



MARK YOUR REPORTS

FOR NORTH WISCONSIN DISTRICT LWML EXECUTIVE BOARD MEETINGS

We will continue to mark written reports for the Executive Board meetings numerically. Each office is assigned a number. **Please put the number in the upper right hand corner, so it is easier to see.**

If you have more than one (1) handout per meeting, please use the following system:

| | | |
|----------|----------------------------|-----|
| Example: | Financial Secretary Report | 1 |
| | Extra handout | 1 a |
| | Additional handout | 1 b |

OFFICER REPORT NUMBERS

1. Financial Secretary
2. Treasurer
3. Mission Grants Director
4. Recording Secretary
5. Corresponding Secretary
6. Second Vice President
7. First Vice President
 - a. Gifts and Bequests
8. President
9. Meeting Manager
10. Senior Counselor
11. Junior Counselor
12. Christian Life
13. Heart to Heart Coordinator
14. Human Care
15. Leader Development
16. Structure
17. Young Women Representative
Coordinator
18. Archivist/Historian
19. *Mission Tidings* Editor
 - a. *Mission Tidings* Circulation Manager
20. Parliamentarian
21. Public Relation
22. Website Administrator
23. Convention Site Committee
24. District Convention Committee
25. Nominating Committee
26. LWML Convention

KEEP FOR YOUR FILES