

LUTHERAN WOMEN'S MISSIONARY LEAGUE



EASTERN DISTRICT

Leader's Manual

Procedures

Revised: 09/20/2013

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President

- Pray for guidance.
- Study the Eastern District bylaws carefully. Always have your handbook with you at all meetings.
- Preside at conventions of the Eastern District Lutheran Women's Missionary League and at all Executive Committee and Board of Directors meetings.
- Be an ex-officio member of all committees except the Nominating Committee.
- Receive and approve expense vouchers for payment of legitimately incurred expenses.
- For each scheduled LWML event appoint a Crisis Management Committee consisting of the President, a Vice President, Nurse, Pastoral Counselor and someone from the event site.
- Assign tellers, as needed at Executive Committee and Board of Directors meetings.
- Present a written report for each member at all Executive Committee and Board of Directors meetings.
- Prepare a written report for the district convention manual submitted by the convention manual deadline.
- Be responsible for the execution of all resolutions adopted by the league and by the Board of Directors and Executive Committee.
- Appoint special committees and promptly notify the Executive Committee of such action.
- Appoint a parliamentarian and other appointed offices unless provided for in the bylaws.
- The president selects meeting date, time, and place and notifies the Executive Committee and Board of Directors. Meetings should be held not long after the President has attended the national Board of Directors meetings. Folders should be prepared for each attendee.
- Prepare a written agenda for all Executive Committee and Board of Directors meetings.
- Send letters of welcome to newly-elected Zone Presidents.
- Respond to all correspondence in a timely manner.
- Update national information with all district officer changes via secured website
- Ask each counselor to prepare either an opening or closing devotion for each meeting.
- Write an article for each issue of the Eastern District Lutheran Women's Official publication or newsletter.

Deadlines:

Jan/Feb Issue - November 1

May/June - March 1

July/ Aug - May 1

Nov/Dec - September 1

- Attend national Board of Directors meeting when notified by the national LWML President.
- Attend national convention.

President (continued)

➤ District Convention:

1. Make the initial contact for convention speakers and national representative with the aid of the Executive Committee.
2. Establish district convention agenda and refer to convention guidelines for additional duties.
3. Appoint others (Board of Directors) to lead prayers, chair committees or other special duties.
4. Present newly elected counselor with a LWML counselor's pin at the convention.

➤ Affiliation of new societies:

When a society desires to affiliate with the District the following is done:

1. Notify the appropriate Zone President.
2. The new society desiring membership should fill out a new society form (District President has them).
3. District President signs the new society forms and sends them on to the national president.
4. Structure Chairman should be informed and then send the new society a sample of how to write bylaws and give any assistance as needed.
5. District Vice President of Communication should be notified of affiliation to insure Quarterlies are ordered.
6. District Financial Secretary should be notified of affiliation to insure mite boxes are ordered.
7. New society is issued a charter at the next district convention.

➤ Refer to bylaws articles V, IX, X at a minimum

Vice President of Christian Life/Special Focus

- Pray for guidance.
- Attend the Executive Committee and Board of Directors meetings.
- Contribute articles to the Eastern District Newsletter.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Coordinate the Christian Life and Special Focus Committees.
- Attend District Convention.
- Arrange District Convention opening service processional, board member seating, board member banquet seating and introduction of speakers.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Keep record of the number of delegates each society has attending at each district convention.
- Be responsible for honoring outgoing District President at appropriate district convention.
- Keep on file copies of the charter for each society in the district.
- Prepare optional Vice President Newsletter for committee members and /or Board of Directors.
- Send copies of all correspondence generated by the Vice-President of Christian Life/Special Focus to the President.
- Administer interpreter's fund.
- Receive correspondence from Christian Life and Special Focus Committees.
- Send cards as indicated in prayer requests.
- Present charters for newly formed societies at the Eastern District Convention.
- In the absence of President,
 1. attend national convention,
 2. preside at BOD and EC meetings,
 3. call meeting to fill vacancy of President
- Refer to bylaws articles V, IX, X, XII, Section 3 at a minimum.

