies/workshops as requested by the president, submit report and program to president and archivist-historian.
5. Co-sign society charters with the president

CONVENTION DUTIES

1. As delegate credentials chairman, you shall:
 - a. send registration material to each society for delegates, board of directors, and special guests. Alternates are guests.
 - b. Receive registration material and process registration
 - c. Secure delegate badges, and process
 - d. Record convention proceedings, review with president, send to individual societies, board of directors. You and the President sign the original official copy of proceedings and place in permanent file
 - e. Prepare report for convention manual including membership stats, and oral report as requested
 - f. Sit on stage with president and parliamentarian

GENERAL DUTIES

List all items to be mentioned by the district rep at zone rallies/workshops and send with the minutes

Keep mailing list for LWML Quarterlies, presidents, Zone presidents up to date, and send corrections to LWML Office.

Keep a packet of material for new societies. Bylaws, minutes, convention manual, etc.

Send packet of material, convention manual in particular, to societies not represented by a delegate at convention. Send with zone president if possible

Together with the president, prepare district mailing (all-society) prior to convention. It should include: presidents call to convention, sample officers ballot with resumes, sample mission grant ballot, resolutions, budget proposal, delegate registration information.

Section 8

The Financial Secretary shall:

- a. be bonded or insured at the expense of the District;
- b. receive all money and deposit it in a bank approved by the Executive Committee;
- c. keep an itemized account of all receipts and send all funds to the Treasurer;
- d. send a monthly report of receipts to the President;
- e. submit books for financial review prior to the District Convention or upon request of the Executive Committee;
- f. serve on the Special Gift Fund Committee;
- g. present a financial report to each regular meeting of the Board of Directors and Executive Committee;
- h. present a financial report for the convention;
- i. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Keep itemized accounts of all receipts by society, zone and miscellaneous
2. Supply report of itemized accounts to district publication and convention manual
3. Close accounts and prepare books for financial review
4. Assist in the managing of the business of the district. Exercise voice and vote on EC and Board
5. Count and report all convention offerings
6. Represent district at zone rallies/workshops at request of the president, submit reports and programs to president, and archivist-historian

GENERAL DUTIES

Carry out other duties requested by the president
Keep Handbook, Leader's Manual, and other resources up to date
Distribute Mite Boxes in a convenient manner
Sign signature card at bank, along with treasurer, and president

**COMMITTEE, THERE IS MORE TO BE ADDED
TO THIS SHEET.....HELP.**

Section 9

The Treasurer shall:

- a. be bonded or insured at the expense of the District;
- b. receive all funds from the Financial Secretary and deposit them in a bank approved by the Executive Committee;
- c. keep an itemized account of all receipts and disbursements;
- d. make all payments authorized by the District convention, Board of Directors or the Executive Committee and approved by the President and Recording Secretary;
- e. remit twenty-five (25) percent of the Mite offerings to LWML each month;
- f. submit books for financial review prior to the District convention or upon request of the Executive Committee;
- g. serve on the Special Gift Fund Committee;
- h. present a financial report to each regular meeting of the Board of Directors and Executive Committee;
- i. present a financial report to the District Convention;
- j. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

EXECUTIVE COMMITTEE DUTIES

1. Assist in the managing of the business of the district. Exercise voice and vote at EC and BOD
2. Disburse all funds by check per voucher signed by the president, and keep an account of all disbursements.
3. Report all disbursements, at EC, BOD, and convention, and through the district publications
4. Report all interest accrued in quarter
5. Close accounts and prepare books for audit after March 31, in convention years
6. Together with VP for Gospel Outreach, prepare the mission grant budget proposal to EC, BOARD and Convention, prior to district convention
7. Count and report all convention offerings, along with Financial Secretary.
8. Represent district at zone rallies/workshops as requested by the president. Submit reports and program to president and archivist/historian.

