

# North Wisconsin District Leader Helps

Leader Helps explains the detailed information needed to implement the North Wisconsin District Bylaws

## I. TITLE

North Wisconsin District, Lutheran Women's Missionary League Leader Helps

### DETAILED STATEMENT

The Bylaws of the Lutheran Women's Missionary League, North Wisconsin District include those Articles listed in the Table of Contents.

## II. NAME

*(Bylaws, Article I, page B/2)*

The name of this North Wisconsin District (hereinafter referred to: as District LWML), affiliated with the national Lutheran Women's Missionary League (hereinafter referred to as LWML), an auxiliary of the Lutheran Church-Missouri Synod (hereinafter referred to as LCMS).

### DETAILED STATEMENT

- A. The 18 Zones of the North Wisconsin District LWML are in Upper Michigan and North Wisconsin.
- B. A map identifying the Zones is included in the Leader Helps.

## III. OBJECT

*(Bylaws, Article II, page B/2)*

The District LWML shall motivate and assist societies and zones in achieving its object by:

- A. Promoting:
  1. Bible study, worship and prayer, which are the primary requisites for mission endeavors;
  2. use of *Mission Tidings*, and the *Lutheran Woman's Quarterly*;
  3. use of programs, drama, Bible studies, devotions, media, and other resource materials, (Available from the LWML catalog or website [www.LWML.org](http://www.LWML.org); District Christian Life Chairman; District Leader Development Chairman; District Human Care Chairman; or District Corresponding Secretary);
  4. saving of stamps (especially commemorative and special ones) for "Stamps for Mission;"
  5. personal witness to family, friends, neighbors, co-workers, and strangers alike.
- B. By encouraging:
  1. the gathering of mites for support of mission grants;
  2. additional voluntary offerings for support of the work program of the District LWML;
  3. use of devotions, mite box dedications, and prayers.
- C. By furthering:
  1. an awareness of the Gifts and Bequests Fund with donations of monetary gifts as memorials, thank offerings, acknowledging special occasions, showing appreciation, or other remembrances;
  2. use of gifts and Bequests Fund for additional mission outreach over and above the grants adopted at convention.

## IV. STRUCTURE

*(Bylaws, Article III, page B/2)*

**V. MEMBERS**

*(Bylaws, Article IV, page B/2)*

- A. Individual members:
  - 1. may attend Zone, District, and LWML meetings and have the right to vote at Zone LWML meetings, but not at District or LWML conventions except when serving as an elected delegate or Zone or District officer who has a vote;
  - 2. may obtain an individual subscription to the *Lutheran Woman's Quarterly* directly from the LWML office at own expense;
  - 3. may obtain an individual subscription to the *Mission Tidings* from the circulation manager at own expense;
  - 4. may remit mite offerings and other voluntary offerings directly to the District Financial Secretary.
- B. Date of acknowledgment letter from the District President is the official date of affiliation of either the individual or the society.
- C. Society and individual requests to disband shall be presented to the Corresponding Secretary in written form. The date of acknowledgment letter from the District President is the official date of being disbanded. LWML and District publications shall no longer be mailed to disbanded societies.

**VI. ORGANIZATION**

*(Bylaws, Article V, page B/3)*

- A. When a LCMS District circuit line changes, the zones involved shall determine by a simple majority vote whether to request a variation in boundaries.
- B. The Federal Tax Exemption Number is to exempt the District from paying income taxes.
- C. Wisconsin sales tax exemption number does not apply to purchases made outside of Wisconsin.

**VII. CONVENTIONS AND REPRESENTATION**

*(Bylaws, Article VI, page B/3)*

- A. Procedures for hosting a District LWML Convention are detailed in a separate section.
- B. Convention responsibilities of District LWML personnel are detailed in this manual under the individual office held.
- C. The site of the convention need not be within the host zone(s).
- D. For a District LWML convention, notify the Corresponding Secretary as soon as possible when an alternate will be replacing the delegate.
- E. For a LWML convention, notify the District President as soon as possible when an alternate will be replacing the delegate.

**VIII. OFFICERS AND ELECTIONS**

*(Bylaws, Article VII, page B/4)*

- A. A majority vote is more than half of the legal votes cast.
  - 1. All official records belong to the office, not the individual, and should be accurate, complete, and orderly for transfer to the succeeding officer;
  - 2. Outgoing officers shall review the materials with their successors;
  - 3. Pass on to their successor a list of items which require immediate or near future attention.

**IX. DUTIES OF ELECTED OFFICERS**

**PRESIDENT (VOTING)**

*(Bylaws, Article VIII, Section 1, page B/5)*

- A. Become thoroughly familiar with the LWML and District LWML Bylaws and Leader Helps.
  - 1. The President needs to know how the other personnel are to function;
  - 2. Not all items pertaining to the President are listed under her duties.

- B. Become immediately aware of the plans and work that need early consideration. A list of these items should have been received from the previous President.
- C. Preside at conventions.
  - 1. Prepare the official call for publication in the *Mission Tidings*;
  - 2. Decide on a one (1) or two (2) day convention;
  - 3. Prepare the convention agenda;
  - 4. Confirm the date and site;
  - 5. Arrange for convention speakers;
  - 6. In cooperation with the General Convention Chairmen, prepare the special guest list;
  - 7. Instruct the host Zone President(s) to obtain General Convention Committee personnel;
  - 8. Attend all General Convention Committee meetings;
  - 9. Instruct the Corresponding secretary to send a letter of invitation/notification to all societies and District pastors in January of a convention year;
  - 10. Send a letter of invitation with map, registration and housing information, and convention brochure to special guests (speakers, LWML representative, other auxiliary presidents, candidates, District LCMS personnel) in January, or instruct the Corresponding Secretary to do so;
  - 11. Instruct the Corresponding Secretary to send an informational letter in March to:
    - a. All societies which includes delegate registration and housing information. For district conventions housing is the individual's responsibility;
    - b. Board members including registration and housing forms, if they were not distributed at the January/February board meeting.
  - 12. Arrange to have a certificate of membership presented to each newly affiliated society. Notify the societies so a representative may be at convention to receive the certificate;
  - 13. Send a letter of congratulations to the Young Women Representatives;
  - 14. Submit to the convention manual editor a letter of greeting, a president's report, copy ready when possible, by March 31, in even numbered years, to be included in the convention manual;
  - 15. Approve convention manual contents;
  - 16. Approve and/or appoint a local pastoral advisor, in consultation with the General Convention Chair(s), and with the approval of the senior District LWML Counselor;
  - 17. Select devotional leaders in consultation with the senior District LWML Counselor;
  - 18. Initiate action for convention jewelry, with board approval, at the September board meeting in the odd-numbered year.
- D. Be a voting member of the Executive Committee and the Executive Board.
  - 1. Attend all meetings of the Executive Committee and Executive Board;
  - 2. When requested, report to the Executive Committee on activities;
  - 3. Report to the Executive Board.
- E. Preside at meetings of the Executive Board and Executive Committee.
  - 1. Set date and site for Executive Board and Executive Committee Meetings;
  - 2. Schedule three (3) regular board meetings, preferable in January/February, May, and September;
  - 3. A pre-convention board meeting may be held in the convention city;
  - 4. Special meetings may be called as required;
  - 5. Prepare official calls and agendas for meetings;
  - 6. Send board meeting notices at least five weeks prior to the meeting date;
  - 7. Assign board meeting devotions to the Pastoral Counselors;
  - 8. Contact board members for inspiration spots and prayers;

9. Request to receive rally dates from Zone Presidents at least two (2) weeks in advance of the January/February and September board meetings:
    - a. Notify the LCMS District office of rally dates,
    - b. Prepare a President's message for presentation at rallies,
    - c. Attend at least one (1) rally in each zone during the biennium,
    - d. Assign a representative from the Executive Committee to give message at rallies not attended by District President.
  10. Obtain prior approval of the Executive Committee for those wishing to address them and/or the board.
- F. Be responsible for appointments.
1. Appoint a Corresponding Secretary, Meeting Manager, Christian Life Chairman, and *Mission Tidings* staff immediately following convention; (Have appointees in mind upon acceptance of nomination.)
  2. Appoint Structure, Leader Development, Human Care Committee Chairmen, Assistant Christian Life Chairman, Heart to Heart Chairman, YWR Chairman as soon as possible following convention for smooth transition;
  3. Appoint/reappoint the Archivist-Historian, Parliamentarian and Public Relations Director (These positions have no term limits);
  4. Appoint at least one additional member each to the Structure, Leader Development, Human Care, Heart to Heart, Young Women Representatives, Committees;
  5. Appoint one (1) member to the Convention Arrangements Committee;
  6. Appoint three (3) members to the Gifts and Bequests Fund Committee; (District 1<sup>st</sup> Vice President is chairman);
  7. Have the above appointments approved at the September Executive Committee meeting following a convention;
  8. Appoint one (1) Executive Committee member and two (2) Executive Board members to the Convention Site Committee by January/February board, meeting of the odd-numbered year;
  9. Appoint two (2) members to the Financial Review Committee by Sept. board meeting of the odd-numbered year. Current board members are not eligible;
  10. Appoint three (3) board members to the Minutes Review Committee by January/February board meeting of the even-numbered year (The Recording Secretary is chairman);
  11. Appoint one (1) board member as Grants Tellers Committee Chairman and one (1) board member as Officers Tellers Committee Chairman by January/February board meeting of the even-numbered year. Distribute committee files at the May board meeting;
  12. Appoint one of the Pastoral Counselors as advisor to each committee as designated in the bylaws;
  13. Appoint a crisis management team for district event/meeting;
  14. Appoint other committees as deemed necessary.
- G. Arrange for election of Executive Board Special Committees.
1. Nominating Committee three (3) members elected in January/February of the odd-numbered year;
  2. Mission Grants Committee - three (3) members elected in January/February of the odd-numbered year;
  3. YWR Nominating Committee - three (3) members elected in September of the even numbered year;
  4. See individual committees for qualifications.
- H. Be an ex-officio member of all committees except the Nominating Committee.

