

LWML NID – PROCEDURES MANUAL

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PRESIDENT

This is the email address that is assigned to the position of President: president@lwmlnid.org. Following your election to this office, please contact the webmaster for the LWML NID to get the password needed to access the email. The webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The President shall:

- a. preside at all conventions of the district LWML, and at all meetings of its Executive Committee and Board of Directors;
- b. serve as a member of the Presidents Assembly and, if unable to attend a Presidents Assembly or convention, appoint an elected district LWML officer of the NID to represent her. The officer who represents the President shall have voice and vote. Notice of the substitute’s name and address shall be given to the LWML President;
- c. serve as an ex-officio member of all committees except the Nominating Committee.
- d. place her signature on file at the bank used for the district LWML account, approve the payment of all expenditures, and, if necessary, write checks;
- e. be bonded at the expense of the district LWML for an amount determined by the District LWML Executive Committee;
- f. unless otherwise provided for in these Bylaws, appoint the standing committees, appointed officers, appointed personnel, and special committees, subject to the approval of the District LWML Executive Committee;
- g. serve as an adviser to and ex-officio member of the District LWML Structure Committee;
- h. be responsible for the execution of all decisions made by the district LWML convention voting assembly, Executive Committee, and Board of Directors;
- i. present reports at each district LWML convention.
- j. present a summary of Executive Committee meetings to the Board of Directors;
- k. attend zone rallies and other zone events, when possible.”

LWML NID Bylaws, Article VII Section 2

DETAILED DUTIES

- A. Preside at conventions and at all meetings of the Executive Committee (EC) and Board of Directors (BOD).
 1. Set date and site for EC and BOD meetings in consultation with EC members when necessary.
 2. Prepare official calls and agenda for meetings.
 3. Make assignments for conventions, EC and BOD meetings.
 - 4.. Maintain files of all information and activities
 - a. Prepare workable file for successor;
 - b. Send archival material to Archivist/Historian.
 - c. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention (flash drive may include all the above information)
 5. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the Treasurer.

- B. Be an ex-officio member of all committees except the Nominating Committee.
 - 1. Should be informed of all meetings and be invited to attend.
 - 2. Should be kept informed of committee activities through the vice presidents.
 - 3. Should receive copies of all important correspondence of committees.
- C. Approve vouchers for payment of legitimately incurred expenditures.
 - 1. Place signature on file at the bank.
 - 2. Approve expenditures, sign vouchers given to Treasurer.
 - 3. If necessary, write checks.
 - 4. Handle district LWML credit card account. Signatures shall be: President, Treasurer, and Convention Chairman who also has a card.
- D. Be responsible for appointing standing committees, appointed officers and special committees, with the approval of the EC.
 - 1. Present names of appointees to EC for approval
 - 2. After appointments are completed, provide information to the Corresponding Secretary to update the District Directory.
- E. Present a report to the district LWML convention.
 - 1. Verbal report to the convention.
 - 2. Written report in the convention manual.
- F. Prepare a report of actions at the EC meetings to the BOD.
 - 1. Verbal report at meetings.
 - 2. Communicate through email.
- G. Attend meetings of the national LWML Presidents Assembly.
 - 1. Every year in January
 - 2. Prior to convention - odd-numbered years.
 - 3. Appoint another officer to attend these meetings if unable to go.
- H. Attend national LWML conventions in odd-numbered years.
 - 1. Lead LWML NID delegation and conduct caucus.
 - 2. Maintain communication with delegates.
 - 3. Submit an itemized bill for expenses not reimbursed by national LWML: meals, entertainment ticket, and housing.
- I. Attend zone rallies as possible. Try to attend each zone once during your term; send letter or email of welcome to all new zone Presidents.
- J. Serve as official spokesman for the LWML NID.
 - 1. Serve as liaison with the LCMS NID.
 - a. Represent the LWML when invited to attend district LCMS conventions and meetings. If unable to attend, appoint a LWML NID representative, preferably one of the vice presidents.
 - b. Invite the district LCMS President to attend the LWML NID convention.
 - 2. Establish the NID convention agenda and execute same.
 - a. Invite official guests to the LWML NID convention as determined by the EC.
 - b. Send letters of thanks when appropriate.
 - 3. Represent the LWML when invited to meetings of our church bodies and their organizations and auxiliaries (e.g., LLL).
 - 4. Send acknowledgements to retiring officers, counselors, and committee personnel.
 - 5. Sign all contracts, legal documents and other official papers for the LWML NID.
 - 6. Answer all complaint letters received.
 - 7. Maintain a record of correspondence on flash drive.
 - 8. Update emailing list for copies of the NID Bits sent to the national LWML BOD.

- K. Notify national LWML President of a group accepted into membership or released from membership.
 - 1. Send welcome letter to the group.
 - 2. Request national LWML President to send, gratis, an LWML Handbook and other designated items.
- L. Communicate LWML activities.
 - 1. Prepare district report for zone spring rallies.
 - 2. Produce copy for NID-Bits and other publications when requested.
- M. Receive mite update from Financial Secretary.
- N. Review Procedures Manual for this office and make suggested changes.
- O. Meet with Strategic Planner to develop goal, objectives, theme, and Scripture for the following year. Theme should be ready for recommendation at the EC meeting in July.

SPECIFIC DUTIES PERTAINING TO MEETINGS

- A. Prepare notice of meeting for Corresponding Secretary to send out four (4) weeks prior to each EC and six (6) weeks prior to each BOD meeting.
- B. Prepare agenda for meeting and transmit to Corresponding Secretary to distribute.
- C. Prepare President's report and transmit to Corresponding Secretary to distribute.
- D. Prepare schedule of EC (usually the 3rd Saturday of February, March, May, July, September, November) and BOD (usually the 3rd Saturday of February and July) one year in advance (date, place, time).
- E. Provide BOD host with the "Host Instruction" sheet when confirming use of facilities.
- F. Review and/or amend minutes of Recording Secretary before they are sent to board members.
- G. Plan for special presentation at each BOD meeting for the purpose of education and inspiration; involve EC members in presentation or invite speaker.
- H. Approve all expense vouchers for Treasurer to pay. (grant payments do not need approval)
- I. For July BOD meeting, even year, provide digital copy of delegate form to national LWML convention with January 15 of the following year as the deadline to receive.
- J. Provide digital copy of spring rally forms to zone presidents in October, requesting that they be returned before or at the February BOD meeting.
- K. In October, prior to the national convention, email the Zone Presidents Form for submitting names of the YWRs to attend the national convention. Form to be returned to the President by February 1 of the national convention year, so the EC can make decision at the February EC meeting.
- L. Confirm arrangements for the BOD meeting with host church prior to preparing the call letter; review the "host instruction" sheet with the contact at the host church; ask local zone or group President to give welcome.
- M. Print Schedule of spring rallies/distribute to EC, and make assignments at the March EC Meeting. Prepare the District Report to spring rallies; make copies and distribute to the EC in March.

SPECIFIC DUTIES BEFORE DISTRICT CONVENTION

Set convention registration fees with Convention Chairman not later than the March EC Meeting
 Send invitations to the LWML NID Convention to LWML past district presidents and other VIP's.
 (samples in convention file). This can be done via email.

Vote on Grant Proposals for district convention ballot in May if necessary.

Announce counters (zone presidents) for district convention to help the Financial Secretary.

Announce Minutes Review Committee for the district convention (President, Pastoral Counselor, a past resident and two of the EC members).

- A. Prepare message for the convention manual.
- B. Prepare President's Report for convention (ten (10) or less minutes) and script for the day.
- C. Proof copy of convention manual with person in charge.
- D. Prepare agenda (check previous schedules).
- E. Prepare timeline with Convention Chairman (it is very important to stress the time each item is allowed so that the convention schedule can be maintained).
- F. Work closely with the Convention Chairman to check progress.
- G. Invite the national LWML president or another national representative.
- H. Hold a brief EC meeting on the evening prior to the convention if necessary.
- I. Attend pre-convention servant event.
- J. Attend opening service for convention the evening prior to convention.
- H. In April of convention year, request reports from district counselors, VPs and YWR Chairman for convention manual to be received by June 1.
- I. Work with Nominating Committee Chairman to get bios from candidates for manual.
- J. Prepare list of grants to be on the ballot, the ballot for offices and grants.
- K. Have all items for the manual proofed.

SPECIFIC DUTIES DAY OF DISTRICT CONVENTION

Follow prepared script (examples on flash drives).

SPECIFIC DUTIES FOLLOWING THE DISTRICT CONVENTION

- A. Following the district convention, submit the Statistical Report for the new Mission Grants approved at the convention to national.
- B. Submit the Reporting Form for the district officers to national following the convention.
- C. Have credit card transferred. Call credit card company to get form.
- D. Officers need to sign signature cards for bank accounts.
- E. New credit card number needs to be given to Public Storage for our storage unit payment, so the cost can be charged to the card monthly.
- F. Approve payment of invoice from national LWML for equalization of travel costs for national officers.
- G. Make new appointments (committee members and /or appointed officers) to be approved by the EC.
- H. Evaluate the district convention and anticipate the convention two (2) years hence the Convention Committee reporting at the EC meeting.

SPECIFIC DUTIES IN NATIONAL CONVENTION YEAR

- A. Write a report of special information for delegates and others attending the national LWML convention.
- B. National LWML convention delegate/alternate forms are due from zone presidents; follow up with zone presidents who have not returned them.
- C. Send in the national LWML convention delegate names as soon as possible upon receipt.

- D. Email congratulations into the newly chosen national LWML convention Young Women Representatives and hold a zoom meeting with them to answer questions, concerns, etc., before the convention.
- E. Invite District Transportation Chairman for the national LWML convention to BOD meeting, if necessary.

RESPONSIBILITIES TO THE NATIONAL LWML

- A. Attend the Presidents Assembly meetings
 - 1. Every year, usually in late January
 - 2. Two (2) days prior to the national LWML convention (in odd-numbered years).
 - 3. Report important information from the national LWML meeting.
- B. Submit delegate and alternate delegate names to national LWML, when requested.
- C. Submit Statistical Report for national LWML Convention Manual.
- D. Transmit names of officers (and changes) to the LWML office in St. Louis; send/transmit the National LWML President New Society Report and Society Release Information.
- E. Head LWML NID delegation at the national LWML convention; carry banner; make all arrangements necessary (caucus, etc.).
- F. Fulfill any duties assigned by the National LWML President.
- G. Read thoroughly the National LWML Handbook and the Leaders' Manual.

Present Zone Leadership Training & Encouragement (usually the last Saturday; involve the EC in the planning and presentation.

VICE PRESIDENT OF CHRISTIAN LIFE

This is the email address that is assigned to the position of Vice President of Christian Life is: vpchristianlife@lwml.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Vice President of Christian Life may perform the duties of the office of the district LWML President in the absence or at the request of the president, and shall:

- a. serve as Chairman of the Christian Life Committee;
- b. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.
- c. submit a written report to the District LWML convention.”

LWML NID Bylaws, Article VII, Section 3

DETAILED DUTIES

A. Elected Officer

1. Serve on the EC
 - a. Attend all meetings of the EC (approximately six (6) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance. Also prepare a report using three categories as recommended by national LWML.
 - c. Serve on special committees appointed by the President.
 - d. Perform special assignments requested by the President.
 - e. Maintain files of all information and activities
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - iv. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - v. In July of even years prepare budget for biennium to present to Treasurer at July EC meeting.
2. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance. Also prepare a report using three categories as recommended by national LWML.
 - c. Perform the duties of the office of the president in the absence or at the request of the President.
 - d. Represent NID LWML at zone rallies and other special meetings at the request of the President.
 - e. Review Procedures Manual for this office and make suggested changes.

- f. Attend the Assembly of Leaders when invited.
- B. Chairman of the Christian Life Committee
 - 1. Plan and direct district LWML workshops, and /or seminars, submitting financial reports of same.
 - 2. Provide materials and resources to nurture women's spiritual lives.
 - 3. Prepare a list of speakers available for programs for zones and societies.
 - 4. Implement the national LWML Christian Life programs and activities.
 - 5. Arrange for and preside at committee meetings.
 - 6. Arrange for one workshop to be held during the Lenten season
 - a. Enlist at least one (1) host church.
 - b. Develop theme, program, and budget.
 - c. Arrange for a pastor to lead bible study, and for a program speaker, if needed, and approved by EC.
 - d. Assure that all aspects of workshops are complete.
 - e. Send a complete financial accounting to the President and Treasurer.
 - f. Remit surplus funds to the Financial Secretary.
 - 7. Assist the Convention Committee in arranging for a gathering for the women of the district in odd numbered years when help is requested.
 - a. Develop theme, program, and budget.
 - b. Arrange for program speaker, if needed, and approved by EC.
 - c. Assure that all aspects of the gathering are complete.
 - d. Send a complete financial accounting to the President and Treasurer.
 - e. Remit surplus funds to the Financial Secretary.
 - 8. Prepare a Christian Life display table for the BOD meetings and workshops with Christian Life materials.
 - 9. Maintain a file of programs, skits, and devotions available from national LWML.
 - a. Encourage the use of Christian Life Materials.
 - b. Distribute copies of materials when requested by women of the district.
- C. Convention Responsibilities
 - 1. Attend the district convention
 - 2. Prepare Christian Life message for convention manual
 - 3. Participate in the planning of the convention program as a member of the EC when requested.
 - 4. Carry out all assignments as requested by the President and EC.
 - 5. Prepare Christian Life display table.
 - a. Order materials from LWML catalog.
 - b. Arrange for and display the Christian Life materials for sale.
 - c. Prepare and display for the Christian Life "picture frame" of the past year's activities (optional).