GENERAL DUTIES

1. Carry out any other duties requested by the president
2. Keep Handbook, and Leader's Manual current
3. Sign signature card from financial institution
4. Keep complete vouchers – date of check, number of check, to whom, and purpose. Keep all vouchers on file.
5. BE SURE to send 25% of all mite box contributions to the LWML monthly. Use the remittance voucher for national LWML.
6. Process expense sheets for Board members at BOD meetings, and EC meetings. District Counselor lunches are paid that day by the Treasurer. Mileage is current rate paid by the national LWML

7. Make payment of district mission grants as funds become available, by agreement of the treasurer and president. The president or VP/Gospel Outreach will write the letter, or present check personally. Send along with voucher.
8. Summarize potential convention expenses, and present to president and EC, Board.
9. The president is authorized to make necessary payments in case of a vacancy in the office of treasurer.

Article VIII – Nominations

Section 1

- a. A Nominating Committee of five (5) members shall be elected by ballot at each District convention from a slate of candidates, one from each Zone. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
- b. The candidate receiving the highest number of votes shall be the chairman.
- c. The candidate receiving the next highest number of votes shall fill a vacancy on the committee.
- d. The committee may attend the Board of Directors' meetings at the request of the President.

Section 2

The Nominating Committee shall:

- a. submit the names of at least two (2) candidates, if possible, for each elective office to be filled;
- b. select candidates who have been active LWML members for at least two (2) years and have served as officers of their societies;
- c. select candidates for President who have served as a Zone president or as an elected member of the District Executive Committee;
- d. submit candidates for Pastoral Counselor (see Article XI);
- e. submit candidates for the Nominating Committee;
- f. obtain written consent of all nominees to serve if elected;
- g. submit resumes of nominees to be sent to all Societies and delegates prior to convention;
- h. submit resumes of nominees to be published in the convention manual;
- i. prepare printed ballots with the names listed for each position in alphabetical order.

Section 3

- a. Suggestions for nominations for elective office may be made by member Societies or individual members. Completed nomination and consent forms shall be submitted to the Nominating Committee.
- b. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured that she meets the stipulated qualifications for office and that a written biographical sketch is provided.

Section 4

The Nominating Committee shall present to the President names of qualified persons for appointed positions.

EXECUTIVE COMMITTEE DUTIES

Be an advisory member of the Board of Directors

Present a slate of candidates to the Board of Directors

Select two names for Counselor, from the four chosen by the Board.

GENERAL DUTIES

1. Chair the counting committee for officer balloting
2. Print the ballots, candidates in alphabetical order. Work with the parliamentarian in preparing these.
- 3 Prepare sample ballot and officer resume to be included in the district mailing, prior to the convention
4. Keep up to date files of names and possible nominees, together with the president and other board members
5. Write letters of thanks to candidates not elected to office after the convention
6. Keep file of all correspondence
7. Keep Handbook, Leader's Manual, and other files current and up to date

CHAIRMAN:

1. Reserve a centrally located place for meeting, to be held at least 6 weeks before the spring board meeting in the convention year. Preferably January/February or earlier. It may be a church or a home.
2. Notify each of the nominating committee members as to date, place, time, lunch arrangements, and the necessity to be there.
3. Urge each committee member to have found and secured consent, resume, and signature of at least two women's names prior for the ballot. Also need one name for nominating committee from each zone. Look for persons with board experience.
4. Prepare opening devotion for the meeting, or ask the counselor. Be prepared with extra paper in case of voting
5. Let committee suggest names for openings, choose as a group. You may suggest names, also. Try to represent all zones on the ballot if at all possible.
6. Have duty sheets, or guidelines such as these so you can discuss responsibilities
7. If more than two names are available for the ballot...go to a ballot and choose two names.
8. Write letters and inform those chosen that they are on the ballot. Also those not placed, too. The Board of Directors will accept this slate as the official ballot, this committee does not do that.
9. Counselor names: Very Important!! You send the four names chosen by the BOARD to the District President - if all are approved by him, you then choose two for the ballot. **YOU MUST HAVE APPROVAL BY THE DISTRICT PRESIDENT.**
10. Send copy of the slate/ballot to the president, and present at the Board meeting.