1. Should be informed of all meetings and invited to attend;
  2. Should receive reports from committee chairman or vice presidents on committee activities;
  3. Should receive copies of all important correspondence of committees.
- I. Receive and sign vouchers for expenditures.
1. Maintain a list of signed vouchers;
  2. Receive a monthly listing of checks written by the Treasurer;
  3. Receive a monthly statement of expenditures from the Treasurer;
  4. Receive a monthly statement of receipts from the Financial Secretary;
  5. Receive requisitions for mission grants from the Mission Grants Director and forward authorization to the Treasurer for payment;
  6. The District President may authorize the District 1st Vice President to sign vouchers at Executive Board meetings.
- J. Obtain an organization credit card for District LWML use (especially useful for traveling and housing for LWML conventions).
- K. Carry out *Mission Tidings* responsibilities.
1. Write a message for each issue of the *Mission Tidings*;
  2. Proofread the *Mission Tidings*;
  3. See policy regarding new societies;
  4. Report all changes of District LWML officers to the editor.
- L. Write a letter of welcome to each new society or individual member, or a letter of regret to each society wishing to disband.
1. The letter should be mailed within 10 days of receipt of the application for membership or request to disband;
  2. The date of the letter is the official date of affiliation or being disbanded for that society;
  3. A copy of the letter should be given to the Corresponding Secretary and Financial Secretary for their files;
  4. Be aware of deadlines for delegates to conventions when a society requests to affiliate or disband.
- M. Secure assistance as needed.
1. May request either the District 1<sup>st</sup> or 2<sup>nd</sup> Vice President to perform duties when needed or desired;
  2. Secure secretarial help and other assistance as the duties of the office may require;
  3. Purchase or print personal return address labels at District LWML expense.
- N. Serve as official representative for the District LWML.
1. Upon request, present a report to the LCMS District convention;
  2. Represent the District LWML at meetings of other organizations as requested and deemed appropriate.
- O. Sign contracts, legal documents, and other official papers for the District LWML.
1. Receive copies of documents signed by other District LWML personnel;
  2. Maintain copies for the files.
- P. Maintain files of all information, actions, and correspondence.
1. Keep files of important records, letters, and mailings pertaining to previous District and LWML conventions;
  2. Keep files of important District LWML and LWML materials from the previous District President's term;
  3. Tax exempt number for Wisconsin sales tax is ES9111. Document is maintained in the District President's files;

4. Keep a record of all expenditures, with receipts, and submit expense vouchers;
  5. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  6. Prepare workable file for successor;
  7. Send archival material to Archivist-Historian;
  8. Pass on to successor, within 30 days following convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.
- Q. Represent the District LWML on the LWML Board of Directors.
1. Attend all LWML Board of Directors meetings;
    - a. These annual board meeting expenses are covered by LWML;
    - b. Instructions for attending LWML Board meetings will be forwarded by LWML Meeting Manager;
    - c. Pre-LWML convention board meeting expenses covered; travel, meals and housing attributable to the Board meeting;
    - d. All other expenses connected with attendance at the convention are assumed by the District LWML.
  2. Carry out responsibilities for LWML convention;
    - a. Attend the convention,
    - b. Appoint a delegate to serve as news representative when the District Public Relations Director is not able to attend,
    - c. Appoint one of the District Pastoral Counselors to attend (preferably the junior counselor),
    - d. Make selections of two (2) YWR in January/February of the odd-numbered year,
    - e. Obtain approval of the Executive Board to assume convention expenses for the delegates, Pastoral Counselor, two (2) YWR's, and District President (See exceptions for president's expenses above),
    - f. Notify the editor to request banner designs in the April *Missions Tidings* of the even-numbered year,
    - g. Contact District Meeting Manager to be sure arrangements are being made for badges,
    - h. Appoint other committees or persons as needed.
  3. Report changes of District LWML officers to the LWML Recording Secretary, at her request.
- R. Maintain files of all information, actions, and correspondence.
1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls, and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;
  4. Send archival material to Archivist-Historian;
  5. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**FIRST VICE PRESIDENT (VOTING)**

*(Bylaws, Article VIII, Section 2, page B/5)*

- A. Requests to perform Presidential duties will be divided between the 1st and 2nd Vice President.
  1. The exception is the 1st Vice President fills a presidential vacancy;
  2. Availability and location will be considered when requests are made.
- B. Sign the checking account signature cards from the financial institution of the Financial Secretary and Treasurer.

- C. Be a voting member of the Executive Committee and the Executive Board.
  - 1. Attend all meetings of the Executive Committee and Executive Board;
  - 2. When requested, report to the Executive Committee on activities of assigned committees and of committees for which she is liaison;
  - 3. Request the Chairman send copies of pertinent correspondence and information of Leader Development Committee activities prior to Executive Committee meetings;
  - 4. Report to the Executive Board;
  - 5. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- D. Submit a convention manual report, by March 31, of the even numbered year, to the Convention Manual Editor. If possible, the report should be copy ready.
- E. Submit to the convention manual editor a list of District Mission Church Grants paid during the biennium.
- F. Conduct the business of assigned committees.
  - 1. Serve as a member of the Structure Committee;
    - a. With the committee review the bylaws and leader helps each biennium,
    - b. Request bylaws and leader helps changes and/or additions from the Executive Committee.
  - 2. Serve as Chairman of the Gifts and Bequests Fund Committee;
    - a. Call a meeting of the committee at least once a year,
    - b. Business may be conducted by telephone,
    - c. Bequest funds and non-designated interest must be allocated by the end of a biennium to maintain nonprofit status with the IRS,
    - d. Report to the Executive Committee and Executive Board of committee activities,
  - 3. Serve on Crisis management. (reference –Policy page D8)
- G. Order a past president's pin to present to the retiring president at the convention at the close of her term of office. The pin should be ordered in January of the even numbered year.
- H. Act as a liaison between the North Wisconsin District LCMS office and the Executive Board for determining eligibility for payment of District Mission Church Grants. Contact the North Wisconsin District office biennially for status of new congregations.
- I. Be available to the Nominating Committee.
  - 1. Answer questions and concerns;
  - 2. Insure the committee is functioning on schedule.
- J. Keep the District President informed of her activities and of committees which report to her.
- K. Maintain convention committee activity and information files.
  - 1. Make copies of guidelines and distribute at the first General Convention Planning Committee meeting. Retain originals;
  - 2. Maintain an inventory list of convention properties available for use at District LWML conventions;
    - a. Take inventory list of properties items to convention planning meetings,
    - b. Provide convention committee chairmen with a copy of the list.
  - 3. See that updated materials are returned to each file after the convention.
- L. Maintain files of all information, actions, and correspondence.
  - 1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  - 2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  - 3. Prepare workable file for successor;

4. Send archival material to Archivist-Historian;
5. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**SECOND VICE PRESIDENT (VOTING)**

*(Bylaws, Article VIII, Section 3, page B/5)*

- A. Requests to perform Presidential duties will be divided between the 1st and 2nd Vice President.
  1. The exception is the 1st Vice President fills a presidential vacancy;
  2. Availability and location will be considered when requests are made.
- B. Be a voting member of the Executive Committee and Executive Board.
  1. Attend all meetings of the Executive Committee and Executive Board;
  2. When requested, report to the Executive Committee on activities of assigned committees and of committees for which she is liaison;
  3. Request the Chairmen send copies of pertinent correspondence and information of Christian Life, Human Care Committee's activities prior to Executive Committee meetings;
  4. Report to the Executive Board;
  5. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- C. Submit a copy ready report, by March 31, of the even numbered year, to the Convention Manual Editor.
- D. Serve as member of the national LWML Convention Arrangements Committee.
- E. Keep the District President informed of her activities and of committees which report to her.
- F. Serve as director of annual fall retreat.
  1. Select a retreat committee;
    - a. The committee consists of:
      - i Second Vice President and newly elected Second Vice-President,
      - ii Pastoral Counselor,
      - iii Bible Study/Topic Leader,
      - iv Registration Chairman,
      - v Publicity Chairman,
      - vi Recreation Leader,
      - vii Music Coordinator,
      - viii Hospitality and snacks coordinator.
  2. Contact Camp Luther personnel well in advance relative to dates, rates, accommodations, requested deposit, and any other arrangements which might be necessary;
  3. In consultation with the Pastoral Counselor, choose a Bible Study Leader nine months in advance so publicity can be prepared in ample time;
    - a. The Bible Study Leader may be one of the Pastoral Counselors or any other qualified pastor/person,
    - b. Send a letter to the Bible Study Leader with explanation of duties and expenses covered,
      - i A cabin is provided for two days lodging during the retreat,
      - ii Mileage shall be paid at a rate of commensurate with IRS guidelines,
      - iii The cost of copies of the topic shall be paid, when requested,
      - iv A gratuity of \$100.00 shall be given to the Bible Study Leader.
  4. Before the January/February board meeting;
    - a. Send a listing of retreat committee members to the District President;



- b. Send name of bible study leader and registration fee for board approval for the fall retreat,
  - c. Each chairman may select additional members as need dictates,
  - d. Committee members pay their own expenses in attending the retreat,
  - e. Each committee chairman should keep a record of the activities and expenses of her committee. Send a copy to the retreat director for her files and for reimbursement
5. The retreat theme shall be based on the topic;
  6. Retreat publicity, with registration form, shall be published in the *Mission Tidings*;
    - a. The Fall Retreat publicity and registration form are to be submitted to the editor by March 1 for publication in the April issue,
    - b. A Fall Retreat reminder is to be submitted to the editor by June 1 for publication in the July issue,
    - c. A retreat report should be published in the *Mission Tidings* following the retreat,
    - d. Summaries of retreats and attendance reports are required to be printed in the convention manual.
  7. Deadline for reservation, with full payment, should be no later than two (2) weeks before retreat;
  8. Order folder/packets two (2) months before retreat;
  9. Contact Camp Luther staff about two (2) weeks in advance with an estimate of registrations. One (1) week in advance send final number of registrations and meal reservations;
  10. Have pictures taken to be put into retreat scrapbook and for publicity;
  11. Prepare an itemized list of committee's financial transactions for permanent record;
    - a. Send a copy to the District Financial Secretary and District President within 30 days following retreat,
    - b. Keep one in the files.
  12. Voucher all retreat expense;
    - a. Become familiar with Retreat policy,
    - b. The retreat is a self-supporting activity. Registration fees must cover all retreat expenses,
    - c. Send complete itemized retreat financial report and any surplus funds to the District Financial Secretary,
  13. The retiring Second Vice President has responsibility for:
    - a. The Fall Retreat following a District Convention,
    - b. The *Mission Tidings* report of that retreat,
    - c. Preparing a report for her successor for presentation at the January/February Executive Board meeting.
      - i. Maintain files of all information, actions, and correspondence.
      - ii. Keep a record of expenditures, with receipts, and submit expense vouchers;
      - iii. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
      - iv. Prepare workable file for successor;
      - v. Send archival material to Archivist-Historian;
      - vi. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.
      - vii. Pass on to successor within 30 days of fall retreat all files and paperwork pertaining to the retreat.

## **RECORDING SECRETARY (VOTING)**

*(Bylaws, Article VIII, Section 4, page B/6)*

- A. Be a voting member of the Executive Committee and Executive Board.
  - 1. Attend all meetings of the Executive Committee and Executive Board;
  - 2. Report to the Executive Committee on activities;
  - 3. Report to the Executive Board;
  - 4. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- B. Prepare District Convention minutes.
  - 1. Submit minutes to the Minutes Review Committee members and the District President for review;
  - 2. Send copies of the minutes as follows:
    - a. to each member of the Executive Board,
    - b. to each retiring Executive Board member,
    - c. to each of the Special Appointed Personnel,
    - d. to Archivist-Historian,
    - e. to the North Wisconsin LCMS District President,
    - f. to the LWML President,
    - g. for the files.
  - 3. Print additional copies as needed for Societies requesting them.
- C. Have Executive Board and Executive Committee minutes reviewed for accuracy by District President before printing.
- D. Send copies of the Executive Board meeting minutes to distribute as follows:
  - 1. to the District President,
  - 2. to each of the other Executive Board members,
  - 3. to each of the Special Appointed Personnel,
  - 4. to Archivist-Historian,
  - 5. to the North Wisconsin LCMS District President,
  - 6. to the LWML President,
  - 7. for the files.
- E. Send a copy of the Executive Committee meeting minutes only to members of the Executive Committee, Pastoral Counselors, Meeting Manager, Parliamentarian and District Archivist-Historian.
- F. Be familiar with how to record minutes for email voting.
- G. Prepare a convention manual report by March 31, in the even numbered year.
- H. Request Zone Rally Minutes from Zone Secretaries.
  - 1. Use the Zone Rally minutes to prepare a chart with the necessary information to be contained in the convention manual;
  - 2. Contact the Zone Secretary if the information is not complete.
- I. Request, at the January/February even-numbered year board meeting, the Officers' copy ready reports be submitted by March 31 for the convention manual.
- J. Welcome new Societies.
  - 1. Send most recent District Convention minutes and Biennial Report, with a cover letter, to new societies as requested by the Corresponding Secretary;
  - 2. Sign member certificates (provided by the Corresponding Secretary) for societies having affiliation with the District LWML during the biennium.
- K. Maintain files of all information, actions, and correspondence.