VICE PRESIDENT OF COMMUNICATIONS

This is the email address that is assigned to the position of Vice President of Communications: vpcommunications@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Vice President of Communications may perform the duties of the office of the District LWML President in the absence or at the request of the President, and shall:

- a. serve as coordinator for the work of all District LWML publications, print and electronic;
- b. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors;
- c. submit a written report to the District LWML convention.”

LWML NID Bylaws, Article VII, Section 4

DETAILED DUTIES

A. Elected Officer

1. Serve on EC

- a. Attend all meetings of the EC (approximately six (6) meetings a year).
- b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
- c. Serve on special committees appointed by the President.
- d. Perform special assignments requested by the President.
- e. Maintain files of all information and activities
 - i. Prepare a workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and pertinent information within 30 days following the district LWML convention.
 - iv. Keep a record of postage, printing, supplies, telephone and travel expenditures and submit expense report, with receipts, to the President for reimbursement.
 - v. In July of even years prepare budget for biennium to present to Treasurer at July EC meeting.

2. Serve on BOD

- a. Attend all meetings of the BOD (two (2) meetings per year).
- b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
- c. Perform the duties of the office of the President in the absence or at the request of the President.
- d. Represent the LWML NID at zone rallies and other special meetings at the request of the President.
- e. Review Procedures Manual for this office and make suggested changes.
- f. Attend the Assembly of Leaders when invited.

3. Specific Duties

- a. Be alert for news and information of the LWML and LWML NID to share with

the membership and the Communications Team.

- b. Coordinate the work of the District Publications Editor, Public Relations Editor, Webmaster, Social Media Managers, and others responsible for publicizing and promoting the goals and actions of the LWML and LWML NID.
- c. Prepare Communications message for convention manual.

DISTRICT PUBLICATION EDITOR

This is the email address that is assigned to the position of District Publication Editor: publicationseditor@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The District Publication Editor shall:

- a. produce the official District LWML publication, with the guidance of the District LWML President and Pastoral Counselors, and in accordance with Article XVI of these Bylaws.
- b. perform her duties under the direction of the Vice President of Communications.

LWML NID Bylaws Article IX, Section 4

DETAILED DUTIES

- A. Appointed Officer
 1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Maintain files of all information and activities.
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - c. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts to the President for reimbursement.
 - d. In June of even years prepare budget for next biennium to present to VP of Communications so that a consolidated budget can be presented to the Treasurer at the July EC meeting.
 2. Attend EC and other meetings upon request.
 3. Be directly responsible to the district LWML Vice President of Communications.
 4. Attend the Assembly of Leaders when invited.
 5. Review Procedures Manual for this office and make suggested changes.
 6. Special duties:
 - a. Promote the objectives of the LWML.
 - b. Inform the membership of LWML activities at the group, zone, district, and national levels.
 - c. Report news of the LWML NID to the editor of *Reporter* in a timely manner and in accord with its style and standards.
 - d. Plan and prepare content of the page; do final editing of all copy; select photographs, cut lines, and headlines.
 - e. Write or solicit other features or copy as needed.
 - f. Return photos, if requested.

g. Send completed NID-BITS to the President, VP of Communications and Pastoral Counselor for editing and approval before sending it to the District Webmaster to be posted on the district website.

- B. Convention Responsibility
Serve as convention photographer.

SOCIAL MEDIA MANAGER-FACEBOOK

GENERAL STATEMENT OF DUTIES

The Facebook Editor shall:

- a. post updates to the LWML NID Facebook page, with the guidance of the VP of Communications, District LWML President and Pastoral Counselors, and in accordance with Article XVI. of the LWML NID Bylaws.
- b. perform her duties under the direction of the Vice President of Communications.

DETAILED DUTIES

- A. Appointed Officer
 1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Maintain files of all information and activities.
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - c. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts to the President for reimbursement.
 - d. In June of even years prepare budget for next biennium to present to VP of Communications so that a consolidated budget can be presented to the Treasurer at the July EC meeting.
 2. Attend EC and other meetings upon request.
 3. Be directly responsible to the district LWML Vice President of Communications.
 4. Attend the Assembly of Leaders when invited.
 5. Review Procedures Manual for this office and make suggested changes.
 6. Special duties:
 - a. Promote the objectives of the LWML.
 - b. Inform the membership of LWML activities at the group, zone, district, and national levels.

SOCIAL MEDIA MANAGER-INSTAGRAM

GENERAL STATEMENT OF DUTIES

The Instagram Editor shall:

- a. post updates to the LWML NID Instagram Account with the guidance of the VP of Communications, District LWML President and Pastoral Counselors, and in accordance with Article XVI. of the LWML NID Bylaws.
- b. perform her duties under the direction of the Vice President of Communications.

DETAILED DUTIES

- A. Appointed Officer
 1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Maintain files of all information and activities.
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - c. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts to the President for reimbursement.
 - d. In June of even years prepare budget for next biennium to present to VP of Communications so that a consolidated budget can be presented to the Treasurer at the July EC meeting.
 2. Attend EC and other meetings upon request.
 3. Be directly responsible to the district LWML Vice President of Communications.
 4. Attend the Assembly of Leaders when invited.
 5. Review Procedures Manual for this office and make suggested changes.
 6. Special duties:
 - a. Promote the objectives of the LWML.
 - b. Inform the membership of LWML activities at the group, zone, district, and national levels.

PUBLIC RELATIONS DIRECTOR

This is the email address that is assigned to the position of Public Relations Director: prdirector@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Public Relations Director shall:

- a. seek out news of the LWML on every level and, with the guidance of the District LWML President and Pastoral Counselors, make it known to the church-at-large and to the general public;
- b. coordinate her work with the Vice President of Communications and the District Publication Editor;
- c. serve in an advisory capacity in regard to public relations implications of all District LWML work;
- d. compile material received from officers, committees, and appointed officers and personnel and distribute it to groups and zones, as appropriate;
- e. interact with churches and the general public of the District to influence perceptions and attitudes toward Lutheran Women in Mission.”

LWML NID Bylaws, Article IX, Section 4C

DETAILED DUTIES

Appointed Officer

1. Serve on the BOD.
 - a. Attend all meetings of the BOD (two (2) meeting per year.)
 - b. Prepare written material and suggest local public relations activities for each meeting with copies for all in attendance.
 - c. Maintain files of all information and activities.
 - i. Prepare workable files for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manual, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - d. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - e. In June of even years prepare budget for next biennium to present to VP of Communications so that a consolidated budget can be presented to the Treasurer at the July EC meeting.
2. Attend EC meeting upon request.
3. Be directly responsible to the district Vice President of Communications.
4. Plan and provide an LWML display for meetings, such as synodical conventions, Lutheran Laymen’s League conventions, and special events, upon request.
5. Review Procedures Manual for this office and make suggested changes.

Convention Responsibilities

1. Be alert to and helpful in all public relations aspects of the district LWML.
2. Witness to the public at large in convention activities.

WEBMASTER

This is the email address that is assigned to the position of Webmaster: webmaster@lwmlnid.org. Following your election to this office, please contact the previous Webmaster for the LWML NID to get the password needed to access the email. The previous Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

DETAILED DUTIES

- A. The Webmaster shall:
 - 1. Have internet access and e-mail address.
 - 2. Obtain and maintain domain name, currently www.nidlwml.org, as approved by the EC.
 - 3. Obtain and maintain web page host as approved by the EC.
 - 4. Create and update web pages.
 - 5. Forward e-mails received from web site to NID President and/or appropriate officer, keeping a copy on hand as a backup for one year.
 - 6. Attend NID LWML BOD and EC meetings and present a written report with enough copies for all in attendance at the invitation of the NID President.
 - 7. Attend the NID LWML convention.
 - 8. In July of even years prepare budget for next biennium to present to VP of Communications so that a consolidated budget can be presented to the Treasurer at July EC meeting.
 - 9. Submit expenses for reimbursement on payment voucher to the NID President.

VICE PRESIDENT OF GOSPEL OUTREACH

This is the email address that is assigned to the position of Vice President of Gospel Outreach: vpgospeloutreach@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Vice President of Gospel Outreach shall:

- a. be prepared to perform the duties of the office of the District LWML President in the absence or at the request President, and shall:
- b. serve as Chairman of the Mission Grants Committee.
 1. Receive and process all mission grant proposals for District LWML consideration, in accordance with Article XVII. Section I. of these Bylaws.
 2. Present District LWML grant proposals, approved by the District LWML Executive Committee at the July District LWML Board of Directors meeting, prior to each District LWML convention. All grant proposals must have been approved by the appropriate LCMS boards prior to presentation to the Executive Committee.
 3. Prepare the grant proposal presentation for the District LWML convention.
- c. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.”

LWML NID Bylaws, Article VII, Section 5

DETAILED DUTIES

A. Elected Officer

1. Serve on the EC
 - a. Attend all meetings of the EC (approximately six (6) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
 - c. Serve on special committees appointed by the President.
 - d. Perform special assignments requested by the President.
 - e. Maintain files of all information and activities
 - i. Prepare workable file for successor
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - f. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - g. In July of even years prepare budget for next biennium to present to Treasurer at July EC meeting.
2. Serve on the BOD

- a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
- 3. Perform the duties of the office of the president in the absence or at the request of the President.
- 4. Represent NID LWML at zone rallies and other special meetings at the request of the President.
- 5. Review Procedures Manual for this office and make suggested changes.
- 6. Write article for convention manual in even years.
- 7. Attend the Assembly of Leaders when invited.
- B. Chairman of the Advocacy & Grants Committee
 - 1. General Responsibilities
 - a. Provide materials and suggest or direct programs to foster mission awareness.
 - b. Promote the giving of mites for the support of district LWML and national LWML mission grants.
 - c. Implement the national Advocacy Grant committee and Gospel Outreach committee programs and activities.
 - d. Working with the Treasurer monitor the progress of each adopted grant until the disbursement of funds is completed, give the President a monthly update of the disbursement of mites.
 - e. Submit reports to the EC and BOD on the progress of each adopted grant and the activities of the committee.
 - f. Send a copy of all important correspondence to the President.
 - g. Make recommendations to the President for committee appointments.
 - h. Obtain current information on national LWML grants.
 - 2. Gathering and preparing Mission Project Proposals for Ballot
 - a. Solicit and encourage individual members, societies, zones and Synodical boards of the district LCMS and the LCMS to submit mission grant proposals to both the district LWML and national LWML; solicitations can be made from the mission grant bank and LCMS Board for Mission Services and LCMS Board for Human Care.
 - b. Receive, investigate and evaluate mission grant proposals submitted for selection by the district LWML.
 - c. Submit mission grant proposals for the NID LWML ballot to the proper Synodical officers for evaluation and approval.
 - d. Make recommendations to the EC for 12 grant proposals for the ballot in March of even years.
 - e. Submit the ballot to Synodical officers for current viability.
 - f. Follow up with each proposal for visuals and a script; prepare an impartial multi-media presentation of the selected grant proposals for the convention.
 - g. Prepare a listing with summary paragraphs of each proposal for each zone at the July BOD meeting and publication in the Convention Manual and district publications.
 - h. Have input towards setting the mission goal.
- C. Convention Responsibilities

1. Attend the district convention.
2. Participate in the planning of the convention program as a member of the EC.
3. Carry out all assignments as requested by the President and EC.
4. Prepare Gospel Outreach display table.
5. Prepare Gospel Outreach message for convention manual.
6. Working with the convention committee, make sure the technology is available for the multi-media presentation of the proposed mission grant proposals.

TIMELINE – VICE PRESIDENT OF GOSPEL OUTREACH

NOVEMBER/DECEMBER

Even Numbered Years

- A. Make a list of grants selected by the convention delegates; send list to District President, LCMS Board of Missions, national LWML President, national Vice President for Gospel Outreach, district Vice President of Communications for publication in district publications; distribute to zone presidents at February BOD in even years.
- B. Prepare a poster/flyer which includes project description and prayer to be used as a Mission Project awareness tool; post on web site.

All Years

- A. Follow-up on Mission Project Proposals to insure guidelines are being followed and they will be submitted by the January 10th deadline in even years.
- B. Prepare a written report for EC meeting with copies for all in attendance.

JANUARY/FEBRUARY

Even Numbered Years

- A. Chair the Mission Advocacy & Grants committee meeting to select those grants which will be on the initial ballot voted on during the EC; submit list to proper Synodical officers for approval.
- B. Send paragraph summaries of grants chosen by Mission Advocacy & Grants committee by email, where possible otherwise by mail to all voting EC members before March meeting.

All Years

- A. Prepare a written report for the February BOD meeting with copies for all in attendance; include a Mission Grant newsletter with mission grant updates and information.