Vice President of Communication

- Pray for guidance.
- Attend the Executive Committee and Board of Directors meetings.
- Receive correspondence from Editor and Public Relations Director.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Coordinator of the Communications Department, which includes the Editor and Public Relations Director
- Contact and coordinator of all copyright information for use of music at all district events with reference to our CCLI license.
- Attend District Convention.
- Prepare a statistical report for yearly Spring Board meetings. It should include:
 1. Number of societies in each zone.
 2. Number of new societies.
- In even numbered years, a complete statistical report is needed for the Convention Manual. This is needed by the convention manual deadline.
- Obtain as required from zone presidents information necessary to complete any statistical reports required by the national LWML. Generally what information is required comes through the District President or directly from national.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Publicize news from national LWML.
- Maintain mailing list include the following:

Names, address, and phone numbers of all officers:

 1. District Executive Committee
 2. District Counselors
 3. District Appointed Officers/Committees
 4. Zone Officers
 5. Zone Counselors

Names, address, and phone numbers of:

 6. Churches
 7. Pastors
 8. Society Presidents
 9. Number of quarterlies received
- Verify the accuracy of the number of Quarterlies for each zone. Confirm with the treasurer the number that is billed from national. Reconcile if needed.

Vice-President of Communication (continued)

- Contribute articles to the Eastern District LWML District Newsletter, encouraging members to:
 1. Keep this office informed of any changes in Society presidents or pastors.
 2. Keep accurate record of Quarterly needs of their society, increasing or decreasing accordingly.
 3. Encourage contributions from the membership to help defray the cost of the LWML Quarterly.
 4. The cost of each Quarterly subscription is stated in the Standing Rules of the bylaws. The money contributed by the societies should be sent by the society to their zone treasurer, who will forward it to the District Financial Secretary.
- Send copies of all correspondence generated by the Vice President of Communication to the President.
- Perform duties of President in her absence if the Vice President Christian Life/Special Focus is unable to do so.
- Refer to bylaws articles V, IX, X, XII Section 4 at a minimum.

Vice-President of Gospel Outreach/Organizational Resources

- Pray for guidance.
- Attend the Executive Committee and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Contribute articles to the Eastern District LWML Newsletter.
- Coordinator of the Mission Grants Committee, Leadership Development Committee and Structure Committee.
- Serve as Chairman of the Nominating Committee.
- Prepare the Convention Manual.
- Attend District Convention.
- Be responsible for a talent survey to be available at Board Meetings, Conventions and Retreats.
- Be responsible to survey the health of the District. Work with the Planner.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Prepare optional Vice President Newsletter for committee members and for the Board of Directors.
- Receive correspondence from Mission Grants, Leadership Development and Structure Committees.
- Perform duties of President in her absence if the Vice President Christian Life and the Vice President of Communication are unable to do so.
- Send copies of all correspondence generated by the Vice President of Gospel Outreach/ Organizational Resources to the President.
- Refer to bylaws articles V, IX, X, XII Section 5 at a minimum.

Recording Secretary

- Pray for guidance.
- Attend the Executive Committee and Board of Directors meetings.
- Attend the District Convention.
- Record the minutes of all meetings of the Executive Committee, Board of Directors, and District Convention.
- Write any correspondence needed by the Executive Committee or Board of Directors pertaining to the work of the LWML Eastern District.
- Record the list of delegate's credentials prior to the District Convention. Keep District Convention ballots until instructed to destroy them.
- Prepare cards as necessary for circulation at the Executive Committee and Board of Directors meetings for members with needs.
- Refer to bylaws articles V, IX, X at a minimum.

Financial Secretary

- Pray for guidance.
- Attend Executive Committee and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Deposit Procedure
 1. Send a receipt to Zone Treasurer when a check is received.
 2. Endorse all checks “FOR DEPOSIT ONLY” and deposit all checks at the end of the month. Get two copies of the deposit receipt from the bank.
 3. Record by month on “Record of Receipts.”
 4. Send the “Record of Receipts” and one of the copies of the deposit slips to the District Treasurer.
 5. Keep a copy of “Record of Receipts” and other deposit slip for your records.
 6. Enter receipts in ledger:
 - a. Total Receipts
 - b. Receipts by Zone
 - c. Memorials/Honorariums
- Attend the District Convention.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Receive all monies from zone treasurers, including mites, memorials, honor gifts, LWML Quarterly contributions and miscellaneous funds.
- Send a monthly report of deposits to the President, Vice President Gospel Outreach/Organizational Resources and the Mission Grants Chairman.
- Send to the Vice President of Communications a copy of the quarterly contributions made at the fall and spring Executive Committee meetings.
- Ask the President to order mite boxes if they are needed.
- Distribute Mite Boxes and Memorial/Honorary cards upon request.
- Serve as a member of the Budget Committee, which prepares the Mission Goal Work program for adoption at the District Convention.
- Submit books for fiscal review at the end of each biennium. Ask the person to write a letter and send to the president (sample in convention manual).
- Consult with Recording Secretary on motions reflected in Executive Committee or Board of Directors’ meetings minutes that may necessitate changes in Standing Rules and/or Bylaws.
- Refer to bylaws articles V, IX, X at a minimum.

