

MEMORANDUM

TO: District Presidents
Host Committee Members (including Coordinators, Chairmen and Directors)
FROM: Anne Hartman, Host Committee Chairman
DATE: August 6, 2020
SUBJECT: **DELEGATE AND WORKER GUIDELINES**

Everyone is eager to work for our Lord at a convention. This is a wonderful way to be a servant to our brothers and sisters in Christ.

WHO CAN BE A DELEGATE?

A delegate is either a District President or a representative from the zones in the district. Zone delegates can be either the zone president or someone selected by the members of the zone to represent them at convention.

WHAT IS A DELEGATE'S RESPONSIBILITY?

A delegate's main responsibility is to attend all convention sessions where she will participate in the election of officers and voting for mission grants.

A delegate is sent to an LWML convention by either her zone or her district. Most times her full registration is paid by either the zone or district.

WHO CANNOT BE A DELEGATE?

Host Committee Members which includes Coordinators, Chairmen, Directors, Host Committee Treasurer, and Host Committee Chairman **CANNOT** be delegates. They are in charge of their committees and are responsible for making sure everything is running smoothly.

WHO CAN BE A WORKER?

Anyone who is a member of the hosting district(s) can be a worker. This also includes family members and friends. A Call for Workers form **must be completed** and sent to the Personnel Data Management Chairman. Sometime in February of the convention year a list of potential workers for each committee is sent to the Chairman who makes the original contact. This is a slow process and one in which everyone needs to have patience.

WHO CANNOT BE A WORKER?

Not everyone can volunteer to be a worker at convention because they have other responsibilities. This especially pertains to delegates. **DELEGATES CANNOT BE "OFFICIAL" WORKERS AT THE CONVENTION!**

If a delegate would like to help in some area when the convention is NOT in session, she would go to the Workers' Room to find out if there is an assignment for her. She is not eligible for the worker discount coupon because she would not have signed the worker agreement form. Only those eligible to be a worker (not a delegate) can sign the worker agreement form.