1. Keep a record of expenditures, with receipts, and submit expense vouchers;
2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
3. Prepare workable file for successor;
4. Send archival material to Archivist-Historian;
5. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

## **FINANCIAL SECRETARY (VOTING)**

*(Bylaws, Article VIII, Section 5, page B/6)*

- A. Be a voting member of the Executive Committee and Executive Board.
  1. Attend all meetings of the Executive Committee and Executive Board;
  2. Report to the Executive Committee on financial activities and when requested, activities of committees assigned to by the president;
  3. Report to the Executive Board;
  4. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- B. Meet with the District Treasurer at the beginning of the biennium to review account headings to assure they coincide.
- C. Prepare convention Manual reports.
  1. Proof transactions and prepare a fiscal period report;
  2. Provide an affiliated societies list;
  3. Provide a list of gifts and memorials;
  4. Submit the above copy ready reports, by March 31, in the even numbered year, to the Convention Manual Editor.
- D. Prepare a written financial report for each Executive Board meeting.
  1. Include all business conducted since the previous report;
  2. Make sufficient copies for distribution to each Executive Board member, the Pastoral Counselors, the special appointed personnel and keep one (1) for the files. [The Archivist-Historian receives two (2) copies];
  3. Executive Committee members and Pastoral Counselors receive their copies at the Executive Committee meeting;
  4. Send a financial report to the District Treasurer with the last monthly remittance prior to a board meeting.
- E. Send completed rally offering forms to the District Recording Secretary in May of each year.
- F. Bonding is handled by the District Treasurer in accordance with LWML insurance.
- G. Keep all financial records current and recorded per standard accounting procedures.
  1. Open a checking account at a local financial institution under the title: "Lutheran Women's Missionary League, North Wisconsin District." Request 50 checks;
  2. Obtain Executive Committee approval of the financial institution;
  3. Have the District First Vice President sign the bank signature card to allow her to sign checks;
  4. State sales tax exempt number is ES9111;
  5. Have a rubber stamp made, at District LWML expense, for endorsing checks;
  6. Purchase record books, as needed, at District LWML expense;
  7. Open all correspondence as it is received. Checks may be held and posted at her convenience (once a week in busy seasons);

8. Carefully study each remittance blank and check to see that the amounts correspond;
    - a. Be sure the check has a date and a signature,
    - b. Keep all remittance blanks for the biennium until 60 days after District Convention; then destroy them.
  9. Enter each item in the ledger. Post to individual accounts in the society journal. Note: Color code all entries;
  10. Reconcile ledger accounts monthly;
  11. Make deposits as necessary;
  12. Fill out three (3) receipt vouchers explaining all entries in the journal, e.g. money received for pins, memorials, mites, etc. Send one (1) to the District President, one (1) to the District Treasurer, and keep one (1) for the files;
  13. Remit a check with receipt voucher to the District Treasurer at least once a month;
  14. When remitting Gifts and Bequest Fund receipts, Report to the 1st Vice President and District Treasurer, and retain a copy for the file;
  15. Make sure a receipt is received from the Treasurer. Attach this receipt to the receipt voucher bearing the same numbers as the check issued the Treasurer;
  16. Open accounts in the Society journal for new societies, as notified by the Corresponding Secretary;
  17. Delete accounts in the society journal for disbanded societies, as notified by the Corresponding Secretary;
  18. Send "Thank You" notes to those sending special donation to the Gifts and Bequests Fund and/or the general treasury.
- H. Keep on hand the following supplies:
1. Remittance Blanks;
  2. Receipt vouchers;
  3. Postage. Submit on a voucher ahead of time or keep a record of postage expenses and submit on a voucher for reimbursement. (Use and save commemorative stamps for "Stamps for Mission," when at all possible);
- I. Prepare an article for the *Mission Tidings* when requested by the editor.
- J. Submit books for a financial review at the close of the fiscal period.
1. A financial review refers to services rendered by one who is knowledgeable in accounting/bookkeeping, not necessarily a professional accountant or CPA;
  2. Assemble the following for the financial review:
    - a. A copy of each financial report made during the biennium,
    - b. All financial institution monthly statements,
    - c. Receipt vouchers and Treasurer's receipts,
    - d. Ledgers and Society Journals, spreadsheets.
  3. Receive and file an audit report from the financial review committee.
- K. Maintain files of all information, actions, and correspondence.
1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;
  4. Financial records must be maintained for 7 years;
  5. Send archival material to Archivist-Historian;
  6. Pass on to successor, within 60 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

## **TREASURER (VOTING)**

*(Bylaws, Article VIII, Section 6, page B/6)*

- A. Be a voting member of the Executive Committee and Executive Board.
  - 1. Attend all meetings of the Executive Committee and Executive Board;
  - 2. Report to the Executive Committee on financial activities and when requested, activities of assigned committees;
  - 3. Report to the Executive Board;
  - 4. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- B. Meet with the District Financial Secretary at the beginning of the biennium to review account headings to assure they coincide.
- C. Prepare Convention Manual report.
  - 1. Approve transactions and prepare a fiscal period report;
  - 2. Submit the above copy ready report, by March 31, in the even numbered years, to the Convention Manual Editor;
- D. Prepare a written financial report for each Executive Board meeting.
  - 1. Include all business conducted since the previous report;
  - 2. Make sufficient copies for distribution to each Executive Board member, the Pastoral Counselors, the special appointed personnel (1) and the Archivist-Historian (2) and keep one (1) for the files;
  - 3. Executive Committee members and Pastoral Counselors receive their copies at the Executive Committee meeting.
- E. At the appropriate Executive Committee meeting, be prepared to present financial information to assist in determining a proposed mission goal.
- F. Make sure the financial officers and First Vice President are bonded.
  - 1. Following a District Convention, notify current insurance carrier of the names of the three (3) people to be covered by the bond;
  - 2. Upon receipt of a renewal notice from the insurance company, submit a voucher for payment;
  - 3. Bond amounts are determined by the LWML insurance policy.
- G. Keep all financial records current and recorded per standard accounting procedures.
  - 1. Open an interest earning checking account at a local financial institution under the title: "Lutheran Women's Missionary League, North Wisconsin District";
    - a. Checks should be duplicate checks printed with the above name,
    - b. Include "Void after 60 days" on all checks.
  - 2. Obtain Executive Committee approval of the financial institution;
  - 3. Have the District First Vice President sign the financial institution signature card to allow her to sign checks;
  - 4. State sales tax exempt number is ES9111;
  - 5. Have a rubber stamp made, at District LWML expense, for endorsing checks;
  - 6. Purchase record books, as needed, at District LWML expense;
  - 7. Receive all monies from the District Financial Secretary;
    - a. Forward to the Financial Secretary any checks that are received directly from individuals or societies,
    - b. The District Financial Secretary will send a remittance of receipts, with a Receipt Voucher, at least once a month,
    - c. Promptly send the Financial Secretary a receipt to acknowledge monies received - using the same number as is on the Receipt Voucher,

- d. Deposit the check in the Treasurer's checking account,
  - e. Record the various amounts under the proper headings in the ledger,
  - f. File the voucher for financial review.
8. Send an itemized statement of disbursements to the District President monthly;
  9. Make payment from Expense Voucher Form I-10 [available on website];
    - a. An expense voucher must be submitted to and signed by the District President before payment can be made,
      - i. Be sure the voucher is filled out properly,
      - ii. Check for mathematical errors,
      - iii. Request bills or receipts are attached.
    - b. The following payments do not require an expense voucher:
      - i. Monthly remittance of mites to LWML,
      - ii. Travel accident insurance for the District President,
      - iii. Transfer of funds to the Gifts and Bequests Fund,
      - iv. Transfer of funds to her successor.
    - c. Record the check number and the date the check is written on the voucher for financial review,
    - d. Save all financial statements which may be needed for a financial review,
    - e. Send monthly remittance to the national LWML. No voucher required;
      - i. Include twenty-five percent (25%) or more of all mites received for the month,
      - ii. Include any other regular mission offerings so designated by the Financial Secretary's vouchers,
      - iii. Make check payable to: Lutheran Women's Missionary League,
      - iv. The proper voucher of explanation must accompany any check sent to LWML. These vouchers are supplied by the LWML Treasurer.
    - f. Travel Accident Insurance for the District President is purchased by LWML at District expense. It becomes due in April and is to be paid upon notice from the LWML office in St. Louis. No voucher required,
    - g. A District Mission Church Grant of one thousand dollars [\$1000] is given to each newly organized mission congregation in the district upon recommendation of the North Wisconsin District LCMS office and the District President,
    - h. Payment of adopted grants are to be made upon receipt of a voucher from the District President,
      - i. Alert the District President and Mission Grants director of available funds,
      - ii. Properly earmark payment as from the North Wisconsin District LWML and mail to the Mission Grants Director for disbursement, unless otherwise directed,
      - iii. Alert District President and Mission Grants Director of possible overage of funds at close of biennium.
    - i. Record all payments under the proper headings in the ledger,
    - j. Reconcile ledger accounts monthly.
  - H. Submit books for a financial review at the close of the fiscal period.
    1. A financial review refers to services rendered by one who is knowledgeable in Accounting/bookkeeping, not necessarily a professional accountant or CPA;
    2. Assemble the following for the financial review:
      - a. A copy of each financial report made during the biennium,
      - b. All expense vouchers issued,
    3. All statements to reconcile checks, Ledgers, District receipt book, LWML voucher book. Prepare a complete report of receipts and disbursements for the entire fiscal period;

4. Receive and file an audit report from the financial review.
- I. Keep a separate set of books for the Gifts and Bequests Fund.
  1. Record all donations under the proper headings;
  2. Retain the Gifts and Bequests Fund vouchers received from the Financial Secretary;
  3. Promptly send the Financial Secretary a receipt to acknowledge monies received - using the same number as is on the Gifts and Bequests Fund voucher;
  4. Deposit Fund monies in the Lutheran Church Extension Fund (LCEF). No voucher required;
  5. Keep a running total of Gifts and Bequests Fund monies deposited in LCEF;
  6. Submit an annual financial statement of the Gifts and Bequests Fund to the Executive Board at its May meeting.
- J. Maintain files of all information, actions, and correspondence.
  1. Keep a record of expenditures, with receipts, and submit expense voucher;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;
  4. Financial records must be maintained for 7 years;
  5. Send archival material to Archivist-Historian;
  6. Pass on to successor, within 60 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