MARCH/APRIL

Even Numbered Years

- A. Make mission grant ballot for the March EC meeting. Secure at least one (1) committee member to help tally votes.
- B. Correspond with all those who submitted proposals with either a regret or congratulatory letter; notify those who will be on the ballot they will not be able to have a display at the convention.
- C. Begin preparing material for the multi media presentation of the proposed projects and the

short descriptions to be published in July.

D. Prepare mission grant ballot and short descriptions for October convention.

All Years

A. Prepare a written report with copies for all in attendance at EC meeting.

B. Attend Zone Rallies at the request of the President.

MAY/JUNE

Odd Numbered Years

A. Send requests for project proposals to RSO, LCMS boards and mission grant bank.

Even Numbered Years

A. Send out letters and form (from Convention Chairman) to current mission project recipients inviting them to have a display at convention. Request annual report with pictures be sent by August 15 in compliance with Mission Project Guidelines.

All Years

A. Prepare a written report with copies for all in attendance at EC meeting

JULY/AUGUST

Odd Numbered Years

A. Distribute guideline at BOD meeting and inform zone presidents on how to submit proposals.

B. Solicit annual reports from current mission project recipients; prepare and updated report for the zone presidents and website.

Even Numbered Years

A. Prepare report for the convention manual.

B. Distribute proposed grant list with short descriptions at July BOD meeting and post on website.

C. Prepare display for convention.

D. Submit proposals for national LWML grants to EC for approval and then send to national LWML Vice President for Advocacy and Grants by September 30th deadline.

E. Prepare budget for next biennium for July EC meeting.

All Years

A. Prepare written report with copies for all in attendance at BOD meeting.

SEPTEMBER/OCTOBER

Even Numbered Years

A. At September EC meeting in even years submit to Chairman of the Tellers the final ballot for mission grants along with the instructions of voting procedure.

B. Have everything ready for convention: display, multimedia presentation and report; if able compile annual report of all current mission projects.

C. Immediately following convention sent out regret and congratulatory letters to mission grant nominees.

D. Fill out statistical report and send to national LWML Gospel Outreach chairman as directed by the President.

E. Have multi-media presentation edited for just those projects selected and copies made for each zone president.

- F. Notify Chairman of the Tellers the proposed mission monetary goal along with any previous biennium unfunded mission grants and their amounts chosen by the EC to be funded first in the next biennium.

All Years

- A. Prepare written report with copies for all in attendance for EC meeting.

NORTHERN ILLINOIS DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE
GUIDELINES FOR SUBMITTING MISSION GRANT PROPOSALS

CRITERIA FOR MISSION GRANTS

Mission grants should:

- Benefit a Lutheran organization
- focus on extending the ministry of the Word
- be current and ready for implementation
- be well documented; include amount of funds requested, use of funds, and if partial funding/list the amount and source of additional funds
- be of a permanent and tangible nature rather than salary, scholarship, or short term missionary trips
- fit into the plans and projections of the Lutheran Church Missouri Synod.

WHO MAY SUBMIT A PROPOSAL?

1. Mission grant proposals may be submitted by individual members, local units, zones, districts and LCMS boards.
2. Generally, four (4) years must elapse between accepted proposals from a previously funded organization.
3. Grant proposals which come from Lutheran organizations not directly submitted by district or LCMS boards must have a cover letter from an LWML society or member.

WHAT IS THE PROCEDURE FOR SUBMITTING A GRANT PROPOSAL?

1. Call or email the Vice president of Gospel Outreach as soon as possible to ensure that the grant proposal meets eligibility requirements and receive any help necessary in completing the process.
2. Grant proposals must be to the Vice president of Gospel Outreach by January 10th of an even year to be considered for the following October ballot.
3. The proposal must be in resolution form (see sample), accompanied by supporting documents of budget, need and distribution of funds. Please send the following both electronically (email) and paper (regular mail):
 - proposal in resolution form
 - brief (100 word) description of scope of project
 - 10 digital pictures and a one (1) minute script to go with the pictures on disc (does not have to be emailed)

- annual report which reflects current income and ministry (does not have to be emailed if it is a bound report)
 - Signature page filled out correctly
4. At the present time, maximum request is \$22,000.00

HOW ARE GRANTS CHOSEN?

1. The NID LWML Mission Advocacy and Grants Committee shall submit its recommended grant proposals, except those submitted by the LCMS boards, to the appropriate district or LCMS board for approval.
2. The Mission Advocacy and Grants Committee shall then submit its recommended and approved proposals to the NID LWML Executive Committee for selection of grants for the convention ballot.
3. Delegates to the October NID LWML convention shall vote by ballot to choose the grants to be funded during that current biennium.

HOW ARE FUNDS DISBURSED?

1. While the projects are listed in rank order based on the number of the votes for each project, each project selected should submit receipts or invoices as soon as possible. Every month as much money is received into the treasury, the funds would be distributed among those projects which have turned in receipts until all projects have been paid in full.

PROPOSALS SHOULD BE SENT TO THE VICE PRESIDENT OF GOSPEL OUTREACH

SIGNATURE PAGE
DIRECTORY OF GRANT PERSONNEL
(1 HARD COPY WITH ORIGINAL SIGNATURES IS NEEDED)

NAME OF PROPOSED GRANT _____

AMOUNT REQUESTED \$ _____

SUBMITTED BY:

(Check one) ☐ LWML Member ☐ LWML Society ☐ LWML Zone ☐ LWML District

NAME OF SUBMITTER _____ PHONE _____

Address _____ City _____ IL _____

NID CONGREGATION or Zone _____

Email Address _____

NAME OF DISTRICT LWML PRESIDENT _____

SIGNATURE _____

ADDRESS _____ CITY _____ STATE __ ZIP _____

PHONE _____

E-MAIL _____

(Signature must be accompanying submission if organization is outside NID. If inside NID LWML, then Gospel Outreach Chair will obtain signatures)

NAME OF DISTRICT SYNODICAL PRESIDENT _____

SIGNATURE _____

ADDRESS _____ CITY _____ STATE __ ZIP _____

PHONE _____

E-MAIL _____

(Signature must be accompanying submission if organization is outside NID. If inside NID LWML, then Gospel Outreach Chair will obtain signatures)

GRANT ADMINISTRATOR _____

(Person with whom the NID LWML should be in contact)

STREET ADDRESS _____

CITY _____ STATE __ ZIP _____

PHONE _____

FAX _____

E-MAIL ADDRESS _____

FUNDS WILL BE MADE PAYABLE TO: _____

FUNDS WILL BE SENT TO:

STREET ADDRESS _____

CITY _____ STATE __ ZIP _____

PHONE _____

FAX _____

E-MAIL _____

Sample Resolutions for Mission Proposals

(Within District)

Renovations for St. Philip Food Pantry, Chicago

WHEREAS, We have been commanded to share the good news of the Gospel throughout the world, AND

WHEREAS, St. Philip, a historically mission congregation, has opened a food pantry, AND

WHEREAS, Our congregation shall open the doors of the pantry not only to share the donated food, but to witness to recipients and invite them to walk with us on the road to salvation, AND

WHEREAS, St. Philip parishioners can neither fully bear the financial burden of repairing, replacing, and upgrading critical systems such as flooring and electrical needs in the room designated for storage nor purchase the organizational units necessary,

THEREFORE BE IT RESOLVED, that the Lutheran Women's Missionary League of Northern Illinois District vote the sum of \$22,000 to fund the structural repair and purchase of organizational units for the storage room of the St. Philip Food Pantry.

(Outside District)

Bibles for International Students

WHEREAS, in His great commission, Jesus charged us to reach out to all nation; AND

WHEREAS, 77 LCMS intentional ministries are presently in operation serving international students who are studying at campuses in the USA and the Lord is continuing to open doors for greater ministry among internationals, AND

WHEREAS, international students better learn about Jesus and His love when they read it in their native language, AND

WHEREAS, many of these LCMS ministries are staffed by volunteers and there is limited or no current funding available to purchase children's Bibles or Bibles in the language of the international students, AND

WHEREAS, International Student Ministry Inc. (aka ISM Inc) is a mission society working in partnership with the LCMS missions to enable, assist, and fund volunteer ministries among international students,

THEREFORE BE IT RESOLVED, that the Lutheran Women's Missionary League of Northern Illinois District vote the sum of \$22,000 to ISM, Inc. for "Bibles for International Students" so that they may read of Jesus Christ and the saving Gospel message.

CROSS CULTURAL MINISTRY

The goal of the NID Cross Cultural Ministry is to establish relationships between women of various ethnic cultures in alliance with the LCMS and the national LWML, by pursuing a program of education, and participating in events and activities relating to different cultures. By increasing our knowledge of and becoming acquainted with women of different cultures we can form friendships and build Christian friendships.

PLAN OF ACTION

- A. Encourage partnerships between zones of different ethnicities by attending each other's rallies, worship services, fellowship activities and servant events.
- B. Encourage LWML zones and societies to aid ethnic congregations by assisting at VBS, English language classes, serving food at soup kitchens, preparing and donating hygiene kits, and other activities as may be available.
- C. Publicize congregational and ethnic activities.
- D. Encourage women of all cultures to organize an LWML society.
- E. Publicize activities by having displays at gatherings such as the NID Pastoral Conferences and articles in district publications and on web sites.
- F. Conduct relevant Bible studies and invite speakers to committee meetings to broaden knowledge of various cultures.
- G. Provide LWML zones and societies with a list of multi cultural speakers.
- H. Attend EC and BOD meetings at the invitation of the President.
- I. Report to the Vice President of Gospel Outreach

VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES

This is the email address that is assigned to the position of Vice President of Special Focus Ministries: ypsfm@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Vice President of Special Focus Ministries shall:

- a. be prepared to perform the duties of the office of the District LWML President in the absence or at the request of the President;
- b. in the event of an unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors;
- c. serve as the Chairman of the Special Focus Ministries Committee;
- d. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors;
- e. submit a written report to the District LWML convention.”

LWML NID Bylaws, Article VII, Section 6

DETAILED DUTIES

- A. Elected Officer
 1. Serve on the EC
 - a. Attend all meetings of the EC (approximately six (6) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
 - c. Serve on special committees appointed by the President.
 - d. Perform special assignments requested by the President.
 - e. Maintain files of all information and activities
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - f. Keep a record of postage, printing, supplies, telephone and travel expenditures, and submit expense report, with receipts, to the president for reimbursement.
 - g. In July of even years prepare budget for next biennium to present to Treasurer at the July EC meeting.
 2. Serve on the BOD
 - a. Attend all meeting of the BOD (two (2) meetings per year)
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.

- c. May perform the duties of the office of the president in the absence or at the request of the President.
- d. Represent NID LWML at zone rallies and other special meetings at the request of the President.
- e. Review Procedures Manual for this office and make suggested changes.
- f. Attend the Assembly of Leaders when invited.

“The Vice President of Special Focus Ministries shall serve as Chairman of this Committee, providing reports of the committee as requested. The committee shall:

- a. encourage sensitivity in women toward those who are hurting and in need;
- b. provide resources and encouragement to enable knowledgeable, Biblical, hands-on assistance and comfort to others.
- c. implement the LWML Special Focus Ministries Committee programs and activities.”

NID LWML Bylaws, Article XIV, Section 4

A. Chairman of the Special Focus Ministries Committee

- 1. Call a committee meeting as soon as appointments are completed after the district LWML convention.
- 2. Assign four (4) or more zones in her region to each committee member for which she is to be responsible.
- 3. Maintain a file of current Special Focus Ministries materials and programs for distribution upon request, and pass this file to her successor
- 4. Encourage zone presidents to have a zone Special Focus Ministries chairman.
- 5. Obtain count of Special Focus Ministries activities from societies.
- 6. Coordinate Special Focus Ministries projects.
 - a. Publish dates and locations of Lutheran World Relief receiving centers
 - b. Supervise collection of ingathering items.
- 7. Encourage the use of materials available in the LWML resource folder.
- 8. Plan Special Focus Ministries bus tours/servant events when feasible; the NID LCMS office will assist in scheduling.
- 9. Maintain a log of telephone calls and correspondence received and sent; reconfirm decisions made by telephone with a written summary.
- 10. Submit articles to district publications when appropriate.
- 11. Contact all zone presidents on a regular interval to update them on the progress and current needs of the NID Special Focus Ministries mission projects

B. Convention Responsibilities

- 1. Attend the district convention.
- 2. Prepare Special Focus Ministries message for convention manual.
- 3. Participate in the planning of the convention program as a member of the EC.
- 4. Carry out all assignments as requested by the President and EC.
- 5. Prepare Special Focus Ministries display table.
- 6. Make provisions for Special Focus Ministries' in-gatherings of special kits, servant events, etc.

VICE PRESIDENT OF ORGANIZATIONAL RESOURCES

This is the email address that is assigned to the position of Vice President of Organizational Resources: vporesources@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Vice President of Organizational Resources may perform the duties of the office of the District LWML President in the absence or at the request of the President, and shall;

- a. serve as chairman of the Group and Leadership Committee and coordinator of the Committee on Young Women;
- b. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors;
- c. submit a written report to the District LWML convention;
- d. Prepare a list of speakers available for programs for zones and groups.”

