

LUTHERAN WOMEN'S MISSIONARY LEAGUE



Leader Manual

Procedures & Guidelines

09/30/2017

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Introduction (From the 2015 LWML Bible Study, *Decisions, Decisions* Written by Kristin Kaldahl)

Decisions, decisions. In LWML there seem to be many of them to make. Many of them are not easy to make. Business meetings and the decisions that come as a result of them are necessary to further the work and mission of this organization. How can we be sure we are making the right decision? How do we know we are following God's will in the LWML and in our lives? The Bible provides some answers.

Philippians 1:9-11

"And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled the fruit of righteousness that comes through Jesus Christ – to the glory and praise of God."

How do we acquire wisdom?

Psalm 111:10a (*Fear the Lord and follow His guidance.*)

Proverbs 2:6 (*God gives wisdom, provides knowledge and understanding in His Word.*)

What happens when we ask God for wisdom and guidance?

2 Chronicles 1:10 (*Prayer of Solomon*)

James 1:5 (*God will give it generously.*)

On what should we base our decisions?

Proverbs 3:7 (*Not with our own eyes, but by fear of the Lord.*)

Proverbs 28:26 (*Trusting in oneself is foolish, walk with God's wisdom.*)

Proverbs 3:13 (*Be blessed by the wisdom and understanding which comes from God.*)

What is God's will?

Deuteronomy 4:2 (*God wants us to keep God's Word; do not add or subtract from it; learn & teach it correctly.*)

John 6:40 (*God's will is that all would believe in Christ and live eternally.*)

1 Timothy 2:4 (*God's will is that all would be saved.*)

1 Thessalonians 4:3 (*God's will is for us to live holy lives.*)

If we make decisions based solely on our own resources what can we expect?

Romans 7:18-20 (*We are by nature sinful and alone cannot do any good thing.*)

How does God guide our lives and our decisions?

Psalm 119:105 (*His Word is a light to follow.*)

Proverbs 3:5, 6 (*Trust and acknowledge the Lord and He will guide you.*)

Psalm 25: 4, 5 (*Shows us the way, teaches us and gives us hope.*)

Proverbs 3:21 (*Hang on to the good judgment and discernment God provides.*)

We should not become stagnant Christians. The Holy Spirit kindles our faith and helps us to grow as we read and study God's Word. As our faith is nourished Christ works in us to discern what is right and guides us to make decisions that bring Him glory. Through the work of the LWML we can encourage one another to stay in God's Word, honor His Name, and share His Good News with others that they may be brought to faith in Him through the Holy Spirit.

Therefore, all LWML Eastern District Leaders should be in constant prayer and in the Word on a daily basis so that we are able to make the decisions that are pleasing to God.

President

- Study the LWML Eastern District (ED) bylaws carefully and often. Have your handbook with you at all meetings. At a minimum, refer to bylaws articles V, IX, X.
- Comply with the responsibilities set forth in the LWML ED Bylaws including:
 - Preside at the LWML ED Convention and at the meetings of the LWML ED Board of Directors (BOD) and Executive Committee (EC);
 - Be an *ex officio* member of all committees except the Nominating Committee;
 - Be responsible for the execution of all resolutions adopted by the LWML ED, its BOD and EC
 - Be responsible for appointing standing committee chairmen and members, appointed officers, special appointed personnel, and special committees, with the approval of the Board of Directors;
 - Sign all vouchers for payment of expenditures (i.e. authorize all payments);
 - Report to the EC and the BOD;
 - Present a report to the LWML ED Convention, including the proceedings of the EC
- For each scheduled LWML ED 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 LWML ED conventions, EC and BOD meetings.
- Prepare written reports all EC and BOD meetings and for the district convention manual.
- Send letters of welcome to newly-elected Zone Presidents.
- Respond to all correspondence in a timely manner.
- Provide national LWML with all district officer information changes as directed by national LWML officers.
- Write an article for each issue of the LWML ED Official publication or newsletter. Deadlines:
Jan/Feb Issue - November 1 May/June - March 1 July/ Aug - May 1 Nov/Dec - September 1
- Attend national LWML conventions and all meetings as notified by the national LWML President.
- LWML ED EC and BOD Meetings:
 1. 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.
 2. Prepare a written agenda for all Executive Committee and Board of Directors meetings. Folders should be prepared for each attendee. Ask each counselor to prepare either an opening or closing devotion for each meeting.
- LWML ED 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.
- LWML ED Retreat:
 1. Make the initial contact for retreat speakers and venue with the aid of the Executive Committee.
 2. Refer to retreat guidelines for additional duties.
- Affiliation of new societies: Be responsible for providing new societies with materials for membership and:
 1. Notify the appropriate Zone President.
 2. The new society desiring membership should fill out a new society form (available from www.lwml.org).
 3. District President signs the new society forms and sends them on to the national president.
 4. Structure Chairman should be informed to 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.