CONVENTION DUTIES

Prepare biographies of nominees, including pastoral counselors, for the all society mailing, the manual, and Leaguer.

Make up tally sheets for counting. Also make up reporting sheets (ask the parliamentarian). These are signed by all the tellers; one for the president, one for the recording secretary, and one for your records.

Ballots are destroyed at the close of convention by acceptance of a standing convention rule.

Article IX – Special Appointed Personnel

Section 1

The appointed personnel shall be Archivist-Historian, Parliamentarian, Scholarship Chairman, and Special Gifts Chairman. They shall be appointed by the President following the convention with the approval of the Executive Committee and shall:

- a. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- b. be members of the District LWML;
- c. be advisory members of the Board of Directors and Executive Committee;
- d. be responsible to the President;
- e. present a report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a report to the District convention.

Section 2

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical significance to the District;
- b. write a history of the activities of the District for the biennium;
- c. encourage the appointment of an Archivist-Historian in each Zone, and assist them in preserving their history.

Executive Committee Duties

1. Attend meetings at the call of the president and perform duties as requested
2. Advise district concerning what and how to preserve it's history
3. Participate in interest sessions, or training sessions when asked
4. Prepare written report for meetings and conventions
5. Prepare a historian's display for each district convention
6. Write the history of each biennium of the district
 1. one copy to be maintained in the district files
 2. One copy to district president
 3. One copy to national archivist-historian
7. File
 1. Constitution and Bylaws
 2. Executive Committee Minutes
 3. District Board of Directors minutes with agenda and treasurer's reports
 4. Convention minutes
 5. Convention manual
 6. Convention packet
 7. Retreat/Workshop materials
 8. District Leaguers
 9. Board profiles, and job descriptions
 10. Rosters
 11. Pictures of district events labeled with date, place, names.

8. With permission from president and EC, attend biennial conference on archives and history at Concordia Historical Institute in St. Louis

General Duties

1. Serve as liaison between national LWML, and district, zone and local archivist-historians to share information on the technique of gathering, filing and preserving items of historical significance
2. Maintain a correspondence file.
 - a. Send a copy of all correspondence to the president
 - b. Send a copy of all correspondence to Zone Historians to the Zone President
3. Maintain Leader's Manual, Handbook
4. Get two extra convention packets, one for district files, and one for national archivist-historian
5. Following each biennium, file all papers received from outgoing officers and chairman into the archival files – deposit into the depository of the district (District Office, Seward).
6. General Filing System to include a folder for each Office, and Department
 1. District
 - a. Elected Officers
 - b. Appointed Officers
 - c. Standing Committees
 - d. Special items i.e. books, history chapters, historical information
 2. Zone (four folders for each)
 - a. Rally/workshop reports
 - b. Board/rally/workshop reports
 - c. Annual reports
 - d. Photos/clippings/misc
 3. National
 - a. Books
 - b. Handbook/Leader's Manual
 - c. Convention Manual
 - d. Quarterlies
 - e. Historical Information
 - f. Archivist-Historian convention reports
 - g. Archivist-Historian bulletins, etc
 - h. LWML catalog
7. Keep up-to-date file cards for each file folder
 1. Use only acid free file folders, protectors, boxes, etc.
 2. Lending of material from the folders is not recommended

Article IX – Special Appointed Personnel

Section 1

The appointed personnel shall be Archivist-Historian, Parliamentarian, Scholarship Chairman, and Special Gifts Chairman. They shall be appointed by the President following the convention with the approval of the Executive Committee and shall:

- g. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- h. be members of the District LWML;
- i. be advisory members of the Board of Directors and Executive Committee;
- j. be responsible to the President;
- k. present a report to each regular meeting of the Board of Directors and Executive Committee;
- l. present a report to the District convention.

Section 3

The Parliamentarian shall:

- a. serve as an advisor on parliamentary procedure upon request;
- b. serve as an ex-officio member of the Structure Committee.