LWML NID Bylaws, Article VII, Section 7

DETAILED DUTIES

A. Elected Officer

1. Serve on the EC

- a. Attend all meetings of the EC (approximately six (6) meetings per year)
- b. Prepare a written report of all duties and activities for each meeting.
- c. Serve on special committees appointed by the President.
- d. Perform special assignments requested by the President.
- e. Maintain files of all information and activities in a systematic, orderly manner.
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
- f. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
- g. In July of even years, when requested, prepare budget for next biennium to present to Treasurer at July EC meeting.

2. Serve on the BOD

- a. Attend all meetings of the BOD (two (2) meetings per year).
- b. Prepare a written report of all duties and activities for each BOD meeting.
- c. Perform the duties of the office of the president in the absence or at the request of the President.
- d. Represent NID LWML at zone rallies and other special meetings at the request of the President.

- e. Review Procedures Manual for this office and make suggested changes.
- f. Attend the Assembly of Leaders when invited.

B. Chairman of the Group and Leader Development Committee

“The Vice President of Organizational Resources shall serve as chairman of this committee, providing reports of the committee as requested. The committee shall:

- a. promote and implement LWML programs and consultation resources to help develop new LWML organizations;
- b. provide resources and training to assist existing groups in designing viable LWML organizations;
- c. identify women with special abilities and talents to serve in leadership positions in the district LWML;
- d. equip and encourage women by creating and developing ideas, techniques, and resources which will enrich and stimulate individuals to serve in leadership positions where God has placed them.”

NID LWML Bylaws, Article XIV, Section 6

- 1. Maintain a file of resources and a good system of sharing these with zone and society personnel.
- 2. Contact the members of the Group and Leadership Committee regularly and set up meetings when necessary.
- 3. Be aware of growth or decline in membership in zones and societies.
- 4. Communicate with the LWML and zones regarding membership.
- 5. Serve as an ex-officio member of Committee on Young Women (CYW).

C. Convention Responsibilities

- 1. Attend the district convention.
- 2. Prepare Organizational Resources message for convention manual.
- 3. Participate, when requested, in the planning of the convention program as a member of the EC
- 4. Prepare Organizational Resources display table

OTHER DUTIES

Write articles for district publications when requested.

COMMITTEE RESPONSIBILITIES

A. Group and Leader Development members shall:

- 1. Be members of the Organizational Resources Committee
- 2. Assist chairman in carrying out duties of committee.
- 3. Be aware of growth or decline in membership, and assist zone presidents in encouraging all women.

- B. Committee on Young Women Chairman
1. Commit the committee members and the work that will be done to the Lord.
 2. Assist zones and societies in:
 - a. Interesting young women in LWML
 - b. Meeting the needs of young women
 - c. Communicating idea, techniques and resources
 3. Attend BOD meetings (two meetings per year)
 - a. Give written report at BOD meetings, with copies for all in attendance
 - b. In January update LWML YWR applications; make enough copies for each zone president and EC officer; staple pages together; paperclip to written report for February BOD meeting.
 - c. For July BOD list exactly when (month and year) zone presidents are to prepare items for this committee for district and national LWML conventions in report; remind zone presidents to encourage YW to attend NID convention; attach a sign-up sheet for the YW with a tear-off portion to be sent to the CYW chairman (along with money to cover the convention ticket and the YWR pin – paid for by the YW's individual zone); meet with committee during lunch to choose two YWRs and two alternates to the national LWML convention.
 4. Make copies of the YWR application responses and mail them to each committee member before the July BOD meeting.
 5. Inform NID President and Vice President of Organizational Resources when committee meetings will take place (invite them to join!)
 6. Submit to President a report to be presented at the NID Convention (October) in even years.
 7. Look through folders/files every other month to refresh memory of what is included in them and to search for new suggestions and ideas.
 8. Take part in the Group and Leader Development committee.
 9. Contact previous YW from NID conventions and national LWML conventions to see how involved they are in LWML and to encourage them.
 10. Remind zones to invite YW from NID conventions and national LWML conventions to share their experiences and zone or society meetings.

OTHER SUGGESTIONS

Work with the Christian Life committee to plan ideas for the convention or gatherings (skits, crafts, etc.).

RECORDING SECRETARY

This is the email address that is assigned to the position of Recording Secretary:
recordingsecretary@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Recording Secretary shall:

- a. keep a record of the proceedings of all District LWML conventions, and of all Executive Committee and Board of Directors’ meetings;
- b. provide each member of the District LWML Executive Committee and Board of Directors with a copy of all minutes of their respective meetings and of the convention;
- c. send a copy of all minutes to the District LWML President;
- d. be responsible for preparing the ballots for the Board of Directors for the purpose of filling the vacancy in the office of the President;
- e. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors”

LWML NID Bylaws, Article VII, Section 8

DETAILED DUTIES

A. Elected Officer

1. Serve on the EC

- a. Attend all meetings of the EC (approximately six (6) meetings per year).
- b. Prepare a written report of all duties and activities with copies for all in attendance.
- c. Obtain the signatures of all present and call the roll as requested.
- d. Receive a copy of all reports.
- e. Record the minutes.
- f. Submit a copy of the minutes to the President for review and signature.
- g. Distribute copies of the approved minutes to members of the EC with the signatures of the President and Recording Secretary.
- h. Obtain a current list of names and addresses of all elected and appointed officers from the Corresponding Secretary.
- i. Place the minutes in the minutes book maintained by the Recording Secretary.
- j. Keep a record of all standing rules; file a copy in the Minutes book maintained by the Recording Secretary.
- k. Serve on special committees appointed by the President.
- l. Perform special assignments requested by the President.
- m. Maintain files of all information and activities.
 - i. Prepare workable file for successor
 - ii. Send archival material to Archivist/Historian.

- iii. Pass on to successor, laptop with files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the District LWML convention.
 - n. Keep a record of printing and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - o. In July of even years, prepare a budget for next biennium to present to the Treasurer at the July EC meeting.
 - 2. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
 - c. Obtain the signatures of all present and call the roll as requested.
 - d. Receive a copy of all reports.
 - e. Record the minutes.
 - f. Submit a copy of the minutes to the President for review and signature.
 - g. Make copies of the approved minutes, with the signatures of the President and Recording Secretary.
 - h. Obtain a current list of names and addresses of all elected officers, appointed officers, committee members, and zone presidents from the Corresponding Secretary.
 - i. Place the minutes in the minutes book maintained by the Recording Secretary.
 - 3. Represent LWML NID at zone rallies and other special meetings at the request of the President.
 - 4. Review Procedures Manual for this office and make suggested changes.
- B. Election of President when a vacancy occurs
- 1. See LWML NID Bylaws Article VI, Section 4.A.
 - 2. Prepare ballots for the voting members of the BOD.
 - 3. Receive ballots and call a meeting of the tellers (Recording Secretary, Treasurer, Corresponding Secretary, and the Parliamentarian in an advisory capacity).
 - 4. Submit a report of the meeting of the tellers to the Vice President of Special Focus Ministries.
- C. Convention Responsibilities
- 1. Attend the District Convention.
 - 2. Participate in the planning of the convention program as a member of the EC.
 - 3. Carry out all assignments as requested by the President and EC.
 - 4. Present a report to the District LWML convention, if requested.
 - 5. Record convention proceedings.
 - 6. Submit minutes of the proceedings to the Minutes Review Committee by email within 60 days of the convention with a request for a return email indicating any corrections to be made and/or approval of the minutes.
 - 7. Arrange for distribution by email of the corrected and approved minutes with signatures of the Recording Secretary and the President to zone presidents and members of the EC.
 - 8. Email one copy to the Archivist/Historian.

9. File a copy of the convention minutes with a copy of the outline of the convention proceedings and a copy of all reports with the minutes retained by the Recording Secretary.

CORRESPONDING SECRETARY

This is the email address that is assigned to the position of Corresponding Secretary: correspondingsecretary@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Corresponding Secretary shall:

- a. collate and transmit reports from elected and appointed officers for meetings of the District LWML Executive Committee and the Board of Directors.
- b. keep a record of all member groups, their officers, membership, and the statistics for LWML official publications;
- c. prepare invoices and collate orders for the Lutheran Women’s Quarterly.
- d. receive credentials of voting assembly prior to the District LWML convention;
- e. send any change in name and/or address of the District LWML President to the LWML office;
- f. serve as an ex-officio member of the Convention Committee;
- g. be a member of the Special Gifts and Bequests Fund Committee;
- h. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors.”

LWML NID Bylaws, Article VII, Section 9

DETAILED DUTIES

- A. Elected Officer
 1. Serve on the EC
 - a. Send notices for EC meetings as directed by the President.
 - b. Attend all meetings of the EC (approximately six (6) meetings per year).
 - c. Prepare a written report of all duties and activities.
 - d. Serve on special committees appointed by the President.
 - e. Perform special assignments requested by the President.
 - f. Maintain files of all information and activities.
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook. Procedures Manual, and all pertinent information within thirty (30) days following district LMWL convention.
 - iv. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts to the President.
 - v. In May of even years prepare budget for next biennium to present to Treasurer to be included in spending guide at the July EC meeting.

2. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Send notices for BOD meetings (two (2) meetings per year).
 - c. Prepare a written report of all duties and activities.
 - d. Report address changes on District Directories as soon as possible.
 3. Represent NID LWML at zone rallies and other special meetings at the request of the President.
 4. Review Procedures Manual for this office and make suggested changes.
- B. Directory
1. Compile a current directory of all elected and appointed officers and committee members and provide to the membership at BOD meetings twice a year.
 2. Compile zone directories from all zone presidents with all churches in their zone showing LWML representatives to the zone boards including zone officers with all information as delineated in the zone bylaws.
 3. Have the district society directory available at all meetings.
- C. Quarterly
1. In January of each year, prepare and email invoices to each society who ordered Quarterlies the previous year after receiving the excel file from national LWML.
 2. Maintain an accurate record of the number of Quarterlies desired by each society, notifying national LWML of any increases or decreases by the deadline of March 31st of the current year.
 3. Update the national LWML mailing list of Quarterlies within the district as changes are received.
- D. Convention Responsibilities
1. Attend the district convention.
 2. Participate in the planning of the convention program as a member of the EC.
 3. Carry out all assignments as requested by the President and EC.
 4. Compile a list of all delegates and alternates to the district convention.
 5. Supervise the registration of delegates, special guests, zone presidents, pastors, Young Women Representatives and members of the EC.
 6. Present credentials and registration reports to the convention.

TREASURER

This is the email address that is assigned to the position of Treasurer: treasurer@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Treasurer shall:

- a. serve as chairman of the Finance Committee;
- b. be bonded at the expense of the District LWML for an amount determined by the District Executive Committee;
- c. keep an itemized account of all disbursements;
- d. make all payments authorized by the District LWML Executive Committee and approved by the President;
- e. make payments on approved District LWML grants as funds become available, in accordance with Article XVII, Section 2, and Article XVIII, Section 1. C.-D. of these Bylaws;
- f. at least quarterly, remit twenty-five (25) per cent, or more, of mite offerings to the LWML for funding mission grants and the administration of the LWML;
- g. submit all records at the end of the biennium for a financial review by a certified public accountant;
- h. submit a detailed financial report, based on the financial review, for publication at the District LWML convention;
- i. report on all areas of responsibility to each regular meeting of the District LWML Executive Committee and the Board of Directors”

LWML NID Bylaws, Article VII, Section 10

DETAILED DUTIES

- A. Elected Officer
 1. Serve on the EC
 - a. Attend all meetings of the EC (approximately six (6) meetings per year).
 - b. Prepare a written report of all transactions and activities for each meeting with copies for all in attendance.
 - c. Serve on special committees appointed by the President.
 - d. Perform special assignments requested by the President.
 - e. Maintain files of all information and activities.
 - i. Prepare workable file for successor
 - ii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual, and all pertinent information within 45 days following the district LWML convention.
 - f. Keep a record of postage, printing, supplies, telephone, and travel expenditures,

- and submit expense report, with receipts, to the President for reimbursement.
2. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all transactions and activities for each meeting with copies for all in attendance.
 - c. Represent NID LWML at zone rallies and other special meetings at the request of the President.
 - d. Review Procedures Manual for this office and make suggested changes.
 - e. Attend the Assembly of Leaders when invited.
- B. The Treasurer shall:
1. Acknowledge all transfers/deposits from the Financial Secretary.
 2. Credit all receipts and disbursements to the proper account, showing both source and purpose.
 3. Issue checks to cover all payments authorized by the LWML EC and approved by the President.
 4. Make payments of approved LWML grants as funds become available in accordance with Article XVII, Sections 2 and 3.
 5. Remit twenty-five (25) percent of mite offerings to the national LWML treasurer at least four (4) times a year.
 6. Reconcile receipts and disbursements against monthly bank statements.
 7. Submit all records for professional review at the end of the biennium and whenever there is a change of treasurers.
 8. Submit a detailed financial report for publication in the convention manual.
 - a. List of receipts and disbursements.
 - b. With Gospel Outreach committee include an updated list of all district completed grants.
 9. Present a report to the district LWML convention.
 10. Prepare budget for EC to vote on at May EC Meeting

FINANCIAL SECRETARY

This is the email address that is assigned to the position of Financial Secretary: financialsecretary@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Financial Secretary shall:

- a. be bonded at the expense of the District LWML for an amount determined by the District LWML Executive Committee;
- b. receive and deposit all funds in a financial institution approved by the District LWML Executive Committee;
- c. keep an itemized account of all receipts;
- d. report to the Treasurer all moneys received;
- e. serve as a member of the Special Gifts and Bequests Fund Committee;
- f. submit all records at the end of the biennium for financial review by a certified public accountant;
- g. submit a detailed financial report of receipts, based on the financial review, for the publication at the District convention;
- h. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and Board of Directors”

LWML NID Bylaws, Article VII, Section 11.