Vice President of Christian Life/Special Focus (VP CL/SF)

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles V, IX, X, XII, Section 3 at a minimum.
- 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 VP CL/SF 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

Vice President of Communication

- Study the LWML Eastern District (ED) bylaws carefully and often. At a minimum, refer to bylaws articles V, IX, X, XII - Section 4
- Attend the Executive Committee and Board of Directors meetings.
- Coordinator of the Communications Department, which includes the Editor and Public Relations Director Receive correspondence from Editor and Public Relations Director.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- 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.
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Assist the Vice President of Gospel Outreach/Organizational Resources in preparation of the convention manual.
- 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.
- Publicize news from national LWML.
- Maintain mailing list including 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
 6. Past District Presidents
 - Names, address, and phone numbers of:
 1. Churches
 2. Pastors
 3. Society Presidents
 4. 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.
- Periodically request from the Financial Secretary a copy of the Quarterly contributions made (to evaluate the contributions versus national LWML Quarterly Subscription Invoices). Results of this evaluations will be shared with the EC/BOD.
- Contribute articles to the LWML Eastern District Newsletter, encouraging members to:
 1. Keep this officer 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.

Vice-President of Gospel Outreach/Organizational Resources (VP GO/OR)

General Duties

- Study the LWML Eastern District (ED) bylaws carefully and often. At a minimum, refer to Bylaws Articles V, IX, X, XII
- Comply with the responsibilities set forth in the LWML ED Bylaws including:
 - may perform the duties of the President in the absence of, or at the request of, the President, or if the Vice President of Christian Life/Special Focus and the Vice President of Communication are unable to do so.
 - be coordinator of the Gospel Outreach/Organizational Resources Department;
 - report to the Executive Committee and the Board of Directors;
 - serve as chairman of the Nominating Committee;
 - oversee the preparation of the convention manual with the assistance of the Vice President of Communication;
 - develop a list of eligible LWML members to serve in appointed positions to assist the President with appointments;
 - submit a written report for the convention manual;
 - perform other duties as set forth in the Leader Manual, and as requested by the President.
- Attend the EC meetings, and BOD meetings and District Conventions.
- Prepare written reports for all EC and BOD meetings and for the district convention manual.
- Write an article for each issue of the LWML ED LINK. Deadlines:
Jan/Feb Issue - November 1 May/June - March 1 July/ Aug - May 1 Nov/Dec - September 1
- Coordinate the Mission Grants Committee, Leader Development Committee and Structure Committee.
- Serve as Chairman of the Nominating Committee.
- Provide talent survey for board meetings, conventions and retreats. Compile and update the results to the Talent Bank Roster for district use (i.e. next retreat chairman, convention chairman and the nominations chairman).
- Working with the Planner, be responsible to survey the health of the District (i.e. number of active societies vs inactive or societies vs congregations; alignment of zones with LCMS ED circuits).
- Responsible for welcoming first-timers at retreat.
- Send copies of all correspondence generated by the VP GO/OR to the President.
- Create, maintain and pass on a binder as a reference guide for the next VP GO/OR.

LWML ED Convention:

1. In January of the Convention year prepare, with LWML Eastern District President, a letter to the BOD outlining their responsibilities for the Convention Manual and due date.
2. With the assistance of the Vice President of Communication review all reports and send to the LWML Eastern District President for a final review.
3. Assemble the contents and secure a company to print the manual.
4. Two months before the convention, update if necessary the Talent Survey. Send the talent survey to the convention committee to print and include in the registration packets. After convention, compile and update the Talent Roster for district use - the president for appointed positions, next convention committee and nominating committee.

LWML ED Retreat:

1. Two months before the retreat, update if necessary the Talent Survey. Send the talent survey to the retreat committee to print and include in the registration packets. After retreat, compile and update the Talent Roster for district use - the president for appointed positions next retreat committee and nominating committee.
2. Responsible for welcoming first timers to retreat.
3. Two months before the retreat, coordinate with the Vice President of Christian Life/Special focus to ensure there is enough inventory at the district store to give a gift to each of the first-timers.

Vice-President of Gospel Outreach/Organizational Resources (cont.)