#### **MISSION GRANTS DIRECTOR (VOTING)**

*(Bylaws, Article VIII, Section 7, page B/7)*

- A. Be a voting member of the Executive Committee and Executive Board.
  1. Attend all meetings of the Executive Committee and Executive Board;
  2. Report to the Executive Committee on activities and when requested, activities of assigned committees;
  3. Report to the Executive Board;
  4. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- B. Submit a copy ready convention manual report, by March 31, in the even numbered years, to the Convention Manual Editor.
  1. Report should include current District Mission Grants - paid and unpaid.
- C. Serve as chairman of the Mission Grants Committee.
  1. Be alert for future grant proposals;
  2. Keep a file of grants submitted after the deadline from the past biennium to be resubmitted if the need still exists;
  3. Keep information on file for those grants not adopted;
    - a. They may be resubmitted for the next convention,
    - b. If there is an overage of funds at the end of a biennium, the money may be given to one of these grants.
- D. Prepare a notice of appeals for mission grants
  1. The letter of appeal should include:
    - a. "Criteria for Submitting Grants," found in Society Guideline.
    - b. A reminder to include eight (8) copies of the suggested grant and eight (8) copies of as much background information as possible,
    - c. A notice that no grant received after the deadline of September 1 will be considered for that biennium,
    - d. Assist, as requested, in writing up a grant suggestion,

- e. that grants chosen for convention ballot will need 6-8 photos to include in convention video presentation.
  - 2. Distribute copies of the letter of appeal at the District February Board meeting in odd numbered years. Zone presidents can share letters and information at spring rally.
  - 3. Contact District webmaster to have letters of appeal and proposal information on website.
  - 4. Put notice in spring issue of *Mission Tidings* that the letter of appeal and proposal information is available on website;
  - 5. Additional suggestions for grants may be obtained from the District and North Wisconsin District LCMS President and staff.
- E. Select grants to be on the ballot.
- 1. After the deadline date, compile submitted grants into a list;
  - 2. Make a copy for each committee member, the District President, District First Vice President, and Pastoral Counselor;
  - 3. Call a meeting of the Mission Grants Committee to select the projects deemed most worthy;
  - 4. Submit the selected grants to the North Wisconsin District LCMS President or appropriate LCMS Missions Board member for endorsement;
  - 5. Grant proposals for missions outside the United States must have endorsement of the LCMS Board for Mission Services;
  - 6. Grant proposals for missions outside the North Wisconsin District must have approval of that District's LCMS President, unless they are a recognized service organization of the LCMS.
- F. Notify the contact person for each suggested grant whether the grant will be on the ballot.
- 1. Send a letter to the contact person for each proposed grant on the ballot;
    - a. telling of their selection,
    - b. Stating a letter will be sent immediately following the convention informing contact whether their mission cause was chosen or not.
  - 2. Send a letter to the contact person for each proposed grant not on the ballot.
- G. Prepare grant materials for convention.
- 1. Prepare a list of the approved grants to be voted on at the convention, include background information;
  - 2. Submit the proposed grant list with abbreviated background information about each grant to the editor by February 1 of the even-numbered year for publication in the April *Mission Tidings*;
  - 3. Submit a list of the Mission Grant Proposals and Mission Grant Resolutions to the convention manual editor by March 31, in the even numbered year;
  - 4. Prepare a ballot of the proposed grants, print the number of ballots requested by the District President, and give them to the Mission Grants Tellers Chairman at the convention. Use the same numbering system as in the convention manual.
  - 5. Print new grant ballots at convention if re-balloting is necessary;
  - 6. In the event of a tie in the balloting for the last grant adopted, the District LWML President shall cast the deciding vote.
- H. Present the proposed grants to the convention body.
- 1. At least two (2) months prior to convention, in cooperation with the Mission Grants Committee, determine the method of making an impartial presentation of the proposed grants to the convention body;



2. After convention, send a letter to the contact person of each of the grants on the ballot with the results of the balloting.
- I. Administer the adopted mission grants.
  1. Keep current with the status of adopted Mission Grant recipients;
  2. Grants may be paid as need arises or in rotation of election results;
  3. For payment of grants within our district use the following procedures;
    - a. Monies for adopted grants which are financially controlled by the LCMS District Board of Directors shall be made payable to the LCMS District Treasurer.
  4. For payments of grants outside our district the monies should be sent directly to the authorized agent;
  5. Upon notification from District Treasurer of sufficient funds, contact recipient by phone or letter;
    - a. Indicate that money is available, and check can be sent, if recipient is ready to use it as convention resolution states (quote as stated),
    - b. Include the quote regarding funding policy from the District Bylaws,
    - c. Request progress reports.
  6. Upon acknowledgment from recipient that they are ready to use the money, send a completed voucher to District LWML President to sign and forward to the District Treasurer for issuance of a check;
  7. Upon receipt of check from Treasurer, remit either by mail or personal presentation with appropriate documentation that it is a grant from the North Wisconsin District LWML.
- J. Keep the membership informed of the status of mission grants.
  1. Prepare a Mission Grants Poster for each society;
    - a. Distributed at the Fall Board meeting,
    - b. Include a grant summary and prayer for each grant. (Optional)
  2. Submit materials to the *Mission Tidings* editor on adopted grants;
    - a. Design a Mission Grants Logo to be used with the list of grants in the *Mission Tidings*,
    - b. Submit articles on payment and progress of grants for publication in the *Mission Tidings*. (Be aware of deadline dates).
  3. Report to the Executive Board on the payment, progress and completion of adopted grants. When possible, as follow-up, include information on the impact of the grant;
  4. Report to Executive Board if an overage of funds exists at the close of biennium;
    - a. Funds shall be used to pay for grants on previous convention ballot that did not receive full funding in order of votes cast.
- K. Maintain files of all information, actions, and correspondence.
  1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;
  4. Send archival material to Archivist-Historian;
  5. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

## **X. COUNSELORS (NON-VOTING)**

*(Bylaws, Article IX, page, B/7)*

- A. Be a non-voting member of the Executive Committee and Executive Board.
  1. Attend all meetings of the Executive Committee and Executive Board;

2. Report to the Executive Committee on activities and when requested, activities of assigned committees;
3. Report to the Executive Board;
4. Attend District Conventions at District LWML expense;
  - a. Expenses paid include: registration, speaker lunch, and banquet.
  - b. Housing for district convention is the individual's expense.
5. Serve as advisor to the District LWML President, Executive Committee, and Executive Board;
6. Serve as member of crisis/media management as directed by President.
- B. Submit a copy ready convention manual commentary/report, by March 31, in the even numbered year, to the Convention Manual Editor.
- C. Serve as doctrinal and theological review person for all materials produced for use or publication by the District LWML.
- D. Approve names on the Speaker's List and rally speakers not on the list, as requested.
- E. Prepare articles for the *Mission Tidings*, as requested.
- F. Be available to the Zone rally and District convention host Pastors to help and inform.
- G. Be available to prepare and present Bible studies, devotions, and prayers, as requested.
  1. Help in the selection of rally topics;
  2. Review guest writer's rally topic materials before presentation at the Christian Life Workshop;
  3. Attend the Christian Life Workshop, serving as devotional leader and advisor to those in attendance;
  4. Present rally topic at the Christian Life Workshop when requested or when topic author is not present;
  5. Assist the Christian Life Committee to continually strive toward high quality spiritual growth materials.
- H. Provide counsel and aid to individual District LWML leaders and give them support in word, deed and prayer.
- I. Attend one rally in each zone during his term of office, as available.
- J. One counselor shall serve on the District Convention Committee in an advisory capacity.
- K. One counselor shall assist in and/or prepare worship services and other support for the District Convention, as requested.
- L. One counselor shall be an ex-officio member of the Christian Life Committee.
- M. The junior counselor shall preside at the installation of officers at the District Convention.
- N. The junior counselor shall, if possible, attend the national LWML convention at District LWML expense.
- O. A counselor shall be assigned by the District LWML President to serve on the following committees: Structure, Convention Site, Mission Grants, and other committees that may be established.
- P. Counselors shall receive copies of minutes of assigned committees, Zone Rallies, Executive Board and Executive Committee meetings. These minutes are for information only and may be destroyed after counselor's term of office is completed.
- Q. Maintain files of all information, actions, and correspondence.
  1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;

## XI. APPOINTED OFFICERS

### CORRESPONDING SECRETARY (VOTING)

(Bylaws, Article XI Section 1, page B/8)

- A. Be acquainted with the LWML Handbook to assist the District President.
- B. Be a voting member of the Executive Committee and Executive Board.
  1. Notify the members of the Executive Committee and Executive Board of meetings when requested by the President;
  2. Attend all meetings of the Executive Committee and Executive Board;
  3. When requested, report to the Executive Committee;
  4. Report to the Executive Board;
  5. Attend District Conventions at District LWML expense.
    - a. Expenses paid include: registration, speaker lunch, and banquet.
    - b. Housing for district convention is the individual's expense.
- C. Submit copy ready convention manual materials, by March 31, of the even numbered year, to the Convention Manual Editor.
  1. Submit a report of activities;
  2. Submit a list of Zone Officers;
- D. Conduct any correspondence as may be requested by the President, Executive Board or Executive Committee.
  1. Use return address labels or a rubber stamp secured at District LWML expense;
  2. Prepare certificates of membership for new societies to be presented at convention. Note: Certificates are to be signed by the District President and Recording Secretary.
- E. Keep up-to-date records of District LWML membership.
  1. Prepare a list of Zone officers, including Christian Life Chairman and Assistant, that contains names, addresses, telephone numbers and email address;
  2. Prepare an annual listing of societies, by zone, for distribution to Executive Board members at the January/February board meeting, which includes;
    - a. Name, address, telephone number and email address of Zone President and Christian Life Chairman,
    - b. Number of Units, Societies, and Members,
    - c. Society name, number of members, church, pastor's name, president's name, address, telephone number and email address.
  3. Keep an updated list of the mailing addresses for *Lutheran Woman's Quarterly* and the number requested by each society;
    - a. The LWML business office will send a printout to be returned by March 15,
      - i. Make any necessary changes in addresses and amount before returning,
      - ii. Try to keep the changes to a minimum as each change is costly,
      - iii. The number of *Quarterlies* paid by the District LWML shall equal the number of mite giving members in each society, plus an additional twenty-five percent (25%), if requested, with a maximum of fifteen (15) extra copies,
      - iv. Individual *Lutheran Woman's Quarterly* subscriptions may be ordered directly from the LWML Office in St. Louis,
      - v. Individual *Mission Tidings* subscriptions may be ordered from the Circulation Manager.
    - b. Notify the *Missions Tidings* circulation manager of all address and number changes,
    - c. Remove disbanded societies from the lists.
  4. Prepare material for the *Mission Tidings* when requested by the editor and/or President;

