



LUTHERAN WOMEN'S MISSIONARY LEAGUE
SOUTH DAKOTA DISTRICT
(Revised January 2023)

PROCEDURES MANUAL

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President

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Meetings

1. Preside at district conventions and at all meetings of the LWML SD District Board of Directors (BOD).
2. Set date and site for BOD meetings in consultation with board members.
3. Prepare Official Call to Meeting and Agenda for Executive Committee (EC) and BOD meetings.
4. Make duty and activity assignments for BOD Meetings.
5. Prepare convention agenda and executes upon BOD approval.
6. Make board member duty and activity assignments for district convention.
7. Prepare written and oral reports for district convention.
8. Attend the New Worker Orientation of the Lutheran Church—Missouri Synod (LCMS) South Dakota District if requested by the LCMS SD District President.
9. Send district convention information to national LWML representatives.
10. Prepare district president reports for national LWML Presidents Assembly meetings.
11. Attend national LWML Presidents Assembly meetings (late January/early February and June in odd years; late January/early February in even years).
12. Maintain records and files for successor.
13. If possible, help at The Puppet Place sometime during the SD State Fair.
14. Attend LWML Assembly of Leaders meetings.
15. Work with BOD or specific officers to set dates and themes for District Retreat and Christian Life Workshops.

Appointments

1. Appoint committees, special personnel, and task force members and requests BOD approval.
 - a. Recommends appointees to the BOD.
 - b. Confirms appointees after BOD approval.
2. Inform national LWML President and Business Office of any officer changes.
3. Assign a vice president to chair the district retreat programming committee and district convention programming committee at least nine (9) months prior to the event.

Official Representative

1. Serve as official spokesman for the LWML South Dakota District.
2. Serve as liaison for the South Dakota District LCMS.
 - a. Represent LWML when attending LCMS District Conventions and activities. Set up an LWML booth/table and greet the assembly. Invite the VP of Christian Life (or other) to assist.
 - b. Appoint a vice president if the president cannot attend.
 - c. Prepare a report for LCMS SD District Convention Manual as requested.
 - d. Invite LCMS SD District President to attend the LWML SD District Convention.
3. Invite District Convention speakers upon approval of the BOD.
4. Represent LWML at LCMS auxiliary and recognized service organization (RSO) events.
5. Prepare a PowerPoint Presentation for Zone Fall events and assists the Executive Committee in appointing a representative to Zone Fall Events.
6. Respond to letters, email, and phone messages promptly.
7. Complete LWML reports: District Officer names and contact information, and the District Mission Grants and Mission Goal, after the LWML SD District Convention.
8. Order name badges for new officers from LWML office.

Vouchers

1. Approve vouchers for payment of legitimately incurred expenses.
2. Retain a copy of vouchers, file with corresponding meeting reports.

Ex-Officio Membership

1. Serve as an ex-officio member of all committees except the Nominating Committee.
2. Is informed of all committee activities.
3. Receive information and correspondence relating to committee activities.

New Groups

1. Receive notification of groups desiring LWML membership.
2. Send Application Form and Letter of Welcome to new groups.
3. Present Request for Membership to BOD.
4. Send Notification of Membership to national LWML President.

Publications

1. Write articles for the LWML SD *HiLites*, the SD supplement of *The Lutheran Witness*.
2. Write articles as requested for other forms of communication.
3. Write 2-Minute Tuesday article for LWML

Delegates — LWML Conventions

1. Obtain names and contact information of Zone Delegates and Alternates for national LWML Convention.
2. Forward delegate, Young Woman Representatives (YWRs), and Pastoral Counselor information as requested per national timeline. (Convention seating is assigned per district delegate information).
3. Welcome delegates and YWRs.
4. Correspond with the LWML Meeting Manager, sharing detailed information of procedures and travel plans.
5. Send delegate changes as they occur to LWML.