Mission Grants Committee:

1. Study the district bylaws and leader manual for Mission Grants.
2. Review with the Mission Grants Chairman the Mission Grant Timeline.
3. Review with the Mission Grants Chairman the Mission Grant Proposal packets for accuracy and any necessary changes.
4. Review the Mission Grant Proposals and provide feedback to Mission Grants Chairman.
5. One month before the convention year winter BOD Meeting, have the Mission Grants Chairman provide the proposed Mission Grant Presentation for review by the President and Vice President of Gospel Outreach/Organizational Resources.
6. Provide any assistance that the Mission Grants Committee requires.

Leadership Development Committee:

1. Study the district bylaws and leader manual for Leader Development.
2. In October of the year prior to the LWML ED Convention, review with the Leader Development Chairman the letter communicating to the zone presidents the process, application, and guidelines for district Young Women Representatives.
3. In October of the year prior to the LWML National Convention, review with the Leader Development Chairman the letter communicating to the zone presidents the process, application, and guidelines for district Young Women Representatives.
4. Provide any assistance that the Leader Committee requires.

Structure Committee:

1. Study the district bylaws and leader manual for Structure.
2. 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.
3. Provide any assistance that the Structure Committee requires.

Recording Secretary

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles V, IX, X at a minimum.
- Attend the Executive Committee meetings, Board of Directors meetings, and District Conventions.
- Record the minutes of all meetings of the Executive Committee, Board of Directors, and District Conventions.
- 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.
- Send copies of all correspondence generated by the Recording Secretary to the President.

Financial Secretary

General Duties

- 1) Study the LWML Eastern District (ED) bylaws carefully and often. As a minimum, refer to Bylaw Articles V, IX, X.
- 2) Attend Executive Committee meetings, Board of Directors meetings, and District Convention.
- 3) Prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- 4) Prepare a written report for the convention manual submitted by the convention manual deadline.
- 5) Receive all monies from zone treasurers, including mites, memorials, honor gifts, LWML Quarterly contributions and miscellaneous funds.
- 6) Prepare letters acknowledging special gifts, such as large memorials or special contributions to grants not acknowledged through Zones.
- 7) Prepare a written report for each issue of the LWML ED Official publication or newsletter. Deadlines: Jan/Feb Issue – Nov. 1; May/June Issue – Mar. 1; July/Aug Issue – May 1; Nov/Dec Issue – Sep. 1
- 8) Ask the President to order mite boxes when needed.
- 9) Distribute Mite Boxes and Memorial / Honorary cards upon request.
- 10) Serve as a member of the Budget Committee and assist with the preparation of the Mission Goal for adoption at the District Convention.
- 11) Serve on the Legacy of Love Committee and advise Legacy of Love Coordinator of gifts so a personal thank you note can be written
- 12) Submit books for fiscal review at the end of each biennium. Ask the reviewer(s) to write a letter and send to the president (samples are in the past district convention manuals).
- 13) Upon request, provide the Vice President of Communication a copy of the Quarterly contributions made (so that she may evaluate the contributions versus national LWML Quarterly Subscription Invoices).

Deposit Procedure

1. Send a receipt to Zone Treasurer when a check is received.
2. Send a receipt to Thrivent Choice Dollars participants when notified of their donation.
3. Keep a record of all checks received by month on the Financial Secretary spreadsheet.
4. Enter receipts in the Financial Secretary spreadsheet as follows:
 - a. Total Receipts on the monthly spreadsheet
 - b. Receipts by Zone
 - c. Memorials / Honorariums
5. Breakdown of monies received:
 - a. Mites: Mites and Thrivent Choice Dollars
 - b. YWR expenses: Memorials / Honorariums
 - c. Admin costs: Recycling and LWML Store
6. Endorse all checks with “FOR DEPOSIT ONLY” with account number and deposit all checks at the end of the 3rd week of the month. Get two copies of the deposit receipt from the bank.
7. Mail the Financial Secretary Report and one of the copies of the deposit slips to the District Treasurer.
8. Keep a copy of the Financial Secretary Report and other deposit slip for your records.
9. District Treasurer will provide a receipt for the money that has been deposited.
10. Send the monthly Financial Secretary Report to the President, Vice President Gospel Outreach / Organizational Resources and the Mission Grants Chairman.