Treasurer

- Pray for guidance.
- Attend Executive Committee and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Serve as the Chairman of the Budget Committee.
- Prepare biennium budget.
- Attend the District Convention.
- The Treasurer shall:
 1. Receive all monies
 2. Makes all authorized disbursements,
 3. Maintains a record of all transactions. Prepares financial reports for the Executive Committee meetings, Board of Directors meetings and District Convention Manual.
 4. For additional information read the bylaws of the Eastern District LWML – treasurer's duties and the Treasurer's Handbook issued by the national LWML.
- Receipts
 1. Endorse all checks “FOR DEPOSIT ONLY” and deposit in the account of LWML Eastern District. (Lost checks cannot be cashed with endorsements).
 2. Write a receipt for each item of income, however small, including interest on bank accounts, transfers, and all cash received.
 3. Send receipt to the designated person if possible (as to Financial Secretary for mites); otherwise attach receipt to correspondence involved in receipt file.
- Disbursements
 1. All disbursements regardless of size need to be approved in writing by the District President and should be made by check.
 2. Remit 25% of all mites collected to national LWML treasurer at least quarterly, preferably monthly. Do not include memorials or honorariums collected, donations for LWML Quarterlies or special contributions for District Grants. Use the special forms for all remittances to the national LWML. They are numbered in sequence and furnished by the national LWML treasurer.
 3. Track and disburse District Grants (40% of mites and 100% of special contributions designated for grants).
 - a. District Grants are paid in the order approved at the District Convention that they were selected.
 - b. A “Request for LWML Grant” form must have been received prior to disbursement of funds. This form is distributed by the Chairman of the Mission Grants Committee.

Treasurer (continued)

- c. When funds are available, prepare an "Acknowledgement of Intent" form/letter and submit to grantee. Also, obtain written approval to pay the grant from the District President.
- d. Upon receipt of the completed "Acknowledgement of Intent" Form and District President Approval, disburse grant funds to grantee along with a letter and "Acknowledgement of LWML Eastern District Grant" Form.

➤ Accounts

1. Maintain a checking and a savings account.
2. Deposit all funds in checking account.
3. Transfer funds from savings accounts as needed. If possible, when funds reach over \$10,000, purchase a certificate of deposit to earn more interest.
4. Record receipts and disbursements in ledger under proper accounts.
5. Maintain a separate record amount for Memorials and Honorariums. These funds are used to pay expenses for Young Woman Representatives to District and National Conventions.
6. Maintain a separate record account for retreat receipts and disbursements.
7. Keep a record for Quarterly contributions and report to official publication or newsletter Editor for publication.

➤ Reports

1. Balance books for reports, coordinating with Financial Secretary.
2. Close books at end of each Biennium (March 31) and prepare a two-year report for the convention manual.
3. Prepare an official publication or newsletter report from April 1 to June of convention year for convention floor and Board of Directors meetings before convention.
4. Prepare income and expense report for annual Board of Directors meeting (Make copies as needed).
5. Prepare income and expense report for Executive Committee meetings (Make copies as needed).
6. Prepare expense breakdown report of Board Meetings and retreats and send to the President.
7. Submit books for fiscal review at the end of each biennium. Ask the person to write a letter and send to the president (sample in convention manual).
8. Receive deposits for Retreat registrations from the registration chairman and make all payments for retreat expenses. If convenient, registration chairman may make deposits directly to bank account and send treasurer a duplicate receipt. Give chairman extra deposit slips.

Treasurer (continued)

➤ Grants

1. Grants: after receiving authorization for payment from the President, write a letter to the Grant recipient verifying the readiness for funds (sample letter in grant folder). Include a tear off portion on bottom of letter to be returned before funds are paid. Upon receipt, send money and letter along with three copies of the 'Acknowledgment of grant' forms. (Sample in grant folder). Also make additional copies of letter to be sent to President, Editor, Mission Grants chairman, LCMS District President and LCMS Mission Executive.
 2. Maintain a record of account for grant fund receipts and disbursements and a list of grants approved at Convention. Grants are paid in order of vote at convention, as funds become available from the mite receipts.
 3. Write letters acknowledging special gifts, such as large memorials or special contributions to grants not acknowledged by the Financial Secretary.
- a. Notify Bonding Insurance Company when there is a change in office of Financial Secretary, Treasurer, Convention Treasurer, and Retreat Registration Chairman.
 - b. Prepare a written report for the convention manual submitted by the convention manual deadline.
 - c. Submit books for fiscal review.
 - d. Count and record all offerings at conventions with convention committee treasurer.
 - e. Refer to bylaws articles V, IX, X at a minimum.