Executive Committee Duties

1. Attend meetings at the call of the president
2. Assist EC and Board concerning parliamentary procedure upon request

General Duties

1. Have transitional meeting with successor
2. Keep *Robert's Rule of Order, Newly Revised* in files, plus Handbook and Guidelines, and Leader's Manual
3. File all correspondence
4. Report to meetings and convention
5. Prepare Leaguer columns regarding parliamentary procedure at request of the president

Convention Duties

1. Sit in close proximity to the president during all business sessions
2. Assist president with communications from officers, and page. Give her announcements of emergency nature during convention session
3. Receive detailed agenda/schedule of convention, and assist the president in following the agenda
4. Under president's direction, instruct tellers and assist them in the preparation of distributing, collecting and tabulating of ballots, and reporting the election.

Article IX – Special Appointed Personnel

Section 1

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- m. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- n. be members of the District LWML;
- o. be advisory members of the Board of Directors and Executive Committee;
- p. be responsible to the President;
- q. present a report to each regular meeting of the Board of Directors and Executive Committee;
- r. present a report to the District convention.

Section 4

The Scholarship Chairman shall:

- a. promote the scholarship program;
- b. respond to questions about the scholarship program;
- c. serve as a liaison between the District LWML and the Nebraska District Aid Committee.

Board of Director Duties

1. Have transitional meeting with successor
2. File all correspondence
3. Report to meetings and convention
4. Prepare Leaguer columns regarding scholarships at request of the president
5. Attend meetings of BOD when asked by president
6. Prepare report for each meeting

General Duties

January; Contact Leaguer Editor to send a Leaguer copy to each Scholarship recipient. Mark their name, and any other information pertaining to scholarships. Send this along with letter of congratulations and request for short resume' and picture to be used in convention display. Each student gets a copy.

June of convention year:

Prepare display of the students receiving scholarships in the past biennium

Maintain general files of correspondence, Leaguers, agendas and reports.

Send a copy of all correspondence to president, and maintain one copy in the files

Article IX – Special Appointed Personnel

Section 1

The appointed personnel shall be Archivist-Historian, Parliamentarian, Scholarship Chairman, and Special Gifts Chairman. They shall be appointed by the President following the convention with the approval of the Executive Committee and shall:

- s. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- t. be members of the District LWML;
- u. be advisory members of the Board of Directors and Executive Committee;
- v. be responsible to the President;
- w. present a report to each regular meeting of the Board of Directors and Executive Committee;
- x. present a report to the District convention.

Section 5

The Special Gifts Chairman shall:

- a. chair meetings of the Special Gifts Committee;
- b. make recommendations to the President for special gifts.

Article X – Standing Committees

Section 1

- a. The Standing Committees shall be Christian Life, Communication, Gospel Outreach and Mission Grants, Human Care, and Servant Resources, with a vice president serving as chairman of each committee.
- b. Standing Committee members shall:
 - (1) be appointed by the President with the approval of the Executive Committee;
 - (2) serve as coordinators of continuing programs and activities of the District and correlate to Standing Committees of the LWML;
 - (3) serve as non-voting members of the Board;
 - (4) prepare a written report for regular meetings of the Board;
 - (5) present an oral report to the Board when requested to do so by the President;
 - (6) prepare a written report for the convention manual;
 - (7) serve a term of four (4) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

Section 2

The Christian Life Committee shall include the Vice President of Christian Life as chairman, the Christian Events Coordinator, **(this is something I thought might work for here...and you might want to consider it)** and the Christian Materials Coordinator. The Committee shall provide materials and opportunities that nurture members' spiritual lives.