Treasurer

General Duties

- Read and study the bylaws of the LWML Eastern District Bylaws and the Treasurer's Handbook issued by the national LWML. At a minimum refer to Bylaws Articles V, IX, X.
- Receive monies and make all authorized disbursements.
- Maintain a record of all transactions.
- Attend Executive Committee meetings, Board of Directors meetings, and District Conventions.
- Prepare financial reports for the Executive Committee meetings, Board of Directors meetings and District Convention Manual.
- Serve as the Chairman of the Budget Committee and prepare the biennium budget.
- Serve on the Legacy of Love Committee
- Submit books for fiscal review at the end of each biennium. Ask the reviewer(s) to write a letter and send to the president (a sample is in the convention manuals).
- Assist the convention committee treasurer with the counting and recording all offerings at conventions with.
- Refer to bylaws articles V, IX, X at a minimum.

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.
4. 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. Provide deposit slips to the registration chairman.

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 L WML 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. The form and format is furnished by the national LWML treasurer.
3. Track and disburse District Grants (45% 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.
 - 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.

Treasurer (continued)

Accounts

1. Maintain as a minimum, a checking and a savings account. Maintain other accounts, as needed (i.e. Legacy of Love).
2. Deposit all funds in checking account.
3. Transfer funds to/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 Communications Department for publication.

Reports

1. Reconcile and 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. Upon request, provide the Vice President of Communication a copy of the Quarterly Invoices paid (so that she may evaluate the contributions versus national LWML Quarterly Subscription Invoices).
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 as requested.

Grants

1. 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.
2. Inform the Grants Committee, VP GO/OR, and President when funds are available to pay each grant. The Grant Committee will write a letter to the Grant recipient verifying the readiness for funds (sample letter in grant committee binder). The Grants Committee will coordinate the response with the VP GO/OR, President and Treasurer. Upon receipt of Authorization from the President, the Treasurer will 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 LWML Zone President, as applicable.

Counselor

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles V, IX, X at a minimum.
- 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 Leader 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.

Parliamentarian

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles VII, IX, X at a minimum.
- Attend Executive Committee meetings, Board of Directors meetings, and 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.

Editor

General Duties

- Study the LWML Eastern District (ED) bylaws carefully and often. At a minimum, refer to Bylaws articles VII- Section 3, IX, X, XII - Section 4.
- Attend all meetings of the Executive Committee(EC) and Board of Directors(BOD) and the district convention.
- Prepare a written report for all members attending the EC and BOD meetings.
- Provide overall leadership to create, edit, publish, assemble and distribute the official newsletter of the LWML Eastern District under the direction of the Board of Directors.
- 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 items for each issue of "The Link".
- Accept newsletters from the editors of other districts and share information with others as deemed practical.

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 on 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 (cont.)

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.
- Email a copy of each LINK issue to the LWML President or Representative of each society/congregation, Board of Directors and Past Presidents of the LWML Eastern District, LCMS Eastern District President, national LWML Executive Committee, Quarterly staff members and other District editors. If an e-mail address is not available a hard copy of the LINK will be mailed via the U.S. mail.
- Provide website ready copy of each issue to the district's Communications Committee for upload to the District website.

Public Relations Director

General Duties

- Study the LWML Eastern District (ED) bylaws carefully and often. At a minimum, refer to Bylaws articles VII- Section 6, IX, X, XII - Section 4. Ensure current copies of LWML District Bylaws, Leader Manual, Retreat Guidelines, and Convention Guidelines are in the Public Relations files.
- Attend all Executive Committee (EC) meetings, Board of Directors (BOD) meetings, and the district convention.
- Be photographer at EC and BOD meetings and LWML events.
- Prepare a written report for all members attending the Executive Committee and Board of Directors meetings. Prepare a written report for the convention manual submitted by the convention manual deadline.
- Send copies of all correspondence generated by the Public Relations Director to Vice President of Communication and President.
- Work with District President to have LWML presence (possible presentation, display and/or handouts) at LCMS District Pastoral/ Church Workers Conferences/ Events/ Conventions.
- Obtain information from LCMS Eastern District on new pastors to the District and forward to LWML District President for distribution of welcome packets.
- Obtain permission from national LWML to use LWML logo. National can provide the LWML Branding Guidelines (i.e. Colors must be exact).
- Be a resource for Zones on any Publicity, brochures, etc. they may be doing.
- Inform LCMS District dates of our convention, retreats, etc. to put on their eNews and websites.
- Create flyers, posters, cards, and displays to publicize LWML Eastern District and assist with District fundraiser promotions (i.e. recycling, district shirts, etc.).

District Brochure:

1. Prepare revised district brochure ready for distribution at convention and retreat.
 2. Maintain supply of brochures to distribute throughout the district.
 3. Brochures should be professionally printed.
- Serve as Chairman of the web site and social media committees.