DETAILED DUTIES

A. Elected Officer

1. Serve on the EC
 - a. Attend all meetings of the EC (approximately six (6) meetings per year).
 - b. Prepare a written report of all transactions and activities for each meeting with copies for all in attendance.
 - c. Serve on special committees appointed by the President.
 - d. Perform special assignments requested by the President.
 - e. Maintain files of all information and activities.
 - i. Prepare workable file for successor
 - ii. Pass on the successor files, manuals, LWML Handbook, Procedures Manual, and all pertinent information within 45 days following the district LWML convention.
 - f. Keep a record of postage, printing, supplies, telephone and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - g. In June of even years help the Treasurer prepare budget for next biennium to present at July EC meeting.
2. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).

- b. Prepare a written report of all transactions and activities for each meeting with copies for all in attendance.
- c. Represent NID LWML at zone rallies and other special meetings at the request of the President.

B. The financial secretary shall:

- 1. Make all deposits promptly.
- 2. Submit a deposit report to the Treasurer itemizing the deposits at the end of each month (mites, memorials, Quarterly donations, etc.). This report should contain all the deposits into the checking account (cash, Thrivent and PayPal).
- 3. Acknowledge all memorials in writing.
- 4. Credit all receipts to the proper account, showing both source and purpose.
- 5. Submit with Treasurer all records for professional review at the end of each biennium.
- 6. Submit a detailed report for publication in the convention manual listing mite and Quarterly contributions by congregation in each zone.
- 7. Review Procedures Manual for this office and make suggested changes.
- 8. Attend Assembly of Leaders when invited.

CONVENTION CHAIRMAN

This is the email address that is assigned to the position of Convention Chairman: conventionchairman@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Convention Chairman shall:

- a. serve as Chairman of the Convention Committee;
- b. report on all areas of responsibility at each regular meeting of the District LWML Executive Committee and the Board of Directors”

LWML NID Bylaws, Article VII, Section 12

DETAILED DUTIES

A. Elected Officer

1. Serve on the EC

- a. Attend all meetings of the EC (approximately six (6) meetings per year).
- b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
- c. Serve on special committees appointed by the President.
- d. Perform special assignments requested by the President.
- e. Maintain files of all information and activities
 - i. Prepare workable file for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
- f. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
- g. In July of even years prepare budget for next biennium to present to Treasurer at July EC meeting.

B. Serve on the BOD

1. Attend all meetings of the BOD (two (2) meetings per year).
2. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.

C. Represent NID LWML at zone rallies and other special meetings at the request of the President.

D. Review Procedures Manual for this office and make suggested changes.

E. Convention Chairman

1. Make arrangements for the district LWML convention.
 - a. Submit convention site and date to EC for approval. Convention locations will, if possible be rotated geographically through the four regions, dependent of costs.

After approval, confirm with a signed contract which has the following stipulations:

- i. Convention meeting room for 300 to 500 guests.
 - ii. Space for registration, lunch, displays, tellers, counters, Friday pre-convention events, and lodging for overnight guests on Friday night.
 - iii. A room for the September EC meeting on the premises.
 - b. Submit contracts to President to sign for any financial arrangements.
 - c. Arrange for space for Friday night worship service.
 - d. Contact speaker and/or entertainment selected by the EC.
 - e. Be responsible for printing convention manual, registration materials, ballots and teller forms.
 - f. Arrange for badges for officers, delegates and guests.
 - g. Arrange for lodging for speakers, national LWML representative and district LWML President.
 - h. Send appropriate “Thank You” notes.
 - i. Approve all bills and submit to President for approval.
 - j. Place in Convention Chairman’s file a copy of all bills and the Treasurer’s convention summary of receipts, disbursements and fund balance.
2. Work closely with the President in all phases of convention planning and programming.
- F. Chairman of the Convention Committee shall
1. Implement the program and arrangements for the District LWML convention as directed by the EC (see NID LWML Bylaws, Article XI, Section 3.F.);
 2. Compile and arrange for the printing of convention material with the approval of the District LWML President (see NID LWML Bylaws, Article XIV, Section 7.B.).
 3. Assign an individual to produce convention manual.
 4. Arrange for convention registration.
 5. Invite ex-officio members of the committee to all committee meetings (President, Corresponding Secretary, Public Relations Director).
 6. Prepare convention survey, tally results and report to next EC meeting.
 7. Select site and make reservation for Fall Gathering of women to be held in odd numbered years.
 8. Submit contract to President to sign for any financial arrangements for Fall Gathering.
 9. Assign tasks to committee members and others for Fall Gathering.

TIMELINE – CONVENTION CHAIRMAN

November/December

A. Even Year

1. Re-contact and re-confirm Fall Gathering speaker.
2. Obtain the logo for the Fall Gathering.

B. Odd Year

1. Re-contact and re-confirm convention speaker

2. Obtain the logo for the convention using theme verse from Planner.
3. Working with the Public Relations Director, set up PR schedule for convention.
4. Review proposed budget.

January

A. Even Year

1. Working with Vice President of Communications, prepare flyer for distribution at the February BOD meeting, with any PR available about convention using official theme logo.
2. Contact audio visual services and lock in contract
3. Arrange for a Servant Event for Friday of convention.

B. Odd Year

1. Confirm speakers, location and date of Fall Gathering.
2. Work with Vice President of Communications to prepare a SAVE THE DATE flyer using the official theme logo.

February

A. Even Year

1. Contact those responsible for Convention poem and/or theme song.
2. Follow up on convention facilities.
3. Obtain EC approval for registration fees.
4. Obtain EC choice for banner/logo design (but no later than March).
5. Report on all information about convention and distribute PR.
6. Prepare registration flyer to be included in the Spring Rally Packet as directed by the President.
7. Submit an article for publication listing date, place, theme, speaker and calling for submission of banner design no later than June 15th.

B. Odd Year

1. Send the Fall Gathering SAVE THE DATE flyer with the Convention Chairman report for the February BOD meeting.
2. Obtain approval for registration fees for Fall Gathering.
3. Prepare registration flyer for Fall Gathering to be included in the Spring Rally Packets as directed by the President.

March

A. Even Year

1. Contact Synodical District President's office for letter and picture for manual.
2. Make sure that the convention flyer with approved logo is in the Spring Rally Packet.
3. Work with the editor of the convention manual and obtain a list of her needs.

B. Odd Year

1. Make sure registration flyer for Fall Gathering is included in Spring Rally Packet.

April

A. Even Year

1. Follow up on speakers, presenters, singers, etc. for the convention at the request of the President.

B. Odd Year

1. Obtain tentative location and date for conventions and September EC Meeting to bring to May EC meeting.

May

A. Even Year

1. Be responsible for convention manual assignments; request officers to submit manual article no later than July.
2. Notify officers to inform convention chairman of need for display tables no later than July EC meeting.
3. Contract a Christian vendor such as Concordia Publishing House to give them space at the convention.

B. Odd Year

1. After EC selects theme and speaker, obtain commitment from chosen speaker.
2. Submit convention site and date to EC for approval.

June

A. Even Year

1. Check with editor of convention manual for special color or details.
2. Consult with President on convention sessions and other details for the manual.

July

A. Even Year

1. Have pictures taken for manual at July BOD meeting.
2. Redistribute registration information to zone presidents for distribution to their groups. Include cancellation dates for refunds on the registration forms. A fee will be withheld from refunds to cover expenses with an option to donate the registration costs. Distribute hotel information to all at the July BOD.
3. Circulate sign-up sheet for display tables at convention.
4. Submit convention article articles, hymn and/or poem to Pastoral Counselor for review.
5. Finalize plans for September EC meeting at convention site.
6. Prepare tentative budget for next biennium.
7. Arrange for a Thrivent Action Team Grant for Servant Event.

B. Odd Year

1. Announce theme, place, date and contract of convention if available.
2. Arrange for a Thrivent Action Team grant for Fall Gathering.

August

A. Even Year

1. Contact speaker(s), musician(s) and other presenters for special arrangements and needs.
2. Check on theme banner status.
3. Meet with the President to finalize details and prepare agenda in early August or late July.

B. Odd Year

1. Submit contract to President to sign for chosen site and date, if possible.

September

A. Even Year

1. Send convention manual to President for proofreading and approval two (2) weeks before deadline for sending to printer.
2. Select luncheon menu if not already done.
3. Confirm convention site details and facilities, and September EC meeting at site.
4. Meet with Usher Chairman at convention site to review usher details.
5. Have person in charge of displays and store confirm layout.
6. Send print-ready copy (proofread by Convention Chairman and President, and with the President's approval) of convention manual to printer no later than three (3) weeks prior to date of convention.
7. Check delegate, officer and special guest badges for condition and accuracy.
8. Turn in room reservations to hotel, of those for whom NID LWML is covering cost.
9. Follow up on registration count.
10. Place luncheon order as required (usually final count five (5) to seven (7) days prior to date).
11. Be responsible for usher instructions, offering and ballot containers, flags, banners, sings, etc., at convention.
12. Work with President to make up seating arrangement and stage setup.

B. Odd Year

1. Prepare evaluation for Fall Gathering.
2. Confirm with caterer the number of meals to be provided.

October

A. Even Year

1. Send appropriate letters of appreciation for convention.
2. Recap convention surveys.
3. Review financial statement from convention.

B. Odd Year

1. Send appropriate letters of appreciation for Fall Gathering.
2. Recap Fall Gathering surveys.
3. Review financial statement from Fall Gathering.

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GENERAL

Work with Vice President of Communications and those reporting to her to submit articles for the various publications.

PASTORAL COUNSELORS

This is the email address that is assigned to the position of Senior Pastoral Counselor: pastoralcounselor@lwmlnid.org. This is the email assigned to the position of Junior Pastoral Counselor is: pastoralcounselor2@lwml.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Pastoral Counselors shall:

- a. serve the District LWML in an advisory capacity;
- b. serve as spiritual advisers to the officers and members of the District LWML;
- c. prepare devotions, Bible studies and worship services as requested;
- d. serve as doctrinal advisers to committees as assigned by the President;
- e. attend the District LWML conventions and meetings of the Executive Committee and Board of Directors;
- f. if in office the longest, serve at LWML conventions as an adviser to the District President and convention delegates.”

LWML NID Bylaws Article XIII Section 3

DETAILED DUTIES

A. The Pastoral Counselors shall:

1. Prepare and present a Bible study for each meeting of the EC and BOD.
2. Prepare and present all convention Bible studies and/or worship services in conjunction with the theme chosen by the EC and in coordination with the Convention Chairman.
3. Prepare and present Bible studies and worship services for district LWML activities upon request.
4. Write material for NID LWML publications as requested.
5. Review material for publication or use for doctrinal content as requested.
6. Give advice and input into the selection of mission grants.
7. Attend the LWML conventions in turn as an advisor to the President and delegates.
8. During national LWML convention years, the Senior Pastoral Counselor shall have the opportunity to attend the convention as advisor to the President and delegates at the expense of the District LWML. If the Senior Counselor elects not to attend, this offer may be extended to the Junior Pastoral Counselor for his consideration.

B. The District LWML shall:

1. Reimburse the Pastoral Counselors for postage, printing, supplies, and travel expenses (with receipts) as related to their duties as Pastoral Counselors.
2. Furnish housing for the Pastoral Counselors and their wives on the night preceding the District LWML convention. (Reimburse hotel expenses for Pastoral Counselors and their wives for one night when attending the District LWML convention.)

3. Provide complimentary registration for the District LWML convention to the Pastoral Counselors and their wives.
4. Pay for the Pastoral Counselors' expenses to the LWML convention including travel (reasonable airfare rate), meal package/allowance and housing.
5. Pay necessary expenses for the Pastoral Counselors and wives to attend the Fall Gatherings and Lenten Inspirations.

NOMINATING COMMITTEE

This is the email address that is assigned to the position of Nominating Committee Chairman: nominatingcommchair@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Committee shall:

- a. solicit and receive from individual members, groups and zones; nominations for District LWML elective offices.
- b. select candidates in accordance with Article VI, Section 2.A.1 of these Bylaws.
- c. For each elective office prepare a slate of qualified candidates who have given their written consent to serve, if elected;
- d. submit candidates for Pastoral Counselor, in accordance with Article XIII, Section 1 of these Bylaws;
- e. submit candidates for the Nominating Committee, in accordance with Article VIII, Section 1 of these Bylaws.
- f. provide candidate information to the voting members of the Board of Directors and to each group prior to the District LWML convention;
- g. prepare a copy of the completed ballot, listing the names of candidates for each office in alphabetic order, as well as the qualifications of the candidates, and submit same to the Convention Chairman for printing. “

LWML NID Bylaws, Article VIII, Section 2

DETAILED DUTIES

- A. Chairman of the Nominating Committee
 1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
 - c. Maintain files of all information and activities.
 - i. Prepare workable file for successor
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - d. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - e. In July of even years prepare budget for next biennium to present to Treasurer at July EC meeting.
 2. Attend all EC meetings.