5. Collect statistics from Zones or Societies as requested by the President or Executive Board.
- F. Compile materials for the annual packet.
1. Include in the packet:
    - a. Letter of explanation,
    - b. Two (2) sets of information sheets [Forms I-3 & I-9 - also on [www.NWDLWML.org](http://www.NWDLWML.org) website]
    - c. Two (2) mite box remittance blanks [Forms I-6, also on website]; Note: Mite remittance form [I- 6] paper color change is needed when there is a new Financial Secretary to remind societies of the new address.
    - d. Updated Speakers' List, and/or Mission Service Activities list, (found on the website)
    - e. Mission Grants poster from Mission Grants Director (even year),
    - f. Eight (8) rally offering blanks [Form I-7] and a Zone Officers form (Form I-9) to be included in Zone President's packet only.
    - g. Listing of media materials available through this office,
    - h. Other materials deemed appropriate by the President and/or Executive Board.
  2. Distribute the packets at the September board meeting as follows:
    - a. A packet for each Executive Board member and each of the special appointed personnel. Two (2) for the Archivist-Historian,
    - b. Enough additional packets for each Zone President to give one to each society in her zone,
    - c. A packet for the files.
- G. Applications for membership (see New Society Contact Process - D4).
1. Upon receipt of application send an information sheet (Form I-1 or I-2 or also on website) and cover letter to the applicant;
  2. Notify the President of Zone of a new society; reminding her to:
    - a. visit the society at her earliest convenience,
    - b. provide information regarding LWML, and
    - c. offer assistance in filling out forms;
  3. Upon receipt of the completed application, notify the Financial Secretary, Chairmen of District Committees, *Mission Tidings* Editor, Circulation Manager, and Archivist-Historian;
  4. Ask those notified to send appropriate materials with greetings and an offer of assistance. Note: LWML Handbook is sent free of charge to a new society upon request to LWML President;
  5. Send a welcome letter and "packet" of current materials to the new society;
  6. Include in the "packet":
    - a. Cover letter explaining materials included,
    - b. Names, addresses, telephone numbers and email addresses of District LWML officers and Committee Chairmen,
    - c. LWML brochure,
    - d. Mite box remittance blanks [Form I-6, also on website],
    - e. Other pertinent materials.
  7. Inform the Executive Board of the new society at the next Board Meeting;
  8. Keep a separate listing of new societies received into membership during term of office, including date of affiliation (date of President's welcome letter);
  9. Keep a separate listing of societies requesting release from membership during term of office;

- a. notify the LWML President, District President, Financial Secretary, Chairmen of District Committees, Archivist-Historian, and society's Zone President when a society is disbanded,
  - b. notify the LWML Office in St. Louis,
  - c. Date of President's letter acknowledging release is the date the society is disbanded.
- H. Prepare and distribute registration and housing materials for District Convention.
  - 1. Prepare and distribute:
    - a. Letter to each society encouraging them to send delegates,
    - b. Registration and housing information for delegates and alternates,
    - c. Registration and housing information for the Executive Board. Note: Use color coding for easy identification.
  - 2. Delegate, alternate forms and Executive Board registration are submitted to the Corresponding Secretary who forwards these to the Convention Registration Chairman;
    - a. Prepare three (3) complete copies for President's and Corresponding Secretary's files.
  - 3. Prepare registration blanks for young adult representative to be given to Young Women Representative Coordinator for distribution.
- I. Serve as chairman of Convention Credentials Committee.
  - 1. Receives all delegate registrations and names of alternates;
  - 2. Send registration chairman a list of Executive Board registrations;
  - 3. Compile a list of eligible voters. Eligible voters are delegates and voting Executive Board members;
  - 4. Present the number of eligible voters to the convention body.
- J. Present membership certificates to all new societies received into membership during the biennium at the next regular District Convention.
- K. Maintain a Media Library.
  - 1. Make a list of resources available to be included in the annual packet;
  - 2. Keep a record of outgoing and incoming material mailed or given to societies or individuals;
  - 3. Request reimbursement for postage for material sent through the mail;
  - 4. Retire items at your discretion. Send retired items to Archivist-Historian.
- L. Maintain files of all information, actions, and correspondence.
  - 1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  - 2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  - 3. Prepare workable file for successor;
  - 4. Send archival material to Archivist-Historian;
  - 5. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**MEETING MANAGER (NON-VOTING) –**

*(Bylaws, Article XI, Section 2, page B/8)*

- A. Principal Responsibilities:
  - 1. Negotiates and provides contract administration for lodging, travel, and other meeting arrangements for District LWML officers, and members, as requested;
    - a. District President approves and signs all contracts.
  - 2. Serves as North Wisconsin District LWML Convention Site Committee chairman and serves as on-site liaison relating to convention facility and travel arrangements;
  - 3. Attends Executive Committee meetings, District Board meetings, and other meetings as requested by the President in an advisory capacity;

4. Attend District Conventions at District LWML expense;
  - a. Expenses paid include: registration, speaker lunch, and banquet.
  - b. Housing for district convention is the individual's expense.
5. Prepares list of up-coming rallies.
6. Manages all facility-related aspects of meetings;
  - a. Develops a facility needs program based on the meeting criteria,
  - b. Negotiates room and food cost with facility,
  - c. Oversees the day-to-day performance of the facilities and foodservices personnel, taking corrective steps, where necessary,
  - d. Authorizes payment of charges by the facility with the District Treasurer,
  - e. Prepares rooming list for hotel and provides certificate of sales tax exemption in Wisconsin,
  - f. If necessary to change hotel or meeting, make changes with approval of the President.
7. Serves as LWML Convention Arrangements Committee Chairman
8. The Meeting Manager maintains Health and Emergency information forms on all attendees. The forms are kept on-site. Medical forms for: Board members at all meetings, Retreats (all participants), Workshops (all participants), and Bus passengers (all riders);
9. Member of Crisis/Media Management Team.
  - a. Notifies site manager of the emergency and requests EMS via 911 call;
  - b. The Meeting Manager meets the EMS personnel on-site and directs them to the emergency;
  - c. The Meeting Manager will provide complete written documentation of the emergency, including implementation of the emergency plan. All supporting medical reports, consent forms, etc., will be included in this documentation. Copies of this document should be sent to the LWML District President, attorney, and the insurance provider;
  - d. Inform all crisis team members.
10. Position Qualifications:
  - a. Has knowledge of LWML, history, structure, purpose;
  - b. Has had responsibility for management of at least one large meeting.

## **XII STANDING COMMITTEES**

*(Bylaws, Article XV, Section 1, page B/11)*

Standing Committees shall be Christian Life, Heart to Heart Sisters, Human Care, Leader Development, Structure, and Young Women Representative (YWR).

Standing Committee Chairmen shall be voting members of the Executive Board.

- A. Attend all meetings of the Executive Board;
- B. Report to the Executive Board;
- C. Attend District Conventions at District LWML expense;
  - a. Expenses paid include: registration, speaker lunch, and banquet.
  - b. Housing for district convention is the individual's expense.
- D. The standing committee members shall serve a term of two (2) years or until successors are appointed and shall be eligible for one (1) reappointment.

### **CHRISTIAN LIFE COMMITTEE -**

*(Bylaws, Article XV, Section 2, page B/11)*

- A. Christian Life Committee shall:
  1. Encourage and stimulate members in Bible Study;

2. Encourage active participation and provide materials for spiritual growth programs;
  3. Communicate with Executive Committee through the 2nd Vice President.
- B. Christian Life Chairman shall:
1. Assume office following a district convention, and may serve for two (2) years, and be eligible for one reappointment;
  2. Attend the District Convention and Executive Board as a voting member;
  3. Receive a transfer of materials within thirty (30) days of the appointment;
  4. Familiarize herself with the spiritual growth program of the LWML;
  5. Organize Christian Life Workshop, and other workshops as directed by the Executive Board;
    - a. Select Bible study topics and workshop presenters in consultation with the Counselor prior to the workshop;
      - i Zone Presidents to receive title of Bible studies by February 1<sup>st</sup>.
    - b. Appoint a secretary of the Christian Life meetings and workshops. Secretary to send a copy of minutes to:
      - i District President,
      - ii Christian Life Chairman,
      - iii District Counselors,
      - iv Archivist/Historian.
  6. Notify the District LWML President and Counselor of all meetings of the Christian Life Committee;
  7. Keep an up-to-date listing of Zone Christian Life Chairmen, and provide a copy for the District LWML President and the Corresponding Secretary;
  8. Shall be encouraged to attend a rally in each zone during the biennium at District LWML expense;
  9. Receive and review rally report from Zone Christian Life Chairman following rally;
  10. Maintain a file of materials:
    - a. This material is to be loaned out when requested,
    - b. Each biennium, a listing of these materials is to be enclosed in the annual packet and is to be listed in the *Mission Tidings*,
    - c. Encourage and promote the use of
      - i The *Lutheran Woman's Quarterly*,
      - ii The *Mission Tidings*,
      - iii LWML Bible Studies,
      - iv Christian Life Workshops,
      - v Prayer and Praise services.
  11. *Mission Tidings*:
    - a. Prepare an article for each issue, unless otherwise notified. (This may be shared with the Assistant Christian Life Chairman.),
    - b. Send a copy of the article to:
      - i *Mission Tidings* editor,
      - ii District Christian Life Counselor,
      - iii Keep one copy for your files.
  12. District Convention;
    - a. Assist with Christian Life Devotion and presentation, as requested by the Executive Committee,
    - b. Submit a copy ready report/commentary by March 31, in the even numbered year, to the Convention Manual Editor.

13. Maintain files of all information, actions, and correspondence;
  - a. Keep a record of expenditures, with receipts, and submit expense vouchers,
  - b. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary,
  - c. Prepare workable file for successor,
  - d. Send archival material to Archivist-Historian,
  - e. Pass on to successor, within thirty (30) days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.
- C. Assistant Christian Life Chairman shall:
  1. Assume office in July following a District LWML Convention;
  2. Attend all meetings of the Christian Life Committee;
  3. Assist Christian Life Chairman as requested;
  4. Assist in planning the annual Christian Life Workshop at the direction of the Christian Life Chairman.
- D. Christian Life Workshop:
  1. Meeting notices:
    - a. Annual Christian Life workshop date should be determined by the early part of November to be cleared with facility one (1) year in advance,
    - b. Send letter of invitation to Zone Christian Life Chairman and the Assistant, six weeks in advance, include Health and Emergency Form,
    - c. Prepare the agenda,
    - d. Approximately three (3) weeks before the workshop, send a list of participants and last-minute details, to those attending,
    - e. Mileage (rate commensurate to IRS guidelines) will be paid by the District LWML for the Topic Leader/Presenter (also \$100.00 speaker's fee). The following are to be paid the "going rate" for LWML meetings:
      - i. District Christian Life Chairman and Assistant,
      - ii. Zone Christian Life Chairmen and/or their Assistants,
      - iii. District LWML President,
      - iv. District Counselor for Christian Life.
    - f. Obtain "expense" vouchers from district website or from the District LWML President at September Board meeting,
      - i. Distribute at workshop,
      - ii. Collect and check vouchers for completeness and forward to District LWML President.
  2. Submit Bible studies topics:
    - a. Bible study topic and presenter for the following year are to be approved by the Christian Life Counselor and District LWML President no later than the May board meeting,
    - b. Reasonable costs for copies of bible study topics are to be paid with the approval of the District LWML President.
  3. Bible study topic qualifications:
    - a. Recommended time for finished bible study topic is 45-60 minutes,
    - b. Bible study topic material should be in the hands of District LWML Counselor for editing thirty (30) days before workshop,
    - c. Include Bible references and source of materials,
    - d. Suggest helps for rally presentation.
  4. Approved Bible study topics:



- a. Provide each Zone Christian Life Chairman four (4) copies of the bible study topic, one (1) for each of the following:
  - i Zone Christian Life chairman,
  - ii Zone Assistant Christian Life chairman,
  - iii Host pastor,
  - iv Recopying sample.
- b. Provide copies for District LWML President, Counselors, and two (2) for the Archivist/Historian,
- c. Write a letter to accompany the bible study topic when sent to the host pastor.