Conventions

- District Convention Pastor's Event:
 1. Obtain information from LCMS Eastern District office and/or website for pastors' addresses.
 2. Mail invitation letter and registration form to all pastors in Eastern District in the zone(s) hosting the convention including retired pastors, deacons, District counselors, all Zone counselors, District Counselor candidates, pastors married to members attending.
 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/email follow up letter with input from District Counselors on color of stoles to be worn, possible worship service duties etc.
 5. Contact LWML national for items to distribute at pastors' event.
 6. Obtain refreshments.
 7. Conduct pastors' event at convention during interest session time.
 8. Disseminate LWML information (i.e. Use quiz/trivia, as tool. NOTE: It is not appropriate to conduct a Bible study).
 9. Introduce Pastors/ special guests, as District President requires at convention.

Public Relations Director (cont.)

➤ District Convention Publicity

1. Work with Convention Publicity Chairman and District Editor.
2. Review any convention publicity/press releases prepared by host committee
3. Press Release
 - a. Prior to convention, prepare draft press release and bring to convention. Copy to a flash drive to use on someone's laptop or bring a laptop with the draft on it.
 - b. Update Press Release with convention details (usually on Saturday afternoon)
 - c. Verify updated press release with District President.
 - d. Ensure host convention committee has place to make adequate number of copies for distribution at the conclusion of the convention.
 - e. Disseminate at convention
 - f. Forward copy of press release to Webmaster for placement on the District Website

➤ District Convention Photographer:

1. Ensure photographer has list of photos needed. See list in Convention Guidelines.
2. Arrange schedule of Zone group photos at convention
 - a. Notify convention photographer and zone presidents.
 - b. Arrange with host committee for location of photos
3. Receive photos and/or CD from photographer.
4. Mail/email photos as indicated to District Editor, President and Archivist-Historian, Webmaster, Convention Chairman and Convention Co-Chairman.
5. Send thank you note to convention photographer immediately following the convention.

➤ 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, VP of Communication, Convention Chair/Co-Chair, Convention Liaison, Zone President of next convention site.

➤ National LWML Convention Eastern District Badges: Arrange for and distribute Eastern District badges or other identifying item to any LWML Eastern District members attending the national LWML Convention.

Archivist/Historian

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles VII, IX, X at a minimum.
- Attend Executive Committee, at the request of the President, and all Board of Directors meetings and District Conventions.
- Prepare written reports for all Executive Committee and Board of Directors members.
- 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 are 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 since each delegate receives a convention manual. 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.

Planner

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles VII, IX, X at a minimum.
- Be responsible to the L WML District President and assist the President as needed.
- Attend all Executive Committee meetings, Board of Directors meetings, and District Conventions.
- Prepare written reports for Executive Committee meetings, Board of Directors meetings and district convention manual.
- Develop the goal statement for the District Convention.
- Work with the President setting the convention agenda.
- 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 (i.e. number of active societies vs inactive or societies vs congregations; alignment of zones with LCMS ED circuits).
- Maintain the Leader Manual document keeping it current and consistent with the district bylaws.
- Send copies of all correspondence generated by the Planner to the President.
- Act as Meeting Manager for all District EC and BOD Meetings including the following responsibilities:
 - Work with the President on hotel and meal arrangements, roommate assignments and meeting rooms including use of local churches, if required.
 - Coordinate refreshments for BOD and EC meetings, as needed.
 - Receive and compile EC/BOD Reports making electronic versions available to all attendees approximately 1 week prior to meetings.
 - Prepare name cards for BOD and EC meetings.

Legacy of Love Coordinator

- Study the LWML Eastern District (ED) bylaws carefully and often. As a minimum, refer to Bylaw Articles VII, XII.
- Coordinate a meeting with the Legacy of Love Committee, 2 or more times per year to review promotion plans and results of investments
- Review investment results with District Executive Committee for use or investment changes
- Attend Executive Committee meetings, Board of Directors meetings, and District Conventions
- The Coordinator shall prepare a written report for all members attending the Executive Committee and Board of Directors meetings.
- Prepare a written report for the convention manual
- Financial Secretary to advise coordinator of gifts so a personal thank you note can be written
- District President shall share Legacy of Love account statements with the coordinator