Counselor

- Pray for guidance.
- Pray for officers and members of the district.
- Attend Executive Committee and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Attend the District Convention.
- Prepare Worship Services, Bible Studies, Installation of Officers and other support services for the District LWML Convention.
- Provide counsel and aid to individual LWML District leaders and members at retreats and conventions when requested.
- Write articles for the Eastern District LWML official publication or newsletter as they are assigned to him.
- Serve as the doctrinal and theological review person for all materials produced for publication.
- Be available to encourage Zone Counselors.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Be available to assist with retreats and encourage program committees.
- Junior Counselor is counselor for Leadership Development Committee, Special Focus Committee, Christian Life Committee, Public Relations Director, and Editor plus the Vice Presidents in charge of these committees.
- Junior Counselor shall attend national convention and the Senior Counselor shall serve as his alternate.
- Senior Counselor is counselor for Mission Grants Committee, and Structure Committee, plus the Vice Presidents in charge of these committees, and President.
- Senior Counselor is Master of Ceremonies for convention banquet and advisor to Tellers for Mission Grants.
- Senior Counselor may mentor Junior Counselor.
- Be an advisor at the Convention Election Committee -Election of Officers and Selection of Grants.
- Refer to bylaws articles V, IX, X at a minimum.

Parliamentarian

- Pray for guidance.
- Attend Executive Committee and Board of Directors meetings.
- Attend District Conventions.
- Sit near the president at meetings to be ready for needed consultation.
- At the request of the President during meetings, she expresses opinions on points as quiet as possible.
- Upon noticing something being done out of order, calls it to the attention of the President as quietly as possible or perhaps writes a short note and hands it to the chair.
- Work of the Parliamentarian is done mainly in the background, outside of meetings, in private conferences and during recesses.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Be an advisor to the Structure Committee.
- Read convention rules at the convention.
- Refer to bylaws articles VII, IX, X at a minimum.

Editor

General Duties

- Pray for guidance, discernment of God’s will for the newsletter, and to be an encourager of those preparing articles.
- Attend all meetings of the Executive Committee and Board of Directors.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Attend the District Convention.
- Provide overall leadership to create, edit, publish, assemble and distribute the official newsletter of the Eastern District under the direction of the Board of Directors.

Create/Edit

- Promote official name of newsletter of the Eastern District formally adopted in spring 2005 as “The LWML Link.” Support the underlying theme of linking/bonding together as Society-Zone-District to “Serve the Lord with Gladness.”
- Follow distinct format and style as established for the cover page only using “The Link” name, headings and graphics. The Winter 2006 issue serves as the model and is intended to give each issue a consistent visual look until such time as the Board of Directors approves a change.
- Be alert to LWML events, happenings, and articles of interest for each issue.
- Foster creativity and develop new features and layouts.
- Encourage Board of Directors members to submit material. Prepare e-mail reminder of impending deadline (one month prior to submission) and make suggestions/assignments for topics. Extend further assistance when deadline not met.
- Receive and edit article submitted by District President for each issue.
- Receive and edit article submitted by Pastoral Counselor for each issue. This duty is shared and alternates between the Senior and Junior Counselor.
- Receive and edit materials from all officers, committee chairs, zone, and local societies.
- Receive and edit district convention and retreat registration forms for official publication. The final format as published in “The Link” is shared with the Communications Committee for the website and should be an exact replica.
- Publish national LWML information as received. Such items may include national LWML Convention, LWML Sunday, Quarterly news, or other information sharing requests sent from the national President.
- Encourage submission of digital photographs and accompanying identifying details. When hard-copy photographs are submitted they should be returned to the sender, if requested. Otherwise, forward to the District Archivist/Historian.