3. Perform specific duties for the convention.
 - a. Process in and sit with candidates
 - b. Introduce candidates to convention assembly.
4. Review Procedures Manual for this office and make suggested changes.

TIMELINE – NOMINATING COMMITTEE

November/December

A. Convention Year

1. Review all materials from the previous nominating committee, contact previous Nominating Committee Chairman to clarify any items
2. Transfer all materials of the nominating committee to the new chairman.

January

A. Convention Year

1. Seek potential candidates for open offices to be elected at next convention.
2. Follow Article XIII, Section 1 for pastoral counselor.

March

A. Convention Year

1. Write to the district LCMS president to have the pastoral candidates approved.
2. Call all prospective candidates.

April

A. Convention Year

1. Meet to finalize the ballot.

May

A. Convention Year

1. Send a letter to all who have agreed to run, asking for their biographical sketch; and a picture to be used in district publications, if requested.

June

A. Convention Year

1. Send biographical sketches of candidates to district publication editor; include pictures of candidates, if requested.

July

A. Convention Year

1. Prepare final ballot and biographical information and send to Convention Chairman for inclusion in the convention manual and Chairman of the Tellers.
2. Prepare budget for the next biennium to presented to the Treasurer.

August/September

A. Convention Year

1. Write to all candidates informing them of procedures at the convention.

October

A. Convention Year

1. Provide badges for all candidates.
2. After convention send a letter of thanks to all candidates

B. Non-Convention Year

1. Throughout the year work on review of material and making contacts for possible candidates for the offices to be filled.

STRATEGIC PLAN FACILITATOR

This is the email address that is assigned to the position of Strategic Plan Facilitator: planner@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Strategic Plan Facilitator shall:

- a. be responsible for focusing the vision of the District LWML through the planning process;
- b. serve as planning liaison/networker with the LWML and other entities;
- c. encourage and assist zones and societies with effective society planning.

LWML NID Bylaws Article IX, Section 4.B.

DETAILED DUTIES

A. Appointed Officer

1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
 - c. Maintain files of all information and activities.
 - i. Prepare workable file for successor
 - ii. Send archival material to Archivist/Historian
 - iii. Pass on to successor files, manuals, Handbook, Procedures Manual and all pertinent information within thirty (30) days following the district LWML convention.
 - iv. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - v. In July of even years prepare budget for next biennium to present to Treasurer at July EC meeting.
2. Attend EC meeting upon request.
3. Be directly responsible to the district LWML President.
4. Review Procedures Manual for this office and make suggested changes.

B. Planning Process

1. Be responsible for the process planning of the organization.
 - a. Initiate opportunities for gathering data to assess the needs of the organization for focusing on primary targets.
 - b. Assist the EC and/or designated planning group in the development of primary targets, organizational goals and unit purpose statements.
 - c. Oversee the selection of primary targets and organizational goals by the BOD.
 - d. Work with each committee to have a purpose statement.
 - e. Maintain a method of reporting the plan and how we are doing.

- f. Continually assess actions of the organization and its units in relationship to the Mission Statement and organizational goals.
- 2. Process Planning Training
 - a. Be continually aware of other planning processes available.
 - b. Participate in valuable training in planning and group dynamics.

TIMELINE – STRATEGIC PLAN FACILITATOR

CONVENTION/GATHERING THEME, VERSE, AND GOAL

MARCH

- A. Bring convention/gathering theme, verse, and goal for the following year to the March EC meeting for discussion and approval

MAY

- A. Report accepted theme, verse, and goal to the May EC meeting.

JULY

- A. Report accepted theme, verse, and goal to the July BOD meeting. LWML's convention theme, verse, and goal may be adapted for NID's convention.

PRIMARY TARGETS

JULY

- A. NID President gives national LWML's primary target to NID Strategic Plan Facilitator at the July BOD meeting.

SEPTEMBER

- A. Adopted Primary Targets presented to September EC meeting for approval.

FEBRUARY

- A. Report accepted Primary Targets to the February BOD meeting.

STRUCTURE COMMITTEE CHAIRMAN

This is the email address that is assigned to the position of Structure Committee Chairman: structurecommchair@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Structure Chairman shall:

- a. serve as Chairman of the Structure Committee, consisting of at least two (2) members, appointed by the District LWML President and with the approval of the Executive Committee. The Parliamentarian serves as an ex-officio member of the committee.
- b. Lead the District LWML Structure Committee in reviewing District LWML Bylaws and submit for consideration such amendments as deemed advisable to the Executive Committee and to the Board of Directors before forwarding them to the LWML Structure Committee for approval;
- c. transmit an electronic copy of proposed bylaw amendments to the chairman of the LWML Structure Committee for approval;
- d. present approved proposed bylaw amendments to the District LWML membership for consideration in accordance with Article XXI of these Bylaws;
- e. transmit an electronic copy of adopted amendments to the chairman of the LWML Structure Committee for filing;
- f. review all bylaws and proposed amendments submitted by societies and zones, and approve those not in conflict with the District LWML Bylaws;
- g. be responsible for keeping the District LWML Procedures Manual current.
- h. be responsible for keeping current, the District LWML Standing Rules, listing adopted motions for continuing action.”

LWML NID Bylaws, Article IX, Section 4.D.

DETAILED DUTIES

A. Chairman of the Structure Committee

1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance
 - c. Maintain files of all information and activities
 - i. Prepare workable file for successor
 - ii. Send archival material to Archivist/Historian
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML convention.
 - d. Keep a record of postage, printing, supplies, telephone, and travel expenditures,

- and submit expense report, with receipts to the President for reimbursement.
 - e. In March of even years prepare budget for next biennium to present to Treasurer at March EC meeting.
 - 2. Attend EC meetings upon request in an advisory capacity.
 - 3. Be directly responsible to the District LWML President
 - 4. Review Procedures Manual for this office and make suggested changes.
- B. Duties of the Structure committee
1. District Bylaws
 - a. Prepare, at the direction of the EC, appropriate amendments for their consideration and approval.
 - b. Transmit electronic copies, when such amendments have been approved by the EC and the BOD, to the national LWML Structure Committee for their approval; allow a two-month turnaround from the national LWML Structure Committee.
 - i. Number and date each page included; note district LWML name on each page.
 - ii. Include correspondence that is dated and has the name of the district LWML; also name, address and phone number and email address of the Structure Committee chairman.
 - c. Present approved proposed bylaw amendments to the district BOD at July meeting for approval to be placed on the October convention ballot.
 - d. Transmit electronic copies of approved proposed bylaw amendments for zone Presidents to distribute to societies; make available for publication on the NID LWML website and district publications as appropriate.
 - e. Prepare copy of proposed amendments for the convention manual.
 - f. Submit proposed amendments to the voting assembly of the convention; place the proposed amendments on the floor and move adoption.
 - g. Print final adopted amendments, with date of adoption after each amendment, in the format suitable for inclusion in the LWML Handbook.
 - h. Transmit electronic copies of adopted amendments via the BOD.
 - i. Transmit electronic copies of the adopted amendments to the national LWML Structure Committee chairman.
 2. Zone Bylaws
 - a. Receive and examine proposed zone bylaws and amendments
 - b. Approve those not in conflict with the bylaws of the district LWML
 - c. Keep a file of approved zone bylaws.
 3. Society bylaws
 - a. Receive and examine proposed bylaws and amendments submitted by societies.
 - b. Approve those not in conflict with the bylaws of the district LWML.
 4. Files
 - a. Maintain an LWML Handbook, which includes bylaws for the national LWML, for the district and a model for zones within the district.
 - b. Include resource material from national LWML.
 5. Procedures Manual
 - a. Request updates and changes from outgoing officers and personnel by July of last year in position.

- b. Update Procedure Manual pages with any changes submitted to the Structure Committee and approved by the EC.
- 6. Standing Rules
Be responsible for keeping current and submitting, the District LWML Standing Rules, listing adopted motions of continuing action.

ARCHIVIST-HISTORIAN

This is the email address that is assigned to the position of Archivist-Historian:

archivisthistorian@lwml.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical significance to the District LWML and LWML;
- b. compile a biennial history of the District LWML and submit it to the District Executive Committee and to the LWML Archivist-Historian.”

LWML NID Bylaws, Article X~ Section 3.A.

DETAILED DUTIES

A. Appointed Officer

1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Prepare a written report of all duties and activities for each meeting with copies for all in attendance.
 - c. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, to the President for reimbursement.
 - d. In July of even years prepare budget for next biennium to present to Treasurer at July EC meeting
2. Attend EC meetings upon request.
3. Be directly responsible to the District LWML President.
4. Review Procedures Manual for this office and make suggested changes.
5. Gather and preserve records and other materials of historical significance to the district LWML and national LWML.
 - a. Receive and file minutes from:
 - i. Zone board meetings and workshops and rallies.
 - ii. District EC meetings.
 - iii. District BOD meetings.
 - iv. District conventions
 - b. Receive and file minutes/programs/materials from:
 - i. Zone workshops and rallies
 - ii. District Lenten Inspiration Programs, conventions, and gatherings.
 - c. Receive and file materials from district LWML officers as requested.
6. Catalogue all materials received and filed.
7. Be prepared to search for information as requested.
8. Maintain a file of *Lutheran Woman 's Quarterlies* and convention manuals.
9. Insure proper storage of archival material.

B. Biennial History

1. Compile an accurate two-year history of the district LWML including the following:
 - a. Outgoing district officers for each year.
 - b. Newly elected district officers for biennium.
 - c. Mission and special projects completed (with dollar amounts)
 - d. Mission grants selected.
 - e. Bylaw changes.
 - f. Resolutions.
 - g. Statistics about rallies, workshops, Lenten Inspiration Gatherings.
 - h. Any special events.
 - i. Convention manuals, minutes, newsletters
2. Submit items of historical record to the national LWML archivist-historian biennially.

C. DIRECTIVES FOR WRITING A BIENNIAL DISTRICT HISTORY

1. History should include:
 - a. Newly elected officers.
 - b. Out going officers.
 - c. Projects completed with dollar amount.
 - d. Projects selected with dollar amount.
 - e. Bylaw changes and resolutions.
 - f. Statistics about membership, rallies, workshops and gatherings held.
 - g. Special offerings taken and their distribution.
 - h. Comments about special recognitions or observances within your district.

The convention manual(s), convention minutes, convention newsletters, and any other publications for the convention should be filed with the district history both in the district LWML archives and with the national LWML historian.

PARLIAMENTARIAN

This is the email address that is assigned to the position of Parliamentarian: parliamentarian@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

“The Parliamentarian shall upon request, advise the President, other officers, and individual members on parliamentary procedure and serve as a voting member of the Structure Committee.
NID LWML Bylaws Article X, Section 3.B.”

DETAILED DUTIES

A. Special Appointed Personnel

1. Serve on the BOD
 - a. Attend all meetings of the BOD (two (2) meetings per year).
 - b. Maintain files of all information and activities
 - i. Prepare workable files for successor.
 - ii. Send archival material to Archivist/Historian.
 - iii. Pass on to successor files, manuals, LWML Handbook, Procedures Manual and all pertinent information within 30 days following the district LWML end of term.
 - c. Keep a record of postage, printing, supplies, telephone, and travel expenditures, and submit expense report, with receipts, the President for reimbursement.
 - d. In July of even years prepare budget for next biennium to present to Treasurer at July EC meeting.
2. Attend EC and other meetings upon request.
3. Be directly responsible to the District LWML President.
4. Attend the Assembly of Leaders when invited.
5. Review Procedures Manual for this office and make suggested changes.
6. Answer requests from officers and individual members.
7. Perform special assignments at the request of the President.

B. Convention Responsibilities

Train and Supervise Tellers

July

1. Review with Convention Chair and Corresponding Secretary the registration procedures assuring the following of NID LWML Bylaw Article V, Section 2.
2. Receive teller list from President; provide tellers with Teller Procedures and a letter of general information.
3. Receive sample ballots from Vice President of Gospel Outreach and Nominating Committee Chair.

September

1. Receive proposed mission goal from Vice President of Gospel Outreach with break down of how funds are to be used, including any grants not funded in previous biennium, which have been determined by the EC to be funded first in next biennium.
2. Arrange for formatting and printing of teller forms with convention chair.
3. Receive convention script and convention rules from the President for review.
4. Attend September EC meeting at convention site and confirm with Convention Chair and Corresponding Secretary the site needs of the tellers, voting registration arrangements, the training of the voting registrars and ushers, seating arrangements for the voting assembly, and the Corresponding Secretary's report of credentials form.
5. Send notice to tellers of time for the day-of-convention site pre-convention meeting along with a reminder to study the Teller Procedures and ask the Parliamentarian any questions before convention day.