Mission Grants Committee

- Study the LWML Eastern District (ED) bylaws carefully and often. At a minimum, refer to Bylaw Articles IX, X, XII Section 5.
- Comply with the responsibilities set forth in the LWML ED Bylaws including:
 - Mission grant proposals may be submitted to the District LWML by societies, zones, or individual LWML members.
 - Such proposals shall be submitted to the Mission Grants Chairman who shall send one (1) copy to the President of the Eastern District LCMS or his designee, one (1) copy to the Vice President of Gospel Outreach/Organizational Resources, and one (1) copy to the President for their advice and comments, and to others designated by the Executive Committee.
 - All mission grant proposals must be received by the Mission Grants Chairman, postmarked no later than October 15 of the year preceding the LWML ED Convention.
 - Grants shall be considered for proposals that:
 - a) truly exhibit a direct mission emphasis,
 - b) extending the ministry of the Word,
 - c) are approved by the LCMS Eastern District President or designee.
 - No grants shall be made for any proposal that necessitates a permanent subsidy from the funds.
 - No grants shall be made to cover deficits or budget shortages of an individual, a congregation, a district, or the LCMS.
 - Disbursement of grants shall be consistent with the adopted grant goal.
 - Grants shall be prioritized for funding and moneys disbursed according to the number of votes received.
 - After a grant has been fully funded, the financial responsibility of the District LWML ceases.
 - Status reports on grants shall be published in the District LWML LINK.
 - Funds for a grant must be disbursed or put into use within the biennium in which it was voted or be returned to the District LWML treasury, for reallocation. The convention may extend the time for one (1) biennium in case of extenuating circumstances.
- As informed by the Treasurer when funds are available to pay each grant. The Grant Committee will write a letter to the Grant recipient verifying the readiness for funds (sample letter in grant committee binder). The Grants Committee will coordinate the response with the VP GO/OR, President and Treasurer. Upon receipt of Authorization from the President, the Treasurer will send money and letter along with three copies of the 'Acknowledgment of grant' forms. Mission Grants chairman will receive a copy of this payment letter.
- Attend all BOD meetings and the EC meetings, as requested by the President.
- Prepare written reports for BOD meetings and EC meetings (if attending).
- Attend the District Convention.
- As much as possible, include the Mission Grants Co-chairman(s).
- Through the VP of Communication, keep the entire LWML ED aware of both national and district Mission Grants.
- In seeking mission grants,
 1. Submit articles to the editor reminding all that it is time to start thinking about grants proposals in the LWML ED LINK and the LCMS E-Communicator.
 2. Send a Mission Grant Proposal Packet requesting grants to the Executive Committee and Board of Directors. There is an October 15th deadline for receipt of grants. Included in this packet should be a copy of the bylaws concerning grants.
 3. If there is a need for more grant proposals,
 - Review past district convention grant proposals which were not selected
 - Review the LWML National Mission Bank for grant proposals that were not selected at the National Convention.

Mission Grants Committee (cont.)

- When grant proposals come in, send copies of the grant proposals to (Ask for their comments as soon as possible, so that you can be prepared for the Spring EC/BOD):
 1. LWML ED President.
 2. LCMS Eastern District President or his designee
 3. LWML ED Pastoral Counselors
 4. LWML ED Mission Grants Co-chairman(s)
 5. Vice President of Gospel Outreach/Organizational Resources
- After investigating and evaluating each mission project; present them to the Executive Committee and Board of Directors at the winter 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.
- Present an impartial presentation of the approved grants proposals to the convention body.
- Prepare reports: Report of Mission Grants Committee and the Convention Ballots for Mission Grants, for the convention manual after grants have been adopted by the Executive Committee and the Board of Directors by the convention manual deadline.
- Prepare copies of the 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.
- Contact the recipients of grants asking for pictures and articles to be published in the LINK.
- Assist when requested by the Editor in obtaining photos from grant recipients for the LINK.
- Co-chairman(s) assist chairman as needed.
- Co-chairman(s) attends even year BOD meetings.
- Create, maintain and pass on a binder as a reference guide for the next Mission Grants Committee Chairperson.

MISSION GRANTS TIMELINE

Even Year (December):

1. Update the Grant Proposal Packets.
2. Provide article to editor of the LINK. Include a general reminder that it is time to start thinking about grant proposals and Zone Presidents will be receiving their Grant Process Packets in January of the odd year and that the information will be on the LWML ED website.
3. Prepare an article for the LCMS Eastern District E-Communicator that it is time to start thinking about grant proposals and information including the Grant Process will be on the LWML ED website.

Odd Year:

1. January send Grant Proposal Packets including the LWML ED Mission Grant bylaws to BOD. On page 3 there is a structure chart.
2. Articles to the LINK editor and LCMS ED E-COMMUNICATOR can be sent throughout the year as a reminder to submit grants and the due date.
3. Copies of grant proposals are to be sent to the following for their review and feedback (include a deadline for return): LWML ED President; LCMS Eastern District President or his designee; LWML ED Pastoral Counselors; LWML ED Mission Grants Co-chairman(s); and Vice President of Gospel Outreach/Organizational Resources

Mission Grants Committee (cont.)