Editor (continued)

Publish, Assemble and Distribute

- Adhere to established time line for deadlines and publication date. Issues will be mailed on a quarterly basis as it fits well with the natural cycle of district events and meetings. There will be four issues per year starting with the Spring issue. The years are denoted by Volume number and started with Volume 1 in the first year of publication (Spring 2004). Pertinent deadlines:

<u>Issue</u>	<u>Submission Deadline</u>	<u>Mailing Deadline</u>
▪ Spring (April – June)	March 1	April 1
▪ Summer (July - September)	June 1	July 1
▪ Fall (October – December)	September 1	October 1
▪ Winter (January – March)	December 1	January 1

- Arrange for the printing of each issue.
- Maintain mailing database. The VP of Communication will give a periodic update for address and information changes. The Editor will similarly exchange information on any changes known within the Eastern District and will solely maintain a current database for national officers, chairs, and editors.
- Assemble each issue for mailing.
- Mail a copy of each issue to the LWML President or Representative of each society/congregation, Board of Directors and Past Presidents of the Eastern District LWML, President and Mission Facilitator of Eastern District LCMS, National LWML Executive Committee, committee chairs, National Past Presidents, Quarterly staff members and other District editors.
- Provide website ready copy of each issue to the district’s Communications Committee for upload to the Districts’ website.

General

- Maintain appropriate supporting files for all work performed. When purging files consult with District Archivist/Historian before destroying any documents.
- Keep a file of each issue of ‘The Link’ and The Quarterly.
- Send copies of all pertinent correspondence to the VP of Communication and President.
- Coordinate with Public Relations Director to determine specific roles in working with the District Convention Publicity Committee for all publicity relating to the Convention.
- Prepare a written report for the convention manual and submit by the convention manual deadline.
- Consult the Editor’s handbook for detailed information and suggested standard items for each issue of “The Link”.
- Accept newsletters from the editors of other districts and share information with others as deemed practical.
- Refer to Bylaws articles VIII, IX, XII Section 4 at a minimum.

Public Relations

- Pray for guidance.
- Attend all Executive Committee and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Send copies of all correspondence generated by the Public Relations Director to Vice President of Communication and President.
- Attend the District Convention.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- District Convention Pastor's Event:
 1. Obtain current labels from LCMS Eastern District office and forward a copy to the Vice President of Communication for updates to our directory.
 2. Mail invitation letter and registration form to all pastors in Eastern District in the zone(s) hosting the convention.
 3. Mail invitation letter and registration form to pastors in English District that have LWML societies belonging to Eastern District in the zone(s) hosting the convention.
 4. Obtain from Convention registrar list of pastors attending convention and mail or email follow up letter.
 5. Contact national for items to distribute at pastors' event.
 6. Conduct pastors' event at convention during interest session time.
- Convention Publicity
 1. Work with Convention Publicity Chairman and District Editor.
- Convention Photographer:
 1. Ensure photographer has list of photos needed.
 2. Receive photos and/or CD from photographer.
 3. Mail or email photos as indicated to District Editor, District President and District Archivist-Historian.
- Be photographer at EC and BOD meetings and LWML events.
- Convention Press Release:
 1. Prepare press release.
 2. Verify with District President.
 3. Disseminate at convention or soon thereafter.
 4. Forward copy of press release to our Webmaster for placement on our Website.

Public Relations (con't.)

- Brochure:
 1. Prepare revised district brochure ready for distribution at convention and retreat.
 2. Maintain supply of brochures to distribute throughout the district.
- Convention Survey:
 1. Prepare convention survey and insure necessary copies are in the convention folders.
 2. Compile results of the survey after the convention and forward results to the District President and others as indicated.
- LWML National Convention Eastern District Badges:
 1. Arrange for and distribute to any Eastern District members attending the LWML Convention Eastern District badges. Cost to be covered by members attending.
- Web Site: serve as Chairman of the web site committee.
- Refer to bylaws articles VIII, IX, XII Section 4 at a minimum.

Archivist/Historian

- Pray for guidance.
- Attend Executive Committee, at the request of the President, and all Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Attend the District Convention.
- Be directly responsible to the LWML District President.
- Send copies of all correspondence generated by the Archivist-Historian to the President.
- Keep all Historical files in good order.
- File one copy of each issue of the Eastern District LWML newsletter, after copying on acid free paper. Also, one copy of the newsletter on acid free paper should be forwarded to the national LWML Archivist/Historian.
- File all District pictures (of league officers, league events, and recipients of grants, convention pictures, etc) in protective binders after receipt.
- A history of activities and accomplishments of Eastern District LWML should be prepared at the end of each biennium. This history is printed in the convention manual. Two copies of this history is forwarded to the national LWML Archivist/Historian and one kept with District files. Each Society will receive a copy of the history from the delegate. Each member of the Executive Committee and the Board of Directors will have a convention manual. There will also be copies in the District Archivist Historian files.
- Per letter from Gladys L. Grovender, previous national LWML Archivist/Historian, dated August 5, 1993, the materials requested by national LWML are:
 1. Two copies of convention manual & convention proceedings
 2. District biennial history
 3. Minutes from all routine district board meetings
 4. Copies of "LWML pages" mailed, printed in the Lutheran Witness, district news, etc.
 5. Copies of all productions such as a district or zone history, workshop programs, etc.
- The above archival collection is housed in the Concordia Historical Institute. These collections are kept securely in ideal conditions and are to be on file for future research.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Send copies of all correspondence generated by the Archivist-Historian to the President.
- Refer to bylaws articles VII, IX, X at a minimum.