**HEART TO HEART SISTERS COORDINATOR**

*(Bylaws, Article XV, Section 2, page B/12)*

- A. The Heart to Heart Sisters coordinator shall:
  - 1. Have participated in training offered by LWML,
  - 2. Assume office upon accepting the appointment following a district convention,
  - 8. Receive a transfer of materials within thirty (30) days of the appointment;
- B. The purpose of the Heart to Heart Sisters committee is to:
  - 1. Identify, develop, support and encourage women leaders in ethnic ministries;
  - 2. Give these women, opportunity to learn about and participate in the mission of LWML;
  - 3. Identify and encourage cross-cultural opportunities within LWML;
  - 4. Maintain contact with LWML Heart to Heart Sisters coordinator (Vice President of Special Focus Ministries).
- C. Individuals who have participated in LWML training shall be encouraged to be members of the committee and assist with planning and implementing Heart to Heart Sisters activities.

**HUMAN CARE COMMITTEE**

*(Bylaws, Article XV, Section 3, page B/12)*

- A. Duties of the Human Care chairman shall be:
  - 1. Report to Executive Committee through the 2nd Vice President;
  - 2. Keep in contact with LWML Human Care Chairman; and prepare report if requested;
  - 3. Maintain a list of LCMS missionaries and families whose base is within our district;
  - 4. Keep a roster of Zone Vice Presidents, who serve as their Zone Human Care Chairman, and make them aware of mission service activities by personal correspondence, electronic messaging, newsletter or workshop. (List available from Corresponding Secretary).
- B. Prepare an article on Human Care for the Mission Tidings when requested by the editor.
- C. Convention Gifts of the Heart (Ingathering).
  - 1. Request ideas;
  - 2. Present finalized plans to the Executive Committee;
  - 3. Coordinate the presentation;
  - 4. Arrange for distribution.
- D. Submit copy ready report to Convention Manual Editor by March 31, in the even numbered years.
- E. Conduct workshops as requested by the Executive Board.
- F. Maintain files of all information, actions, and correspondence.
  - 1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  - 2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  - 3. Prepare a workable file for successor;
  - 4. Send archival material to Archivist-Historian;

5. Pass on to successor, within thirty (30) days following the District Convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.
- G. Duties of Human Care Committee.
1. Speakers:
    - a. Obtain names for speakers list and submit to a Pastoral counselor for approval,
    - b. Prepare an up-to-date speakers list for distribution at the September Board meeting, in the even numbered years,
    - c. Regularly review and re-evaluate the speakers list and publish additions and deletions to hand out at LWML District Board meetings,
    - d. When writing to speakers:
      - i Request a resume of the materials to be presented,
      - ii Suggest their presentation time be 45 to 60 minutes, including questions,
      - iii Keep in mind that topic must promote the LWML aims,
      - iv Inform speakers about the District LWML \$35.00 gratuity and .35 cent/mileage reimbursement.
  2. Mission Service Activity List:
    - a. Prepare an up-to-date mission service activity list and include in fall packets in the odd numbered year,
    - b. Regularly review and re-evaluate activity list.

#### **LEADER DEVELOPMENT COMMITTEE**

*(Bylaws, Article XV, Section 4, page B/12)*

- A. The Leader Development Committee shall encourage members to:
  1. Participate in Bible Study;
  2. Have more productive meetings;
  3. Make use of LWML materials;
  4. Make use of witnessing tools and techniques in evangelism.
- B. Promote leadership skills:
  1. Provide resources to increase membership;
  2. Provide resources to develop leadership skills;
  3. Co-ordinate workshops as requested by the Executive Board.
- C. Maintain a file of materials for loan upon request.
- D. Annually produce a list of material and list on website.
- E. Submit a copy ready report, by March 31, in the even numbered years, to the Convention Manual Editor.
- F. Prepare article on Leader Development for the *Mission Tidings* when requested by the editor.
- G. Report to the Executive Committee through the 1st Vice President.
- H. Upon notification of a new society see Policies D/4 for New Society Contact Process;
  1. Visit new society within two (2) months,
  2. Have resource materials available at all times.
- I. Follow through on information received from Financial Secretary, regarding societies not submitting mites for six (6) months. Consult the Zone President which the society is in and reach agreement as to who should contact society. Keep Zone President and District President informed.
- J. Maintain files of all information, actions, and correspondence.
  1. Keep a record of expenditures, with receipts, and submit expense vouchers;
    - a. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;

- b. Prepare a workable file for successor;
- c. Send archival material to Archivist-Historian;
- d. Pass on to successor, within thirty (30) days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

## **STRUCTURE COMMITTEE**

*(Bylaws, Article XV, Section 5, page B13)*

Structure Committee members shall serve a term of two (2) years and shall be eligible for one (1) reappointment,

- A. The Structure Committee Chairman shall:
  - 1. Be familiar with computer programs and has access to a computer to make position flow smoothly.
  - 2. Request suggestions for Bylaws amendments and leader help revisions from the Executive Board;
  - 3. Review Executive Board minutes for motions passed that affect the Bylaws or Leader Helps. (Highlight motions for easy identification when working on amendments);
  - 4. Submit changes in the Leader Helps to the Executive Board for approval.
  - 5. Make sure all forms used by multiple people are updated and posted on the district website.
  - 6. Immediately following district convention make sure all forms with the Financial Secretary's address are corrected.
- B. All committee members should familiarize themselves with parliamentary procedure as defined in *Robert's Rules of Order Newly Revised*.
- C. Be familiar with materials contained in the LWML Handbook, both District LWML and LWML.
- D. Prepare bylaws amendments for approval.
  - 1. Amendments must be approved by the Executive Board no later than the September Board meeting preceding a convention;
  - 2. Send required number of copies of existing bylaws and approved amendments to the LWML Structure Committee for their approval;
    - a. The required number of copies is reported in the LWML Structure Committee newsletter found on National LWML web-site,
    - b. A two (2) month turnaround time is required,
    - c. When preparing a complete revision, send portions as they are completed and approved.
  - 3. Present the proposed amendments for study by the membership;
    - a. Forward proposed amendments to the editor by February 1, of the even numbered year, for publication in the April *Mission Tidings*,
    - b. For a complete revision, make certain copies are sent to delegates and Executive Board members at least thirty (30) days prior to convention.
  - 4. Present the approved amendments/revisions to the convention body.
- E. Distribution of the adopted Bylaws.
  - 1. Make available through the website;
  - 2. Print fifty (50) copies of the adopted bylaws;
  - 3. Notify "National" LWML Structure Committee so they can print out their working copies;
  - 4. Notify societies, Executive Board members, and Special Appointed Personnel in the annual packet how they can gain access to the website;
  - 5. File extra copies for distribution as requested;

- a. Send copies to new societies as requested by the Corresponding Secretary,
- b. Have extra copies at Executive Board meetings for those requesting them,
- F. Maintain files of all information, actions, and correspondence.
  - 1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  - 2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  - 3. Compile a list of amendments and revisions to be considered by the succeeding committee;
  - 4. Prepare workable file for successor;
  - 5. Send archival material to Archivist-Historian;
  - 6. Pass on to successor, within thirty (30) days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.
- G. Make sure all forms used by multiple people are posted on district website.

**YOUNG WOMEN REPRESENTATIVE [YWR] COORDINATOR** *(Bylaws, Article XV, Section 3, page B/13).*

The Young Women Representative Coordinator shall:

- A. Serve as chairman of the YWR Committee and LWML YWR nominating committee.
- B. Submit a copy ready convention manual report, by March 31, in the even numbered years, to the Convention Manual Editor. Report should detail YWR and Retreat information.
- C. LWML Convention Duties:
  - 1. Give the YWR nominee form to all Zone Presidents at the September Board meeting of even-numbered years, asking for YWR nominees for LWML convention;
    - a. Zone President to copy and give to societies at the fall rally,
    - b. Recommended age 22-35,
    - c. Previous national YWR are ineligible for nomination,
    - d. Return names of nominees to chairman.
  - 2. Conduct ballot with committee;
    - a. Remove names and addresses. Forward all information of nominee to committee,
    - b. Committee to reduce number of nominees to six (6),
  - 3. Submit ballot of six (6) nominees, without identity, to Executive Board at January/February Board meeting, of the odd numbered year;
  - 4. Forward names of YWR and alternates to District President;
  - 5. Send letter of thanks to all candidates and notify them of the results;
  - 6. Invite LWML YWR to attend the fall retreat following the LWML Convention, at retreat expense;
  - 7. Invite LWML YWRs to attend the District Convention, following the LWML Convention, at District expense and meet with the district YWRs.
- D. District Convention YWR selection.
  - 1. Prepare a budget, including extra meals, mailings, devotional materials, decorations, gifts, etc.;
  - 2. Prepare a letter for the packet for all Zone Presidents requesting that all registration money for YWR be sent to Financial Secretary. *(address in Mission Tidings)* Be explicit on how this should be done;
  - 3. Prepare a packet to distribute to Zone Presidents at winter board meeting, even years for YWR selection process. (YWR's are elected or chosen at the Spring Rallies in even numbered years.) Packets to include the following information:
    - a. YWR selection guidelines,

- b. YWR application,
  - c. Convention registration form,
  - d. YWR budget sheet,
  - e. Include letter noted in above section #2.
4. Compile a list of all YWR and alternates;
    - a. send a list to the President and Recording Secretary,
    - b. send YWR registration forms to the Convention Registration Committee by May 1.,
  5. Develop a packet to be sent to the YWR a month before Convention. Send this packet to the President, Archivist-Historian and YWR's who attended the LWML convention one year prior.
    - a. The medical form [Form I-8, also on website],
    - b. Welcome letter written by Coordinator,
    - c. YWR convention handbook developed by Coordinator detailing convention information.
- E. District Convention duties.
1. If feasible, plan Servant Event;
  2. Develop an evaluation form for YWRs to fill out at the end of the Convention;
  3. Plan the schedule for the YWR time at the Convention;
    - a. Pre-convention evening meal and fellowship,
    - b. Ice breakers, devotions, worship time,
    - c. Have special area for YWR to meet when they get to the convention sight,
    - d. Have YWRs develop convention devotion.
  4. Acknowledge and thank each YWR with a letter following the convention;
  5. Evaluate program and make any necessary changes;
  6. At president's request, perform any other follow up duties;
  7. Send detailed financial report to the District President and Treasurer. Keep one copy in file;
  8. Send summary of YWR's Convention activities to District President. Keep one copy in file.
- F. Spring Retreat Duties.
1. Reserve a facility for the first week end in April. (Unless it is Palm Sunday or Easter);
    - a. With YWR committee select on a topic; agree on topic and review with District President.
    - b. Chose retreat speaker, devotion leader and musician; review speaker with District Pastoral Counselor.
  2. Assign committee members to the following areas;
    - a. design brochure, poster and *Mission Tidings* registration insert,
    - b. morning coffee and lunch,
    - c. decorations,
    - d. folders,
    - e. fellowship and skits,
    - f. nametags.
  3. Get mailing labels for each society from Corresponding Secretary;
  4. Send brochure two (2) months prior to the Retreat to the following;
    - a. Societies,
    - b. Executive Board,
    - c. YWR's from prior district convention.