Convention Year:

1. Three weeks before the Winter Board Meeting send a listing of the grants to the BOD and Zone Presidents for their review. Note: Executive Committee will have reviewed them in the Odd Year.
2. At the Winter board Meeting the President will ask the Mission Grants Chairman to present to the EC and BOD the Grant proposals. The Mission Grants Committee needs to be prepared to discuss the proposals and any questions, including:
 - o Summary of the grant proposal
 - o Summary of any comments from the grant reviewers,
 - o Summary of any communications with those who are requesting grants; and,
 - o Be prepared to answer any questions at the meeting including grant criteria questions.
3. After the meeting notify the grant requestors whether or not their project was approved for the ballot.
4. Request pictures and summaries for presentation at the convention.
5. Prepare a summary of the Grant Proposals on the ballot for presentation at the convention.
6. Send a list of the grant proposals approved for the ballot to the BOD and anyone else as directed by the LWML ED President and/or VP of Gospel Outreach/Organizational Resources.

Christian Life Committee

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles IX, XII Section 3 at a minimum.
- 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.

Structure Committee

- Study the LWML Eastern District (ED) bylaws carefully and often
- Serve the structure needs of LWML Eastern District Executive Committee (EC) and/or Board of Directors (BOD).
 - Attend EC/BOD meetings and conventions as requested.
 - Provide relevant written reports to EC/BOD meetings.
 - Consult with Recording Secretary on minutes of EC/BOD meetings for motions that require changes in standing rules or bylaws.
 - Submit a timely, written report for the convention manual.
 - Provide Parliamentarian, Vice President of Gospel Outreach/Organizational Resources and President with copies of all correspondence generated by the Structure Committee.
- Keep district bylaws up to date to conform to current/desired practice and/or changes in national LWML bylaws.
 - Contact the national LWML Structure Committee in the fall of the odd year for suggested changes to district bylaws to conform to changes in national bylaws.
 - Consult with the district president for recommendation of changes to district bylaws.
 - Prepare proposed changes to district bylaws to be presented to EC/BOD.
 - Submit EC/BOD proposed changes to LWML Structure Committee.
 - Report LWML Structure Committee recommended revision to EC/BOD.
 - Present proposed changes to the district convention.
 - Submit convention-approved changes to LWML Structure Committee.
 - Review zone bylaws for adjustments to conform to changes to district bylaws.
- Receive and review zone and society bylaws or amendments.
 - Offer helpful suggestions where appropriate.
 - Notify ED/BOD of approved changes that are not in conflict with district or national LWML bylaws.
 - Maintain copies of all correspondence and notes of telephone conversations with copies of bylaws.
 - Offer assistance to new societies in writing bylaws.
- Involve co-chair as much as possible, particularly to attend even year BOD meetings.
- Create, maintain and pass on a binder as a reference guide for the next Structure Committee Chairman.

Special Focus Committee

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles IX, XII Section 3, at a minimum.
- 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.

Leader Development Committee

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles, IX, XII Section 5 at a minimum.
- Comply with the responsibilities set forth in the LWML ED bylaws including:
 - encourage and equip women to reach out in love;
 - provide materials and training to enable each LWML member to increase skills for leadership in the LWML;
 - create and provide ideas, techniques, and resources which will enrich and stimulate individuals to increase the membership within their societies;
 - develop and promote programs, which target young women;
- Chairman attends Board of Directors meetings.
- Present a written report for each member at all EC and BOD meetings.
- Attend the District Convention.
- As much as possible, include the Leader Development Co-chairman.
- Encourage the zones and societies to conduct workshops, seminars, and training sessions.
- Write article for the LINK using information you receive from the national LWML Member Development Committee. Keep in and hopefully get info.
- Send copies of all correspondence from the Leader Development Committee to Vice President of Gospel Outreach/Organizational Resources and President.
- Provide information to zones and societies regarding any programs for leaders (or future leaders, i.e. teens) from national LWML
- Co-chairman assists as needed.
- Co-chairman attends even year BOD meetings.
- Create, maintain and pass on a binder as a reference guide for the next Leader Development Chairman.