- a. The **Christian Events Coordinator** shall:
 - (1) work with Zone Presidents to prepare and present devotions at Board meetings;
 - (2) serve as a resource person for Zone and Society Christian Growth chairmen in planning Christian nurturing events;
 - (3) maintain and publicize a list of approved speakers to serve as resource persons for Society and Zone activities.
- b. The Christian Materials Coordinator shall:
 - (1) inform members of a variety of resources suitable for use by individual members and for use at women's activities and events;
 - (2) maintain a table display of materials available from the LWML catalog;
 - (3) maintain the audio/visual library for the District and be responsible for its circulation.

Article X – Standing Committees

Section 1

- c. The Standing Committees shall be Christian Life, Communication, Gospel Outreach and Mission Grants, Human Care, and Servant Resources, with a vice president serving as chairman of each committee.
- d. Standing Committee members shall:
 - (8) be appointed by the President with the approval of the Executive Committee;
 - (9) serve as coordinators of continuing programs and activities of the District and correlate to Standing Committees of the LWML;
 - (10) serve as non-voting members of the Board;
 - (11) prepare a written report for regular meetings of the Board;
 - (12) present an oral report to the Board when requested to do so by the President;
 - (13) prepare a written report for the convention manual;
 - (14) serve a term of four (4) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

Section 3

The Communication Committee shall include the Vice President of Communication as chairman, the Media and Marketing Coordinator and the Editor of THE LEAGUER.

- a. The Media and Marketing Coordinator and her assistant(s) shall:
 - (1) produce, for use within the organization, publicity and promotional materials related to the program and work of the LWML;
 - (2) promote and market LWML products;
 - (3) coordinate the publicity and promotion of District convention and retreat.
- b. The Editor and her assistant(s) shall:
 - (1) be responsible for the content, publication, and mailing of the official District publication;
 - (2) be responsible for any District pictures;
 - (3) supply a current mailing list for the official LWML publication to the LWML office.

Article X – Standing Committees

Section 1

- e. The Standing Committees shall be Christian Life, Communication, Gospel Outreach and Mission Grants, Human Care, and Servant Resources, with a vice president serving as chairman of each committee.
- f. Standing Committee members shall:
 - (15) be appointed by the President with the approval of the Executive Committee;
 - (16) serve as coordinators of continuing programs and activities of the District and correlate to Standing Committees of the LWML;
 - (17) serve as non-voting members of the Board;
 - (18) prepare a written report for regular meetings of the Board;
 - (19) present an oral report to the Board when requested to do so by the President;
 - (20) prepare a written report for the convention manual;
 - (21) serve a term of four (4) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

Section 4

The Gospel Outreach and Mission Grants Committee shall include the Vice President of Gospel Outreach as chairman. The Committee of one (1) or more members, shall:

- a. encourage and equip women to share the Gospel with all people;
- b. provide materials that will help Christians proclaim the Good News;
- c. investigate, evaluate and select proposed mission grants for the District convention ballot;
- d. submit proposed mission grants to the LCMS District President and to the Executive Committee for approval;
- e. prepare the mission grants ballot for the convention and present an impartial presentation prior to vote by delegates.

Article X – Standing Committees

Section 1

- g. The Standing Committees shall be Christian Life, Communication, Gospel Outreach and Mission Grants, Human Care, and Servant Resources, with a vice president serving as chairman of each committee.
- h. Standing Committee members shall:
 - (22) be appointed by the President with the approval of the Executive Committee;
 - (23) serve as coordinators of continuing programs and activities of the District and correlate to Standing Committees of the LWML;
 - (24) serve as non-voting members of the Board;
 - (25) prepare a written report for regular meetings of the Board;
 - (26) present an oral report to the Board when requested to do so by the President;
 - (27) prepare a written report for the convention manual;
 - (28) serve a term of four (4) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

Section 5

The Human Care Committee shall include the Vice President of Human Care as chairman. The committee of one (1) or more members shall:

- a. encourage sensitivity in women for those hurting and in need;
- b. encourage and provide resources to enable hands-on assistance and comfort to others.