Planner

- Pray for guidance.
- Be responsible to the District L WML President and assist the President as needed.
- Attend all Executive Committee and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Attend the District Convention.
- Develop the goal statement for the District Convention.
- Work with the President setting the convention agenda.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Review the District Primary Targets and Goals bi-annually.
- Work with the Vice-President of Gospel Outreach/Organizational Resources on surveying the health of the District.
- Maintain the Leaders Manual document keeping it current and consistent with the district bylaws.
- Send copies of all correspondence generated by the Planner to the President.
- Collect prior to and destroy after the event the health forms at LWML events and assist in time of need.
- Prepare name cards for BOD and EC meetings.
- Coordinate refreshments for BOD and EC meetings as needed.
- For BOD meetings, work with the President on hotel and meal arrangements, roommate assignments and meeting rooms including use of local churches if required.
- Refer to bylaws articles VII, IX, X at a minimum.

Mission Grants Committee

- Pray for guidance.
- Attend Executive Committee, as requested by the President and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Attend the District Convention.
- Be responsible to the LWML President.
- As much as possible, include the Mission Grants Co-chairman.
- Keep District aware of both national and district Mission Grants.
- Contact the recipients of grants given at the convention asking for pictures and articles to be published in the LWML Official publication or newsletter.
- In seeking mission grants, there are some things you need to do:
 1. Submit an article requesting grants proposals for the Eastern District LWML official publication or newsletter.
 2. Send a copy of the bylaws concerning grants along with a letter and request form requesting grants to the Executive Committee and Board of Directors. There is an October 15th deadline for all grants.
 3. Send a reminder postcard in September of odd numbered years.
- When grant proposals come in, send copies of the grant proposals to:
 1. President Eastern District LWML
 2. President Eastern District of LCMS Synod
 3. Director of Missions–Eastern District LCMS
 4. District LWML Junior Pastoral Counselor who has been appointed to act in advisory capacity
 5. Co-chairman Mission Grants District LWML
 6. Vice President of Gospel Outreach/Organizational Resources
- Ask for their comments as soon as possible.
- Check with LWML District President to see if the District Director of Missions has been invited to attend Spring Executive and Board of Directors meetings on the even (convention year).
- After investigating and evaluating each mission project; present them to the Executive Committee and Board of Directors at the February/March meeting in even numbered years (convention year).
- Notify the grant requestor whether or not their project was accepted for consideration.
- Send copies of all correspondence generated by the Mission Grants Committee to the Vice President of Gospel Outreach/Organizational Resources and President.
- Forward material from national Board of Directors reports and national Mission Grants web site to Board of Directors members.

Mission Grants Committee (continued)

- Mail a list of the grant proposals to the Society Presidents to be voted on at the convention.
- Present an impartial presentation of the approved grants proposals to the convention body.
- Prepare a ballot for convention voting.
- After convention, notify the persons whose grants were voted on whether or not they have received a grant. Grants will be paid according to the availability of funds and in the order of votes received.
- Assist when requested by the Editor in obtaining photos from grant recipients for the LWML official publication or newsletter.
- Make sure all materials are dated.
- Prepare a report for the convention manual after grants have been adopted by the Executive Committee and the Board of Directors and by the convention manual deadline.
- Assist the President as needed.
- Co-chairman assists as needed.
- Co-chairman attends even year BOD meetings.
- Refer to bylaws articles IX, X, XII Section 5 at a minimum.