LWML ED Convention:

1. In September of the prior year to the ED convention update and send a letter to all Zone Presidents reminding them that it is time to start looking for Young Women Reps for the ED Convention. Include the YWR ED Convention Application and guidelines.
2. In the Fall of the prior year prepare an article to be submitted to the editor of the LINK.
3. Contact the LWML ED webmaster to put on the website.
4. Present at the convention year Winter BOD Meeting the names of those selected by their zones.
5. Prepare a written report for the convention manual submitted by the convention manual deadline.
6. Welcome the Zone Young Woman Representatives. Meet with them to coordinate activities Friday afternoon or at Friday dinner.
7. Print a list of activities in which the YWRs are asked to participate. These have included:
 - a. Processing with the YWR banner at the Opening Ceremony
 - b. Leading the LWML pledge and a song.
 - c. Have lunch with the District President and the national LWML representative on Saturday.
 - d. Assist with the Ingathering
8. 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.
9. 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.
10. Leader 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".

Leader Development Committee (cont.)

LWML National Convention:

1. In September of the prior year to the National Convention, update and send a letter to all Zone Presidents in the Eastern District reminding them that it is time to start looking for Young Women Reps for the National Convention. Include the National ED National Convention application and guidelines.
2. In the Fall of the prior year prepare an article to be submitted to the editor of the LINK. Include that the application and guidelines are on the LWML ED website.
3. Contact the LWML ED webmaster to put on the website.
4. Promote applications in the zones for the National LWML Convention YWR(s).
5. Once selected keep in contact with the selected candidate(s).
6. Purchase a memento for the YWR(s).

Budget Committee

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles XII Section 2 at a minimum.
- 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 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.

Nominating Committee

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaw Article VI at a minimum.
- Comply with the responsibilities set forth in the LWML ED bylaws including:
 - The District LWML Board of Directors shall elect (2) members to serve with the chairman, Vice President of Gospel Outreach/Organizational Resources, as the Nominating Committee.
 - receive nominations for elective offices from the LWML members of societies and zones;
 - submit the names of at least two (2) candidates, if possible, for each elective office;
 - select candidates for President who have served as a zone president or a member of the District LWML Executive Committee;
 - select candidates for the other elected positions who are members of the LWML and have served on an LWML Board of Directors; with the exception of Pastoral Counselors;
 - submit the names of at least two (2) candidates, if possible, for Pastoral Counselor (see Article XI, Section 1). There will be no nominations from the floor.
 - obtain written consent of all candidates to serve, if elected;
 - submit a report for publication in the District LWML LINK sixty (60) days prior to the convention and/or a mailing to the delegates at least two (2) weeks prior to the District LWML Convention;
 - prepare printed ballots with the names of the candidates listed in alphabetical order by office;
 - submit a written report for the convention manual;
 - nominations for elected officers (other than Pastoral Counselors) may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office.
- In the odd year after the winter board meeting, prior to the district convention submit to the Editor of the eastern district LINK an article listing the names of the nominating committee, the positions that are up for election, and a brief description of the positions.
- Special Duties
 1. Mail a letter of request for nominees to Zone Presidents and District Board members as early as possible - once the Nominating Committee has been elected.
 2. Include a consent form and a nomination form with letter.
 3. Ask them to get nominee names from the societies in their zone.
 4. Nominees should have served on the zone level in some capacity or have extensive knowledge of LWML and have leadership experience.
 5. The positions of Treasurer or Financial Secretary require some accounting and financial experience.
 6. Nominating Committee Chairman - use the Talent Bank Roster from the Talent Surveys for prospective candidates
 7. Request a list of pastoral counselor candidates from the President of the LCMS Eastern District.
 8. Once you have the nominee consent and the nomination forms request a biographical sketch form the candidates along with a picture.
- Present the slate of candidates to the Board of Directors at the winter BOD meeting the year of the District Convention.
- Send the slate of candidates and biographical sketches to the LWML Eastern District President. She will either send them out with her letter or have the committee send them to every society and BOD members.
- 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, of all candidates to the LWML Eastern District LINK Editor for the spring issue of the year of the district convention
- Prepare a written report for the convention manual submitted by the convention manual deadline.
- Create, maintain and pass on a binder as a reference guide for the next Nominations Committee Chairman.

Zone President

- Study the LWML Eastern District (ED) bylaws carefully and often. Refer to bylaws articles IX at a minimum.
- It is highly recommended that Zone Presidents communicate with other Zone Presidents. Sharing our thoughts with our sisters in Christ is a great way to get ideas.
- 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 district 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 a zone banner for the district convention.
- Forward name of zone district convention YWR to Leader Development Chairman.
- Perform duties at convention as requested by the President such as Tellers, Resolution or prayer leader.