5. Maintain registration list;
  6. Send registration monies to Financial Secretary,
  7. One month prior to the retreat, check with committee members regarding their areas of responsibility;
  8. Contact speakers and musicians;
  9. Buy needed supplies and door prizes;
  10. Day of event;
    - a. meet with committee and go over last-minute details,
    - b. greet guest speakers and musicians.
  11. After the event;
    - a. Turn in expense vouchers to Treasurer for speakers, musicians and other retreat expenses,
    - b. Send Thank You notes to speakers, musicians and committee members including their payment,
    - c. Write a report listing ideas for next retreat sending the report to President, Archivist-Historian, and committee members,
    - d. Begin planning for next year setting date and place.
- G. Maintain files of all information, actions, and correspondence.
1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;
  4. Send archival material to Archivist-Historian;
  5. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

### **XIII SPECIAL APPOINTED PERSONNEL**

*(Bylaws, Article XII, page B/9)*

Special Appointed Personnel shall be Archivist-Historian, Mission Tidings Editor, Mission Tidings Circulation Manager, Parliamentarian, Public Relations Director and Website Administrator.

Special appointed personnel shall:

- A. Be appointed by the President, with Executive Committee approval,
- B. Serve a term of two (2) years and be eligible for reappointment,
- C. Be non-voting members of the Executive Board.
- D. Attend all meetings of the Executive Board;
- E. Report to the Executive Board;
- F. Attend District Conventions at District LWML expense;
  - a. Expenses paid include: registration, speaker lunch, and banquet.
  - b. Housing for district convention is the individual's expense.

#### **ARCHIVIST/HISTORIAN (non-voting)**

*(Bylaws, Article XII, Section 1, page B/9)*

- A. Gather materials of historical significance, keeping in compliance with national LWML Archivist/Historian's recommendations.
- B. Request materials from District Board members, Zone and Society Officers, and individual members as desired.
  1. Catalog items received;
    - a. Identify with: name of source, place, and date of activity,

- b. When sending materials to national LWML Archivist-Historian, be sure to include the identification.
- 2. Items to be filed include:
  - a. Minutes of Executive Committee and Executive Board meetings, Christian Life workshops, and Zone rallies,
  - b. Convention minutes, manuals, and other pertinent information,
  - c. Convention media,
  - d. Special event programs, seminars, workshops, etc.,
  - e. *Mission Tidings*, newspaper articles, pictures (black/white or colored),
  - f. Bylaws and amendments.
- 3. Items to be sent to national LWML Archivist-Historian;
  - a. Convention minutes and manuals, worship bulletins, news releases, etc. Two (2) copies,
  - b. District board meeting minutes,
  - c. Newsletters, publicity articles, workshop materials, etc.,
  - d. History following each Convention.
- C. Prepare a history of the biennium.
  - 1. At the end of each biennium compile a historical summary of the District's activities;
  - 2. Send copy of the report to distribute as follows:
    - a. to the national LWML Archivist-Historian,
    - b. to the LCMS District Archivist,
    - c. for the files,
    - d. web developer for website access.
- D. Submit copy ready convention manual materials and activities, by March 31 in the even numbered year, to the Convention Manual Editor.
- E. Keep a list of all LWML materials on file in the District LWML archives at the Lutheran Building in Wausau.
- F. Attend Executive Board meetings, only at the request of the President, as a non-voting member. When not attending, arrange to receive District Board meeting materials through her Zone President.
- G. Attend District Conventions at District LWML expense.
- H. Prepare a Historian display for District Convention.
- I. Group picture of Executive Board Officers and Zone Presidents are taken in May of odd numbered years.
- J. Maintain files of all information, actions, and correspondence.
  - 1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  - 2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  - 3. Pass on to successor files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**MISSION TIDINGS EDITOR (non-voting)**

*(Bylaws, Article XII, Section 2, page B/9)*

- A. Include in each edition of the *Mission Tidings*:
  - 1. Articles from the District President, a Pastoral Counselor, Mission Grants Director, and the Christian Life Committee;
    - a. Those scheduled to have articles in each issue shall be notified of the due date, allowing at least three (3) weeks in which to submit an article,
    - b. Issues shall be published January, April, July/ August and October.

2. A listing of District LWML officers, including addresses, email addresses and telephone numbers;
  3. The current listing of District LWML Mission Grants and the grants progress reports as submitted by the Mission Grants Director;
  4. A calendar of events;
  5. A listing of new member societies;
  6. Price list for individual subscriptions (once a year).
- B. Be responsible for securing pictures of all LWML district events.
1. Written consent from parents must be given for minor's pictures to be published;
- C. Encourage the entire District LWML membership to send newsworthy articles.
- D. Collect a file of appropriate fillers for use in setting up an issue.
- E. Include in April issue of even-numbered years the following to be voted on at District LWML convention.
1. Proposed mission grants list with descriptions;
  2. Slate of candidates for office with a picture and brief biographical sketch;
  3. Proposed bylaws revisions.
- F. Other items to be included at the appropriate time:
1. Registration forms for convention and retreats;
  2. Travel information and reservations to LWML and District conventions.
- G. Arrange for printing the *Mission Tidings*.
1. Select a printer, in consultation with the circulation manager, and set up a schedule for copy, proofs, and printing;
  2. Send a copy to District President, the Pastoral Counselor and keep one. Allow District President and Pastoral Counselor three (3) days for proofreading;
  3. Return pictures or any other materials requested to owners when finished with them.
- H. Keep needed supplies on hand.
1. Use vouchers to requisition funds for purchasing materials;
- I. Publication expenses shall be submitted on District LWML expense vouchers.
- J. Oversee the work of the Circulation Manager.
1. Inform Circulation Manager when *Mission Tidings* has been delivered to printer and expected date of completion;
- K. Send copy of each new issue to Website Administrator to place on the district website.
- L. Electronically notify LWML officers and district presidents, editors when new issue is available on website.
- M. Keep an up-to-date file of published *Mission Tidings*.
1. Hold one biennium for reference use;
  2. Submit those older than one biennium to Archivist-Historian.
- N. Maintain contact with Public Relations Director to avoid duplication of news releases.
- O. Attend Executive Board meetings only at the request of the President as a non-voting member.
- P. Submit a copy ready convention manual report, by March 31, in the even numbered year, to the Convention Manual Editor.
- Q. Attend District Conventions at District LWML expense.
- R. Maintain files of all information, actions, and correspondence.
1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;



4. Send archival material to Archivist-Historian;
5. Publish postal information, update the information annually;
6. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

#### **CIRCULATION MANAGER (non-voting)**

- A. Prepare mailing labels: (when needed) put number of copies to be received in corner of each label.
  1. Mail *Mission Tidings*, by bulk mail, within seven (7) days of receipt from printer;
  2. Electronically notify LWML officers, district Presidents and editors when new issue is on North Wisconsin District LWML web site, [www.http://nwdlwml.org](http://nwdlwml.org);
  3. Keep an up-to-date list of societies and those receiving a single copy;
    - a. District President receives one copy;
  4. Secure assistance as needed;
  5. Be responsible to the *Mission Tidings* editor;
  6. Maintain files of all information, actions, and correspondence;
    - a. Keep a record of expenditures, with receipts, and submit expense vouchers,
    - b. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary,
    - c. Prepare workable file for successor,
    - d. Send archival material to Archivist-Historian,
    - e. Pass onto successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

#### **PARLIAMENTARIAN (non-voting)**

*(Bylaws, Article XII, Section 3, page B/9)*

- A. Have a current copy of *Robert's Rules of Order Newly Revised* and be familiar with its contents.
- B. Be familiar with contents of the national LWML Handbook.
- C. Attend all Executive Board and Executive Committee Meetings as a non-voting member.
  1. Bring to the meetings:
    - a. Robert's Rules of Order Newly Revised,
    - b. National and district LWML Handbook,
    - c. Board minutes for two (2) biennia,
    - d. District Convention minutes for two (2) biennia,
    - e. District personnel list.
  2. Sit near the presiding officer;
  3. Be prepared to give a report or lesson on parliamentary procedure, when requested by the District President.
- D. Attend District Conventions at District LWML expense.
  1. Serve as convention timekeeper;
  2. Read convention rules;
  3. Be advisor to the tellers.
- E. Attend Structure Committee meetings as called by the chairman. (As an ex-officio member of the committee, has voice and vote, but is not counted in a quorum).
- F. Maintain files of all information, actions, and correspondence.
  1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;

4. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**PUBLIC RELATIONS DIRECTOR (non-voting)**

*(Bylaws, Article XII, Section 4, page B/9)*

- A. The Public Relations Director shall:
  1. Assume office upon accepting the appointment following a district convention,
  2. Receive a transfer of materials within thirty (30) days of the appointment;
- B. Send news releases of events to:
  1. All appropriate LCMS and secular publications in the District;
  2. The news editor of the *Lutheran Woman's Quarterly*;
  3. The *Lutheran Witness* editor or *Reporter* editor;
  4. The District President, for her files.
- C. Maintain contact with the national LWML Public Relations Director and assist her in publicizing LWML news throughout the District.
- D. Maintain the District Display.
  1. Arrange for its use at LCMS functions; (North Wisconsin District convention, Professional Church Workers conference, LLL Lutheran Laymen's League convention etc.)
  2. Make it available to zones and societies;
  3. Have free brochures and catalogs available. Do not offer items for sale.
- E. Work with district publicity committee as outlined in the convention guidelines.
- F. Attend District Conventions at District LWML expense.
- G. Submit copy ready convention manual materials, by March 31, of the even numbered years, to the Convention Manual Editor.
- H. Maintain contact with the *Mission Tidings* Editor to avoid duplication of news releases and taking photos, assisting when requested.
- I. Attend Executive Board meetings only at the request of the President as a non-voting member.
- J. Keep on hand the following supplies:
  1. All items for sale, plus Mite Boxes™, may be ordered only with approval from the District President;
  2. Bring a supply of mite boxes and salable items to Executive Board meetings for distribution to Zone Presidents.
- K. Maintain files of all information, actions, and correspondence.
  1. Keep a record of expenditures, with receipts, and submit expense vouchers,
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary,
  3. Prepare workable file for successor. Forward pictures, clippings of interest and archival material to Archivist Historian,
  4. Pass on to successor, within 30 days following the convention, files, manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**SHORT-TERM MISSION COORDINATOR (non-voting)**

- A. The Coordinator shall:
  1. Assume office upon accepting the appointment following a district convention,
  2. Receive a transfer of materials within thirty (30) days of the appointment;
  3. Contact LCMS World Missions, MOST Ministries, other Recognized Service Organizations (RSOs) of LCMS, for suggested site trips,
  4. Serve as contact for individuals or societies interested in developing a mission trip,

5. Plan and publicize trips and register names of people interested in trip along with contact information and geographic area and type of interest,
  6. Review trip suggestions for: time, place, work to be done, supplies needed, transportation,
  7. Present for approval the proposed trip(s) to the District LWML Executive Committee.
- B. Assist with publicity for the trip(s).
- C. Appoint a trip leader for each approved mission.
1. The trip leader shall:
    - a. Plan and publicize trips,
    - b. Register names of people interested in trip along with contact information and geographic area and type of interest.
    - c. Coordinate or supply needed equipment to complete the mission.
    - d. Prepare a trip report for the Executive Board and *Mission Tidings*.
  2. Participants must cover own expenses.