Christian Life Committee

- Pray for guidance
- Attends Board of Directors meetings.
- Prepare a written report for all members attending the Board of Directors' meetings.
- Attend the District Convention.
- As much as possible, include the Christian Life Co-chairman.
- Submit material received from national Christian Life Committee to the Editor for publication in the LWML Official publication or newsletter.
- Offer suggestions and advise for conducting programs and workshops at the zone and society levels.
- Prepare room devotions to be used at the District Convention and for the Board of Directors meetings with the aid of the Christian Life Co-chairman.
- Prepare vespers for District Convention with the aid of the Christian Life Co-chairman.
- Set up and maintain District Display of LWML products at the Fall Retreat and the District Convention. Also displays may be setup at other Lutheran functions (e.g. Eastern District Convention, LLL) per direction of the District President.
- Encourage the use of Mustard seeds, the quarterly and other program materials available from the National LWML.
- Maintain District videos to be lent out to LWML Zones and Societies.
- Serve as a resource person for Zone Christian Life Chairmen.
- Lead Zone Presidents and Committee Chairmen meeting in conjunction with the Executive Committee meetings on Friday evenings during February or March. It is a caring and sharing session.
- Assist the President as needed.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Arrange prayer partners at BOD meetings.
- Prepare Convention Vespers and Room Devotions.
- Send copies of all correspondence generated by the Christian Life Committee to Vice President Christian Life/Special Focus and President.
- Co-chairman assists as needed.
- Co-chairman attends even year BOD meetings.
- Refer to bylaws articles IX, XII Section 3 at a minimum.

Structure Committee

- Pray for guidance
- Attends Executive Committee, as requested by the President and Board of Directors meetings.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- As much as possible, include the Structure Co-chairman.
- Keep the District Bylaws up to date.
- Receive and examine all society or zone bylaws or amendments, which have been submitted for approval. Offer helpful advice where needed.
- Dated copies of all correspondence, notes of telephone conversations should be filed with Bylaw copies.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Submit any proposed District LWML Bylaws amendments to the chairman of the national LWML Bylaws Committee in the proper number of copies.
- Send copies of all correspondence generated by the Structure Committee to Parliamentarian, Vice President of Gospel Outreach/Organizational Resources and President.
- Consult with Recording Secretary on motions reflected in Executive Committee or Board of Directors' meetings minutes that may be necessitate changes in Standing Rules and/or bylaws.
- Review zone bylaws to reflect any changes relevant to changes in District bylaws.
- Submit approved district bylaws to the chairman of the national LWML Structure Committee immediately following the district convention in the proper number of copies.
- Submit name and contact information to the chairman of the national LWML Structure Committee immediately following the district convention.
- Contact the national LWML Structure Committee in the fall of the odd year for suggested changes to District bylaws relevant to changes in national bylaws.
- Co-chairman assists as needed.
- Co-chairman attends even year BOD meetings.
- Refer to bylaws articles IX, X, XII Section 5 at a minimum.

Special Focus Committee

- Pray for guidance.
- The aim of LWML Special Focus Committee is to cover the world with our love in service to all people in need.
- Attend Board of Directors meetings.
- Prepare a written report for all members attending the Board of Directors' meetings.
- Attend the District Convention.
- As much as possible, include the Special Focus Co-chairman.
- Restate and reemphasize that the LWML dedicates itself to Special Focus.
- Consult the national Special Focus Committee for information in carrying on Special Focus activities, especially in overseas missions.
- Encourage the societies to participate in any of the Special Focus activities recommended by the national committee.
- Maintain a list of missionaries to be made available to societies.
- Supply the zones and societies with Special Focus opportunities by sending the national Special Focus newsletter to the Editor for publication in the Eastern District Official publication or newsletter.
- Promote Lutheran World Relief projects.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Plan the "Gifts of the Heart" Ingathering at the convention and publicize District wide.
- Plan Servant Events at convention and encourage zones/societies to plan such events in their area.
- Promote any national Special Focus products.
- Prepare convention 'Gifts from the Heart' Ingathering litany.
- Send copies of all correspondence generated by the Special Focus Committee to the Vice President of Christian Life/Special Focus and President.
- Co-chairman assists as needed.
- Co-chairman attends even year BOD meetings.
- Refer to bylaws articles IX, XII Section 3 at a minimum.