Convention Day

- A. Supervise Protection of Ballots
 1. Before registration opens, assure that: ballots for the voting assembly are only accessible to the registrars; proper procedures are in place for distribution of ballots only to accredited voting assembly members; and site needs of tellers are in place.
 2. At close of polls, place all collected ballots in one bag and keep in possession for counting by tellers.
- B. Supervise Tellers
 1. Meet with tellers prior to session for site orientation; and briefly meet with the ushers.
 2. Oversee tellers as they collect and count ballots and record results on ballot and report of election forms.
- C. General Convention Duties
 1. Serve in an advisory capacity to the President, officers, committees and individual members.
 2. Have available the LWML Handbook and Robert's Rules of Order Newly Revised.
 3. Sit near presiding officer and follow agenda closely.
 4. Read convention rules to the assembly at request of the presiding officer.
 5. Serve as convention timer if requested.
- D. Following Convention
 1. Within two weeks review Teller Procedures with the teller chair and co-chair and make necessary changes.
 2. At November EC meeting, submit any Teller Chair procedures changes to the Structure Chairman.
 3. Inform President, Vice President of Gospel Outreach, Convention Chairman, Corresponding Secretary, and Nominating Committee Chairman of any changing needs of tellers for future convention.

SPECIAL GIFTS AND BEQUESTS FUND

This is the email address that is assigned to the position of Special Gifts and Bequests Fund: giftsandbequests@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

The Special Gifts and Bequests Fund Committee shall:

- a) “receive all notifications of gifts and bequests of \$500.00 or more and make a recommendation to the Executive Committee on their acceptability and possible uses;
- b. manage and maintain the fund, establishing an investment policy subject to the approval of the Executive Committee;
- c. promote the Special Gifts and Bequests Fund;
- d. make at least annually, recommendations to the Executive Committee and the Board of Directors for distribution of income and/or principal of the Fund;
- e. submit an annual financial statement of the fund to the Executive Committee at its September meeting.”

LWML NID Bylaws, Article XV, Section 2.B.2

SPECIAL GIFTS AND BEQUESTS FUND POLICY FOR LUTHERAN WOMEN’S MISSIONARY LEAGUE NORTHERN ILLINOIS DISTRICT

A. PROCEDURES BASED ON DUTIES

1. To receive notification of undesignated gifts and bequests of \$500 or more and all designated gifts and bequests and make a recommendation to the LWML NID.
2. To allow for both principal and income from the unrestricted gifts and bequests to the fund to be used for the uses, projects and programs recommended by the Special Gifts and Bequests Fund Committee and approved by the EC.
3. Monetary gifts and bequests may be made with special terms or conditions, provided that such are acceptable to the EC and the district. The Special Gifts and Bequests Fund Committee shall submit, at the next meeting of the EC, its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift shall be by simple majority of the EC.
4. The Special Gifts and Bequests Fund Committee shall make, at least annually, recommendations for distribution of income and/or principal of the special gifts and bequests fund, for the designated uses, and for special projects and programs of the LWML NID for EC approval.

GIFT ACCEPTANCE POLICY OF THE LWML NID

Monetary gifts and bequests from any individual, firm or corporation, may be received by the LWML NID Special Gifts and Bequests Fund at any time. By way of explanation and not in limitation, these include direct gifts for the purpose of the fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under will or trust instrument, and gifts of proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts. The LWML NID will accept all undesignated monetary gifts and bequests. Those under \$500.00 will be solely handed by the LWML NID Financial Secretary and Treasurer per their stated duties. All undesignated monetary gifts and bequests \$500.00 and above will be accepted upon review of the Special Gifts and Bequest Fund Committee and the approval of such recommendation given to the Executive Committee. All monetary gifts and bequests designated for MITES of ANY amount shall be immediately handled as such by the LWML NID Financial Secretary and Treasurer according to their procedures. Monetary gifts and bequests may be made with special terms or conditions, provided that such are acceptable to the Executive Committee (EC) and the Northern Illinois District LCMS. Any nonmonetary gift or bequest would be accepted only on the recommendation and help of NID LCMS. The Special Gifts and Bequests Fund Committee shall submit, at the next meeting of the EC, its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift shall be by simple majority of the EC. Upon acceptance of all gifts and bequests, the LWML NID Financial Secretary will acknowledge such gift to both the giver and in case of memorial to the family in whose name it was given. All gifts must be acknowledged in accordance to the IRS donation receipt laws.

B. MANAGE AND MAINTAIN THE FUND

1. The LWML NID Special Gifts and Bequests Fund Committee shall designate a secretary to maintain complete and accurate minutes of all meetings of the fund committee, and supply a copy thereof to each member and the district President within thirty (30) days after the meeting. Each member shall keep a complete set of minutes to be delivered to her successor. Included in the minutes will be the details of gifts and bequests given between the meetings.
2. The Special Gifts and Bequests Fund Committee, using principles of Christian stewardship, shall invest/deposit funds to the best of its ability. These decisions are subject to approval of the EC. Designated gifts must either be kept in a separate account or clear and permanent journal records kept to maintain the integrity of such gifts until funds are fully distributed. All monies in the Special Gifts and Bequest Fund shall be kept separate from funds otherwise belonging to the LWML NID.
3. Every September, the Special Gifts and Bequest Committee shall give the Executive Committee a complete annual report of the Fund corresponding to the biennium and matching the fiscal report of the Treasurer.

C. PROMOTE THE SPECIAL GIFTS AND BEQUEST FUND

1. The Committee will occasionally write articles for various LWML NID publications to education the women on the nature of a special gift, a memorial, and a bequest and how to properly submit each of them.
2. Using the tools available through the Planned Giving office of the LWML and the LWML NID VP of Communications, the Special Gifts and Bequests Committee will establish promotional material for the Fund.
3. Working with the LWML NID Financial Secretary, the committee will seek to promote the use of the LWML NID memorial cards.

D. RECOMMENDATION FOR DISTRIBUTION OF FUNDS

1. The committee shall seek suggestions from the Executive Committee for unbudgeted needs that come up from time to time. For example, the upgrade of computers and technology resources.
2. Should the LWML NID have a short fall in its operating funds, the Executive Committee may request funds to be transferred to the operating fund.
3. The committee can recommend using the funds to further the mission of the LWML NID in a new initiative.

All recommendations for distributions must receive a majority vote from the Executive Committee before being put into effect.

THE NID-LWML SCHOLARSHIP FUND A DONOR ADVISED FUND HELD BY THE LCMS FOUNDATION

In July 2016, the LWML NID Board of Directors approved the recommendation of the Special Gifts and Bequest Committee to transfer \$60,000 of the Special Gifts and Bequest Fund to the LCMS Foundation in order to establish a Scholarship Fund. This was to continue the intent of the original scholarship fund which was to encourage women of the NID to go into full time church work careers but only funded on the interest accrued in the interest bearing accounts. Over the years this greatly fluctuated the annual amount given in scholarship. Thus the distribution of the new Scholarship Fund was set up for a fixed amount \$3,000 a year. However the criteria for women to receive a scholarship can change with the approval of 2/3 vote of the LWML NID Board of Directors. The recommended change can be found each time in the report of the Special Needs and Bequest Committee

and the approval or denial of such change will be recorded in the minutes of the LWML NID Board of Directors.

1. The Special Gifts and Bequest Committee shall oversee this special fund and have correspondence with the NID-LWML President and the LCMS Foundation. It will also make sure that the distribution occurs in accordance with the direction given by the Board of Directors and reflected in such minutes.
2. The Special Gifts and Bequest Committee will give a report to the Executive Committee of the recipients of the fund and the balance of the fund as the information becomes available.
3. While the fund is intended to last until 2036, monies may be added to that fund by individuals or churches making a designated special gift or bequest to the Scholarship Fund which may increase the years of the fund.

E. DURATION

The LWML NID Special Gifts and Bequests Fund shall continue in existence and be used as herein above provided for, unless earlier revoked, as long and the LWML NID shall continue to exist. If the district should cease to exist, the assets constituting the LWML NID Special Gifts and Bequests Fund when the District LWML ceases to exist, shall become the property of the successor organization (if approved by a two-thirds majority of the LWML NID) or the Lutheran Women's Missionary League.

F. GOVERNING COMMITTEES AND OFFICERS

1. The Special Gifts and Bequests Fund Committee shall consist of the district Financial Secretary, the district Corresponding Secretary and two members at large. The last two shall be appointed by the district LWML President from the membership of the LWML. There shall be a Pastoral Counselor as advisor. The appointed members shall serve for a term of four (4) years and be eligible for re-appointment.
2. The Special Gifts and Bequests Fund Committee shall promote and manage the fund. The district Financial Secretary shall receive all monies for the LWML NID Special Gifts and Bequests Fund and shall be responsible to report them to the Treasurer and EC.
3. The Special Gifts and Bequests Fund Committee, using principles of Christian stewardship, shall invest/deposit funds to the best of its ability. These decisions are subject to approval of the EC.
4. The committee shall meet, at least annually or more frequently as it may be deemed by the committee for the best interest of the fund.
5. A quorum of the Special Gifts and Bequests Fund Committee shall consist of

- three (3) members.
6. All checks and documents transferring or expending any funds or assets in the fund shall be executed by the district Treasurer.
 7. The LWML NID Special Gifts and Bequests Fund Committee shall designate a secretary to maintain complete and accurate minutes of all meetings of the fund committee, and supply a copy thereof to each member and the District President within fourteen (14) days after the meeting. Each member shall keep a complete set of minutes to be delivered to her successor.

G. FISCAL YEAR

1. For tax, accounting, distribution or other purposes the fiscal year shall be the same as the district LWML year, July 1 to June 30 inclusive.
2. An annual financial statement of the NID LWML Special Gifts and Bequests Fund shall be submitted to the EC.

H. DUTIES

1. This committee shall:
 - a. Receive notification of gifts and bequests and make a recommendation to the EC on their acceptability.
 - b. Promote the NID LWML Special Gifts and Bequests Fund.
 - c. Meet at least once (1) a year.
 - d. Invest, manage and maintain this fund to enhance the mission and ministry of the League,
 - e. Establish an investment policy subject to the approval of the EC.
 - f. Separate all gifts and bequests for identification so that all transactions may be properly recorded and monies dispersed accordingly.
 - g. Submit an annual financial statement of the LWML NID Special Gifts and Bequests Fund to the EC at its September meeting.
2. Monetary gifts and bequests from any individual, firm or corporation, may be received by the LWML NID Special Gifts and Bequests Fund at any time. By way of explanation and not in limitation, these include direct gifts for the purpose of the fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under will or trust instrument, and gifts of proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts.
3. Means for acknowledging and dating receipt of each gift and contribution, including the value of each gift, shall be established and maintained.
4. The fund committee may accept monetary gifts and bequests made with special terms or conditions provided that such are acceptable to the EC.

5. Special gifts and bequest funds shall be kept and maintained separate, distinct and independent from the funds otherwise belonging to the District LWML.
6. All new members of the Special Gifts and Bequests Fund Committee are to receive a copy of the fund policy to become acquainted with the function and purposes of the fund.

I. AMENDMENTS

These guidelines and policies may be amended by recommendation of the Special Gifts and Bequests Fund Committee, subject to the approval of the district EC.

COMMITTEE ON YOUNG WOMEN CHAIRMAN

This is the email address that is assigned to the position of Committee on Young Women Chairman: ywchairman@lwmlnid.org. Following your election to this office, please contact the Webmaster for the LWML NID to get the password needed to access the email. The Webmaster will be able to assist you and give you details to facilitate receipt of emails from the lwmlnid.org email addresses.

GENERAL STATEMENT OF DUTIES

The Chairman of the Committee on Young Women shall:

1. “assist the district, zones, and groups in meeting the needs of young women and interesting them in LWML by communicating ideas, techniques, and resources;
2. promote and oversee the process of selecting young women representatives to the LWML convention;
3. coordinate the young women representative program for the District Convention;
4. mentor young women representatives who have previously served at LWML and District LWML conventions”.

LWML NID Bylaws, Article XIV, Section 5.B.

DETAILED DUTIES

1. Appointed by the President.
2. Coordinated by the Vice President of Organizational Resources.
3. Submit reports as requested.

ADDENDUM - 1

NID LWML TELLER CHAIRMAN/CO-CHAIRMAN PROCEDURES OCTOBER 2008

NO LATER THAN ONE MONTH PRIOR TO CONVENTION

1. Receive training from Parliamentarian.

CONVENTION DAY BEFORE OPENING CEREMONY

1. Assist Parliamentarian in the pre-convention site orientation of tellers.

GATHERING THE BALLOTS

1. With all tellers, gather ballots as instructed.

COUNTING BALLOTS AND TALLYING VOTES

1. Assist the Parliamentarian as requested for the brief review of the procedures.
2. While the other tellers are counting ballots, go to Preparing Tally Forms.