#### **WEBSITE ADMINISTRATOR**

*(Bylaws, Article XII, Section 6, page B/10)*

- A. Responsible for putting on the website:
1. *Mission Tidings*;
  2. Names of Officers (contact information can be given by written consent only)
    - a. Written consent from parents must be given for minor's pictures to be published;
    - b. Forms
    - c. Publishing upcoming events, including registration forms;
    - d. Bylaws and Leader Helps;
    - e. Societies names with their Church addresses;
    - f. List of items available from Christian Life, Leader Development and Human Care.
    - g. Post all forms used by multiple people on web site (receive from Structure Chairman)

#### **XIV EXECUTIVE BOARD**

*(Bylaws, Article XIII, page B/10)*

- A. Members of the Executive Board are:
1. The elected and appointed officers, Zone Presidents, and Standing Committee Chairmen as voting members;
  2. The Pastoral Counselors, Parliamentarian, and Meeting Manager in an advisory capacity, as non-voting members.
- B. Special appointed personnel, except the Parliamentarian, are not members of the Executive Board.
1. Report to the District President;
  2. Attend meetings and report to the Executive Board at the request of the President.
- C. Board Meetings are preferably held in January/February, May, and September.
- D. A Pre-Convention Board Meeting is normally held the afternoon before convention begins.
- E. The executive board quorum shall consist of a representative of each respective Zone, voting district officers, and standing committee chairman. *(Bylaws B/10)*
- F. Elect Executive Board Special Committees.
1. Nominating Committee - three (3) members elected in January/February of the odd numbered year;
  2. Mission Grants Committee - three (3) members elected in January/February of the odd numbered year;
  3. Young Women Representatives Nominating Committee - three (3) members elected in even-numbered year;

4. See individual committees for qualifications.

## **XV EXECUTIVE COMMITTEE**

*(Bylaws, Article XIV, page B/10)*

- A. Members of the Executive Committee are:
  1. The elected officers and Corresponding Secretary as voting members;
  2. The Meeting Manager, Parliamentarian and the Pastoral Counselors, in an advisory capacity, as non-voting members.
- B. The Executive Committee normally meets prior to an Executive Board meeting.
- C. The Executive Committee shall plan and supervise the agenda of a District Convention. (Duties of Host Committee – see Convention Guidelines)
  1. The Executive Committee shall:
    - a. Plan and supervise the District Convention;
      - i Speakers,
      - ii Bible study leader,
      - iii Devotions,
      - iv Gifts of the Heart (Ingathering),
      - v Convention agenda,
      - vi Special Guests.
    - b. District President appoints all committees - tellers, etc.,
    - c. District President sees that proper directives are given to all involved so that the convention runs smoothly.
- D. Zone rally representation shall be voluntary.
  1. Representation shall be determined at the Executive Committee meetings;
    - a. The District representative is responsible for presenting the District President's message at the rally.

## **XVI SPECIAL COMMITTEES**

*(Bylaws, Article XVI, Section 1, page B/13)*

### **DISTRICT LWML CONVENTION SITE COMMITTEE**

*(Bylaws, Article XVI, Section 1, page B/13)*

- A. Meeting Manager shall serve as chairman, one (1) Executive Committee member, one (1) or more Executive Board members, and one (1) Pastoral Counselors as an advisor.
- B. Site selection suggestions are under direction of Executive Committee
- C. Contact Zone Presidents inquiring interest and availability of hosting a District Convention, before the fall rally four (4) years prior to convention time, asking them to respond by December 1.
- D. Check out proposed sites and make recommendations to the Executive Board in May of the following year for their action.
- E. Convention site should contain:
  1. Meeting space (convention floor, small meeting rooms, display area, banquet facilities),
  2. Lodging,
  3. Meals (regular plus banquet),
  4. Equipment available (audio, P.A., office equipment/machines),
  5. Accessibility (bus, plane, steps, elevators, hills, rest rooms, parking).

### **GIFTS AND BEQUESTS COMMITTEE**

*(Bylaws, Article XVI, Section 2, page B/13)*

See Policy D/1 and D/ 2.

**LWML CONVENTION ARRANGEMENTS COMMITTEE** *(Bylaws, Article XVI, Section 3, page B/14)*

- A. Consists of the North Wisconsin District LWML Meeting Manager, as chairman, the 2<sup>nd</sup> Vice President, and one (1) additional member, appointed by the President.
- B. Serves under the direction of the, Executive Committee, Executive Board. in arranging transportation to the North Wisconsin District LWML convention site.
- C. For national LWML, get a delegate information packet to the Zone President, at the September Board Meeting in even numbered years.
  - 1. Instruct Zone Presidents to give this to their delegate after election at the fall rally;
    - a. packet contains a letter and a question and answer sheet.
- F. Meeting Manager with committee shall:
  - 1. work with committee and district board as to mode of transportation,
  - 2. if bus, discuss whether to do a quick bus tour, tour bus, or offer both, (if a delegate travels on a tour bus, she must pay the difference between quick bus, and tour bus),
  - 3. under the direction of the President, and the national meeting manager, obtain housing for those delegates (and guests) desiring you to,
  - 4. figure out the amount district will pay for delegate travel, housing, and meals incurred during travel,
  - 5. contact the delegates notifying them of the hotel, mode of travel, and checks for the amount can be paid directly to delegates, a month prior to the convention; can be sent by the meeting manager or president.
  - 6. if traveling by bus, send pick up times and places.
  - 7. Provide devotions, games and songs to be used during trip
  - 8. all monies received by the transportation committee shall be submitted to the North Wisconsin District LWML Financial Secretary on the first date of the following month,
    - a. all expenses require a voucher, with receipts attached, approved by the President,
    - b. thirty (30) days following the trip, submit a financial report, noting receipts and disbursements.
    - c. file for successor;
  - 9. Send archival material to Archivist-Historian;
  - 10. Pass on to successor, within 30 days following the convention files, Manuals, handbooks, leader helps and all pertinent information at transition of office meeting.

**LWML YOUNG WOMEN REPRESENTATIVES (YWR) NOMINATING COMMITTEE**

*(Bylaws, Article XVI, Section 6, page B/14)*

Committee members shall prepare a slate of up to six (6) candidates to be brought to the January/February Board meeting, odd-numbered year, for selection by ballot of two (2) representatives and two (2) alternates.

**NOMINATING COMMITTEE**

*(Bylaws, Article X Section 1 and 2, page B/7)*

- A. The Nominating Committee functions independently of the Executive Board but is encouraged to contact the 1st Vice President with questions or concerns regarding how to function.
- B. Selection of candidates is as follows:
  - 1. Send a letter to each affiliated society no later than August 15, before the convention year, requesting nominees for officers and Pastoral Counselor. Include nomination consent form.

2. Contact the Zone Presidents for names of qualified people in their zones. Ask them to emphasize, at the annual Fall Rally, the need for societies and individuals to submit names of qualified candidates;
  3. Upon request, send the candidates copies of bylaws and leader helps for the office being considered;
  4. Submit the names of candidates for Pastoral Counselor to the LCMS District President for approval;
- C. Be sure to have nomination papers and signed consent forms for each nominee.
1. Study the qualifications of each prospective candidate carefully;
  2. Keep in mind the office to be filled and select members whose talents, qualifications, and experience most nearly fit the requirements of the office.
- D. Prayerfully choose a minimum of two (2) candidates for each elective office who:
1. Have shown a deep, active interest in the LWML;
  2. Are willing to devote the time required for the specific office for which they are being nominated;
  3. Are cooperative and agreeable with fellow officers and members;
  4. Have worked well in previous offices in the district, zone, or society;
  5. Have some knowledge of parliamentary procedure;
- E. The members of the committee should feel free to express themselves frankly, but, of course, charitably.
1. All comments should be held in strictest confidence;
  2. A committee member who is eligible to vote at convention has the right to nominate from the floor of the convention in the same manner as any other voting member of the convention;
  3. Members of the Nominating Committee may be candidates for office;
  4. The ballot presented is to be the decision of the committee.
- F. All suggested nominees should be notified of the committee's slate of candidates as soon as possible after the selection is made.
1. Invite all candidates to observe the May Executive Board meeting, at their own expense. (Candidates for president may wish to bring along their choice for Corresponding Secretary);
  2. Ask the candidates to attend the District LWML convention;
    - a. Inform them to use the guest registration form in the January *Mission Tidings*,
    - b. Be sure they are aware that attendance is at their own expense.
  3. Notify, by letter, those not placed on the ballot, thanking them for their willingness to serve.
- G. Report the list of candidates to the January/February Executive Board meeting in a District convention year.
- H. Submit the slate of candidates to the editor electronically by designated deadline of a convention year for publication in the April issue of the *Mission Tidings*.
1. Include a brief biographical sketch and photograph for each candidate;
  2. Send a copy of these materials electronically to the Convention Manual Editor.
- I. Prepare a ballot with the slate of candidates listed in alphabetical order.
1. Print the number of ballots requested by the District President, and give them to the Officers Tellers Chairman at the convention;
  2. Print new ballots if second ballot is necessary;
  3. At convention, when the District President calls for the report of the committee, the chairman shall read the slate of candidates and then hand the list to the President;

4. At the request of the President, the chairman shall introduce the candidates, by office, to the convention;
  5. Nominations from the floor are called for by the District President. She is also responsible for presiding over the election.
- J. Send written notification of selection to all candidates whose names are on the ballot at least six (6) weeks prior to convention.
1. Remind them of the convention dates;
  2. Remind them to pre-register for the convention;
  3. Provide any special information they may need on seating, badges, introduction to the convention, etc.;
  4. Request them to remain for the installation of officers, if elected.
- K. After the convention, write letters of thank you to all the candidates for their willingness to serve. Congratulate those who were elected.
- L. Maintain files of all information, actions, and correspondence.
1. Keep a record of expenditures, with receipts, and submit expense vouchers;
  2. Keep a log of all correspondence, telephone calls and electronic messaging, reconfirming decisions when necessary;
  3. Prepare workable file for successor;
  4. Send archival material to Archivist-Historian;
  5. Return files to the District President.

**MINUTES REVIEW COMMITTEE**

*(Bylaws, Article XVI, Section 4, page B/14)*

- A. The Minutes Review Committee shall consist of three (3) members, appointed by the President.
- B. Record the proceedings of District LWML Convention.
- C. Review minutes after compilation by the Recording Secretary.

**MISSION GRANTS COMMITTEE**

*(Bylaws, Article XVI, Section 5, page B/14)*

- A. The Mission Grants Committee will include the Mission Grants Director as Chairman, and three (3) members elected by the Executive Board, from three (3) different Zones, and a Pastoral Counselor.
- B. Meet to select the mission grants for placement on District LWML Convention ballot.
- C. Report recommendation to District LWML Board.
- D. Present the Mission Grants at the Convention.

**YOUNG WOMEN REPRESENTATIVES (YWR) COMMITTEE**

*(Bylaws, Article XV, Section 6, page B1/13)*

The YWR Coordinator shall serve as chairman with three (3) committee members, appointed by the President; a National LWML YWR will be encouraged to serve on the committee.

- A. Assist the YWR Coordinator in planning the Spring Young Women/Young at Heart Retreat,
- B. Attend District Convention at District expense.