Article X – Standing Committees

Section 1

- i. The Standing Committees shall be Christian Life, Communication, Gospel Outreach and Mission Grants, Human Care, and Servant Resources, with a vice president serving as chairman of each committee.
- j. Standing Committee members shall:
 - (29) be appointed by the President with the approval of the Executive Committee;
 - (30) serve as coordinators of continuing programs and activities of the District and correlate to Standing Committees of the LWML;
 - (31) serve as non-voting members of the Board;
 - (32) prepare a written report for regular meetings of the Board;
 - (33) present an oral report to the Board when requested to do so by the President;
 - (34) prepare a written report for the convention manual;
 - (35) serve a term of four (4) years or until their successors are appointed, and shall be eligible for one (1) reappointment.

Section 6

The Servant Resources Committee shall include the Vice President of Servant Resources as chairman, the Leader Development Coordinator, and the Structure Coordinator.

- a. The Leader Development Coordinator and one (1) or more assistants, shall:
 - (1) identify women with special abilities and talents to serve in leadership positions;
 - (2) equip and encourage women by developing ideas, techniques and resources that will enrich and stimulate individuals to serve in leadership positions where God has placed them;
 - (3) educate young women about the mission of LWML and encourage active participation.
- b. The Structure Coordinator and one (1) or more assistants, shall:
 - (1) examine and evaluate the bylaws of the District;
 - (2) submit proposed changes to the Executive Committee and the LWML Structure Committee for approval;
 - (3) submit proposed amendments or revisions to the District convention, and distribute District bylaws to all societies and to the Board of Directors;
 - (4) submit the required number of copies of adopted bylaws to the LWML Structure Committee for filing;
 - (5) receive and examine Zone and Society bylaws and amendments and approve those not in conflict with the bylaws of the District and LWML;
 - (6) be responsible for keeping the District Leader's Manual current.

Article XI – Pastoral Counselors

Section 1

The Pastoral Counselors shall be two (2) pastors of the LCMS who are serving within the LWML District, and preferably have served as Zone Pastoral Counselors. They shall serve a term of four (4) years and be ineligible for re-election. One (1) counselor shall be elected at each convention, with the previously elected pastor being the Senior Counselor.

Section 2

The Nominating Committee shall:

- a. obtain nominations for Pastoral Counselors by June 30 in the odd-numbered years;
- b. submit names of these nominees to the LCMS District President for approval;
- c. obtain written consent and a biography from each nominee approved by the LCMS District President;
- d. submit names of approved nominees to the Board of Directors, who select two (2) by plurality vote.

Section 3

Pastoral Counselors shall:

- a. serve the LWML District in an advisory capacity;
- b. attend the District convention, meetings of the Board of Directors and Executive Committee as non-voting members;
- c. serve as spiritual leaders to the officers and members of the LWML within the District;
- d. prepare devotions and worship services as requested;
- e. serve as doctrinal advisers to committees as assigned by the President;
- f. provide training and support for the Zone Pastoral Counselors.

Section 4

The counselor serving in the first or second year of his term shall attend the LWML convention, with necessary expenses paid by the District.

Section 5

In the event of a vacancy, the Executive Committee, with the approval of the LCMS District President shall appoint a counselor to fill the remaining term.

Article XV – Official Publication

Section 1

The official publication of the District shall be edited and produced by the Editor and staff. The name of the official district publication shall be called *THE LEAGUER* and be published quarterly. The official publication shall be made available to all members of the District. Courtesy copies may be provided at the discretion of the Communication Department with approval of the Executive Committee.

Section 2

The purpose of *THE LEAGUER* shall be:

- a. to promote the object of LWML;
- b. to provide information about the programs and activities of LWML, District officers and committees, Zones and Societies.

Section 3

The Editor and publication staff shall have editorial privileges.

Section 4

The subscription rate shall be determined by the Executive Committee.

Section 5

Societies shall order the desired number of copies of *THE LEAGUER* at the same time and in the same manner as the LWML publication is ordered. Individual subscriptions shall be ordered directly by contacting the Editor. All funds for subscriptions to the LWML and/or District official publications shall be remitted to the Financial Secretary.