PREPARING TALLY FORMS

Under direction of the Parliamentarian, prepare to use the following forms:

A – TELLER LIST

B – TELLER TEAMS/BALLOT COUNT/TALLY SHEET DISTRIBUTION

C – ELIGIBLE TO VOTE C1 - MISSION GOAL C2

CC – SAMPLE BALLOTS – CC1 MISSION GRANTS – CC2 OFFICE ELECTION

D – TELLER TEAM MISSION GRANTS TALLY WORKSHEET

E – TELLER CHAIR MISSION GRANTS SUMMARY TALLY WORKSHEET

F – TELLER TEAM ELECTION TO OFFICE TALLY WORKSHEET

G – TELLER CHAIR ELECTION TO OFFICE SUMMARY TALLY WORKSHEET

H – TELLER CHAIR REPORT OF MISSION GRANTS ELECTION

I – TELLER CHAIR REPORT OF ELECTION TO OFFICE

J – PRESIDENT’S DECLARATION OF MISSION GRANTS FOR FUNDING

K – PRESIDENT’S DECLARATION OF ELECTION TO OFFICE

VERIFYING AND SUMMARIZING REPORTS OF TELLERS

All of the next steps help you in reaching your final and main duty of office: reporting accurate election results to the convention in a timely manner.

BALLOT COUNT

FORMS NEEDED:

A – TELLER LIST

B- TELLER TEAMS/BALLOT COUNT/TALLY SHEET DISTRIBUTION

C1 – ELIGIBLE TO VOTE & C2 - MISSION GOAL

1. Record teller team member names on Form B received from Tellers before count begins.
2. From Form C1, record number reported as eligible to vote on Form B.
3. Record on Form B number of total ballots each team has for counting votes.
4. Verify total number of ballots from all teams does not exceed number eligible to vote. When the number of ballots is in excess, have ballots recounted.
5. If number is still in excess, report result to President immediately.

6. If President orders that number in excess be blindly drawn, do so, discard withdrawn ballots as scrap and record the action on Form B.
7. While tellers are counting ballots & tallying votes, under the direction of the Parliamentarian, fill in known info on all the worksheets.

TALLYING VOTES

FORMS NEEDED:

A – TELLER LIST

B – TELLER TEAMS/BALLOT COUNT/TALLY SHEET DISTRIBUTION

C1 – ELIGIBLE TO VOTE & C2 -MISSION GOAL

D – TELLER TEAM MISSION GRANTS TALLY WORKSHEETS

E – TELLER CHAIR MISSION GRANTS SUMMARY TALLY WORKSHEET

F – TELLER TEAM ELECTION TO OFFICE TALLY WORKSHEETS

G – TELLER CHAIR ELECTION TO OFFICE SUMMARY TALLY WORKSHEET

1. As Teller Teams come forward with a stack of ballots to be tallied, record on form B the worksheet number of form D or F distributed to each teller team (one of each for each stack of 50 ballots or fraction thereof that they are counting); place the worksheet# on its corresponding stack of ballots; and, on the worksheet for the stack, record the number of ballots to be counted.
2. As teams turn in completed forms D & F, CAREFULLY/CLEARLY record the results on forms E & G.
3. When all teller team worksheets, forms D & F, have been turned in and recorded, total and balance forms E & G. If forms E & G do not balance after a rechecking of addition, one chair reads the info on forms D & F to the other chair. The figure read is compared by the other chair to the figure recorded on forms E & G and noted for accuracy. If a balance is still lacking, have teller teams do a recount of ballots, beginning by distributing new tally worksheets with the turned in ballot stacks.
4. Sign the balanced summary teller worksheets.

PREPARE REPORTS TO THE CONVENTION

FORMS NEEDED:

CC1 & 2 – SAMPLE BALLOTS

E – TELLER CHAIR MISSION GRANTS SUMMARY TALLY WORKSHEET

G – TELLER CHAIR ELECTION TO OFFICE SUMMARY TALLY WORKSHEET

H – TELLER CHAIR REPORT OF MISSION GRANTS ELECTION

I – TELLER CHAIR REPORT OF ELECTION TO OFFICE

J – PRESIDENT'S DECLARATION OF MISSION GRANTS FOR FUNDING

K – PRESIDENT'S DECLARATION OF ELECTION TO OFFICE

1. Distribute form CC1 & 2 to all tellers.
2. Instruct tellers to record on forms CC 1 & 2 what is read to them from forms E & G as you read to tellers the info recorded on forms E & G.
3. With all tellers, agree as to the ranking for all mission grants by priority on the basis of number of votes received. If tied, rank by order on ballot. Place on Form H the mission grants by order of Rank#. Grants receiving no votes are ranked on form by ballot order.
4. With all tellers, agree on majority for election to office (more than half of all votes for the office; i.e. 20 ballots-11 majority, 21 ballots-11maj., 22 ballots-12 maj.) for each office; write the majority # in the space for majority for that office; and place a check mark in the majority column opposite the name with the majority vote in that office. When three are running for an office and there is **NO MAJORITY** (except in case of pastoral counselor & nominating elections), immediately inform the President of the need to call for another cast of ballots for election to that office. If no majority has been reached after two ballots have been cast, the candidate with the lowest number of votes shall be removed from each successive ballot (NID LWML Bylaws Art. VI, Sec. 2d). In case of a **TIE**, inform the President of the need to call for another cast of ballots for that office.

5. Complete filling out info on form H by writing in amount to be awarded each grant; make a running total of the amount till the NID LWML Mission Grant goal, as stated on Form C2, is reached; and record results of election to office on form I. Proof read forms H & I by reading to tellers the info on the forms, as they compare what is read with their record of votes on the sample ballot. Sign forms H & I.
6. Collect from tellers ALL CC forms.
7. Transfer info from forms H & I to forms J & K. Teller co-chairs proof read forms J & K; teller chairs sign forms J & K.
8. Make four copies of completed forms H, I, J and K either by hand or use of copier on site.
9. Proof read and sign any hand made copies of reports.

PREPARE ALL FORMS FOR DISTRIBUTION OR FILING

1. Bind ALL ballots together with accompanying worksheets and label "Corresponding Secretary".
2. Make packet of original Forms H, I, J, K and label "President".
3. Make four packets composed of the copied Forms H, I, J, and K; and label one each for Recording Secretary, Parliamentarian on Stage, Parliamentarian for Tellers, and the Teller Chair.
4. Make packet of all remaining items for the Parliamentarian.

RETURN TO THE CONVENTION FLOOR

1. Under direction of the Parliamentarian, return to the convention floor.
2. Parliamentarian for Tellers reports to the President that Teller Report is ready, giving the President, Recording Secretary and Parliamentarian on Stage their respective packet of reports H, I, J, and K.
3. Teller Chair comes to the stage when President asks for the Teller Report of Election; and approaches the podium.
4. The Teller Chair reads the election results as found on forms H & I to the convention; and leaves the stage at the direction of the President.

EVALUATION OF TELLER PROCEDURES

1. Within two weeks of convention, in a manner agreeable with the Parliamentarian and Teller Chairs, evaluate the Teller Procedures and note recommended changes.

ADDENDUM - 2

NID LWML TELLER PROCEDURES

October 2008

*Let all things be done decently and in order...I Corinthians 14:40
Wisdom from above is...considerate...impartial and sincere. James 3:17*

NO LATER THAN TWO WEEKS PRIOR TO CONVENTION

1. Carefully study these procedures.
2. Contact the Parliamentarian for answers to any questions.
3. Gather items needed as teller: a copy of these procedures, ballpoint pens, scrap paper and calculator, if available.
4. Arrange to arrive at the convention site no later than 15 minutes before registration opens.

CONVENTION DAY – BEFORE OPENING CEREMONY

1. Be first in line when registration opens.
2. Meet for site orientation at the time and place named by the Parliamentarian.
3. Process in/sit with fellow zone presidents.

GATHER THE BALLOTS

1. All tellers gather in back of convention hall and prepare to collect ballots as directed by the Parliamentarian. Gathering begins when the President announces, usually by telling voters to stand, indicating they have a ballot ready for collection by the tellers.
2. Be sure to gather ballots from ALL members of the voting assembly (as stated in NID LWML Bylaws: two from each accredited congregation, zone presidents, elected officers, PR director, structure chairman, district publication editor, planner, nominating committee chairman, committee on young women chairman and past NID LWML presidents who are currently living in the NID) and as identified by badge color. **DO NOT FORGET** the ballots of officers on stage, voters who may not be sitting with other voters and **YOUR OWN!**
3. When the President declares the polls closed, stop gathering ballots and take the buckets of ballots to the area designated by the Parliamentarian for the securing of ballots.

NOTE: At this point, after all ballots are secure and protected, tellers usually break for an early lunch before counting ballots.

COUNTING BALLOTS AND TALLYING VOTES

IT IS IMPERATIVE TO BE PREPARED TO DO A CAREFUL/ACCURATE JOB TO AVOID A TIME-CONSUMING RECOUNT BECAUSE ALL DOES NOT BALANCE!

LET US PRAY FOR WISDOM FROM ABOVE THAT ALL THINGS ARE DONE DECENTLY AND IN ORDER.

1. Gather around the table with ballots piled in center for a prayer and brief review of the procedures.

COUNTING BALLOTS

1. Tellers form teams of two: Teller A to read the ballot, Teller B to record onto the tally worksheet what is read.
2. Inform Teller Chair of team member names.
3. Teller teams count ballots, separating mission ballots from office ballots, stacking each into groups of ten to make stacks of 50 ballots each, discarding as scrap any ballots that are totally blank. Verify your team's total ballot count by switching stacks with your team member and recounting the ballots your team has formed into stacks of 50. When all ballots on table are counted, report total number of ballots for your team to the Teller Chairman.
4. Teller Chairman verifies that the total number of ballots does not exceed number eligible to vote. If the number is in excess, Teller Chair will ask tellers to recount the ballots. If the number is still in excess, the Teller Chairman informs the President before tallying of votes on ballots takes place.

TALLYING VOTES

BE SURE TO READ AND RECORD ALL VOTES, AS EITHER LEGAL OR ILLEGAL!

ILLEGAL VOTES:

- Voted for too many in an office
- Voted for too many grants
- Intent not clear

LEGAL VOTES

- Voted for some, but not all offices or grants possible
- Erasers/cross outs made, but intent is clear
- Grants voted in order of preference (1,2,3,ec.)

NOTE: The following steps are to be done one stack of ballots at a time before going to the next stack of ballots.

1. Bring one stack of 50 ballots (or fraction thereof) to the Teller Chair who will write on the stack of ballots the number of the Teller Team Tally Worksheet distributed to the team for recording the votes in that stack of ballots.
2. Teller A reads the vote on the ballot, remembering to inform Teller B of any illegal votes, initials the ballot and restacks the ballot after it is read.
3. Teller B, using hash marks, carefully/clearly records the votes in the proper column of the tally worksheet.
4. After all votes in the stack of ballots are recorded, balance the columns and verify that the total number of votes is not in excess of the number of possible votes. **FOR THE MISSION GRANT TALLY WORKSHEET:** Teller A totals the horizontal columns and records the sum of those totals. Teller B totals the vertical columns and records the sum of those totals. If each teller's sums are not the same, each re-adds the other's columns. Next, verify that the total sum of votes does not exceed the number possible to be recorded by multiplying the number of ballots counted times the number of votes possible for each ballot (i.e. 50 ballots times 4 possible votes equals 200 possible votes); and place the resulting number on the space provided on the tally worksheet. If the total number of votes

recorded is in excess of the number possible, write ERROR across the worksheet; get a clean worksheet from the teller chair and do a recount of ballot votes. **FOR THE OFFICE ELECTIONS TALLY WORKSHEET:** Total the votes recorded for each candidate, and record the total for each. Next, find the sum of all votes for each office, including illegal votes, and record the total of all votes cast for that office. Verify the number of votes for each office by multiplying the number of votes allowed for that office times the number of ballots counted. If the number of votes counted is in excess of the number of votes possible, write ERROR across that portion of the worksheet; get a clean worksheet from the teller chair and do a recount of ballot votes in the office.

5. When worksheet for the stack of ballots is balanced, both team members sign the worksheet, wrap it (and the unbalanced one if there was a recount) with the ballots counted and turn all in to the Teller Chair before going to the next stack.

WHEN YOUR TELLER TEAM HAS FINISHED:

1. Remain quiet at the table or move to another part of the room for quiet conversation so as not to disturb others still counting, observing also if you might offer assistance to another teller team.
2. Remain in quiet mode also while the Teller Co-Chairs balance the Teller Summary Sheets, at the ready in case the tellers need to do a recount.
3. Assist, as the Teller Chair directs, in the preparation of the Teller's Report to the Convention and the President's Declaration of Election Results.
4. At the discretion of the Parliamentarian, tellers, except for the Teller Chairs, may be dismissed only after: the two original Teller Reports to the Convention and the two original President Declaration forms are completed by the Teller Chair, verified and signed; and all materials used by the tellers are prepared for distribution to NID LWML officers, as directed by the Parliamentarian.
5. Return to the convention floor when the Parliamentarian dismisses the group.
6. **ELECTION RESULTS** are to be kept **CONFIDENTIAL** by all tellers. **ONLY** the **PRESIDENT HAS THE AUTHORITY TO DECLARE RESULTS** of any election after she accepts the report from the Teller Chairman.

MAY EACH OF US GO, CONTINUING TO SERVE OUR LORD WITH JOY!