Leadership Development Committee

- Pray for guidance
- Attends Board of Directors meetings.
- Prepare a written report for all members attending the Board of Directors' meetings.
- Attend the District Convention.
- As much as possible, include the Leadership Development Co-chairman.
- Provide materials and training, which will stimulate each LWML member to strive to increase membership in their society. Encourage and equip women to reach out in love.
- Encourage the zones and societies to conduct workshops, seminars, and training sessions.
- Write articles for Eastern District LWML Official publication or newsletter using information you receive from the national LWML Member Development Committee.
- Provide Information to zones and societies regarding the LWML Friends Into Serving Him program.
- District Convention:
 1. Prepare a written report for the convention manual submitted by the convention manual deadline.
 2. Welcome the Zone Young Woman Representatives. Meet with them to coordinate activities Friday afternoon or at Friday dinner.
 3. Print a list of activities in which the YWRs are asked to participate. These have included:
 - Processing with the YWR banner at the Opening Ceremony
 - Leading the LWML pledge and a song.
 - Have lunch with the District President and the national representative on Saturday.
 - Assist with the Ingathering
- The YWRs are seated with their Zone delegates for business meetings so they get first-hand experience and are mentored by the experienced women of the zone. The Leadership Development Committee usually purchases a memento for each YWR (ex. convention tote bags, LWML items) The District President may purchase YWR pins to present at the Saturday luncheon. An activity to encourage the convention attendees to introduce themselves to the YWRs can be utilized. See the Leadership Development 3-ring binder. Distribute post convention surveys to get feedback and ideas on how to improve the YWR program. Thank you notes to the District President are to be encouraged.
- Leadership Development Display -YWR survey box, membership map showing where each society is located in Eastern district (you may want to have people mark where they are from on a map instead). At the 2000 convention, the ladies signed "The Great Wall of Membership".
- Send copies of all correspondence from the Leadership Development Committee to Vice President of Gospel Outreach/Organizational Resources and President.

➤ National Convention:



1. Promote applications in the zones for the National LWML Convention YWR(s).
2. Once selected keep in contact with the selected candidate(s).
3. Purchase a memento for the YWR(s).

➤ Co-chairman assists as needed.

➤ Co-chairman attends even year BOD meetings.

➤ Refer to bylaws articles IX,XII Section 5 at a minimum

➤ **Budget Committee**

➤ Pray for guidance.

➤ The District Budget Committee consists of the District Treasurer, the District Financial Secretary, a member appointed from the District at large and a Pastoral Counselor. The District Treasurer is the Chairman.

➤ The duty of the Budget Committee is to prepare the Mission Goal Work Program for the approval of the Executive Committee and Board of Directors for adoption at the District Convention.

➤ Prepare a written report for all members attending the Executive Committee and Board of Directors meetings as required in the convention year.

➤ Prepare a written report for the convention manual submitted by the convention manual deadline.

➤ Refer to bylaws articles XII Section 2 at a minimum.

Nominating Committee

- Pray for guidance
- The Nominating Committee is composed of three members. The chairman is the Vice President of Gospel Outreach/Organizational Resources.
- The Board of Directors elects members of the committee at least one year in advance.
- The District LWML President supplies a list of offices to be filled.
- Special Duties
 1. Mail a letter of request for nominees to Zone Presidents and District Board members as early as possible
 2. Include a consent form and a nomination form with letter.
 3. Ask them to get nominees names from the societies in their zone.
 4. Nominees should have served on the zone level in some capacity.
- Prepare a list of candidates for each office.
- Follow the directions given in the District Bylaws regarding the selection of counselor candidates.
- Present the slate of candidates to the Board of Directors at the early spring meeting.
- Send the slate of candidates and biographical sketches to the President of the Eastern District LWML. She will either send them out with her letter or have the committee send them to every society and members of the board.
- Prepare the ballots for the election at the convention, making sure to leave extra spaces for write-ins, except for the counselors.
- Have ballot boxes available. Either make them yourself or contact convention committee.
- Send a copy of the slate with biographical sketches and pictures, if possible of all candidates to the Editor of the Eastern District L WML Official publication or newsletter for publication in the spring issue.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Refer to bylaws article VI at a minimum.

Zone President

- Pray for guidance
- Attend Board of Directors meetings.
- Prepare a written report for all members attending the Board of Directors' meetings.
- Attend the District Convention.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Serve on committees as requested by the President.
- Be responsible for zone delegates at convention.
- Be responsible for accountability for any mission grants in corresponding zone.
- Send copies of all zone minutes and publicity to District President.
- Notify the District President and Vice President of Communications when there is a change in zone or society officers. Send one month after elections.
- Obtain convention zone banner.
- Forward name of convention zone YWR to Leadership Development Chairman.
- Perform duties at convention as requested by the President such as Tellers Chairman, Resolution Chairman or prayer leader.
- Refer to bylaws articles IX at a minimum.