Convention — District

1. Establish all convention deadlines.
2. Work on Call to Convention packet with VP of Communication, send out six weeks prior to convention.
3. Appoint a District Convention Programming Committee, consisting of members of the EC and BOD, and work with them to develop the program for convention. This committee should be appointed 18 months prior to convention.
4. Ask LCMS SD District president for district pastoral counselor nominees and obtain their consent and resumes.
5. Check with Thrivent and Lutheran Church Extension Fund for possible assistance in convention funding. Encourage use of Thrivent Action Team Grants for various activities: servant events, decorations, prizes, gifts, etc.
6. Assist with preparation of the convention manual and complete in time for the manual to be printed.
7. Complete all convention paperwork required for LWML Representative.
8. Order convention material from LWML.
9. Establish a detailed agenda and president's script for the convention. Give copy of script to meeting manager, minutes review, secretary, parliamentarian, sound and/or PowerPoint tech.
10. Prepare a president's report to give to the convention assembly.
11. Work closely with Hosting Zone President and Zone Host Committee.

12. May host a President's dinner before the District Convention for BOD and special guests and others at president's discretion.

Finances

1. Work with the Treasurer to prepare a biennial budget.
2. Oversee fiscal responsibility.

General

1. Work closely with EC and Special Appointed Personnel to accomplish the work of the LWML South Dakota District.
2. Have timely communication with the LWML SD District Board of Directors.
3. Works with the News Editor to make the schedule for the *HiLites*.
4. Is knowledgeable about *lwml.org*, *sdlwml.org* and LWML App and the Secure Documents section of *lwml.org* for the Presidents Assembly.
5. Be a mentor for a new LWML District President in the second biennium of the President's term, as appointed by the LWML President.
6. Review the bylaws and the procedures at least once a year but preferably more often to know how the organization works.

Vice President of Christian Life

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the office

1. Serve as a voting member of the LWML SD District Executive Committee (EC) and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Present a written VP of Christian Life activities report to the VP of Communication for inclusion in the BOD meeting packet.
4. Provide articles for *HiLites* and website as requested.
5. Prepare a Christian Life report for the Convention manual.
6. Assist other vice presidents in planning retreats and workshops.
7. Maintain records and files for successor.
8. Provide and maintains current guidelines for Christian Life Workshop hosts.
9. Perform other duties as requested by the president.

Christian Life Committee

1. Provide materials to enable women of the church to grow spiritually.
2. Conduct Christian Life workshops annually on a district level; the presenter, the time and place to be determined by the committee, with the approval of the Board of Directors. Goals of the workshops:
 - a. To educate.
 - b. To inspire and promote individual spiritual growth.
 - c. To motivate participants to mature Christian lifestyles.
 - d. To improve individual prayer life.
 - e. To encourage concern for the physical and spiritual needs of others.
 - f. To promote the spreading of the Gospel of Jesus Christ.

Christian Resources Committee

1. Maintain and update the Speakers List.

- a. Keep up to date with the pastors in the LCMS SD District, especially those new to the district, and contact them about the Speakers List and their willingness to have topics added to the list.
 - b. Be alert for other appropriate speakers who could be added to the list.
 - c. Encourage groups to submit names of speakers who could be added to the list.
 - d. Obtain approval from the LWML SD District Counselors for any additions to the list.
 - e. Have a current Speakers List posted on the *www.sdlwml.org* website.
2. Be up to date on program resources available.
 - a. Have an LWML store providing a variety of LWML resources for members to purchase at District workshops, conventions, and retreats.
 - b. Order materials from LWML.
 - c. Arrange to have the LWML store manned during the event.
 - d. Keep up-to-date inventory.
 - e. Maintain accurate financial records.

Vice President of Communication

As referenced in the LWML South Dakota District Bylaws, Article VIII.

The VP of Communication must maintain communication between national, district, zones, and groups using multiple venues.

Responsibilities of the Office

1. Serve as a voting member of the LWML SD District Executive Committee and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Present a written VP of Communication activities report for inclusion in the BOD meeting packet.
4. Prepare convention manual through completion (see below under convention manual).
5. Prepare a Communication report for the convention manual.
6. Assist other vice presidents in planning retreats and workshops.
7. Work with the assigned District Pastoral Counselor.
8. Supervise *www.sdlwml.org* website activity in conjunction with the webmaster.
9. Review all submitted articles for the *HiLites*.
10. Coordinate all designs and logos for district event materials.
11. Maintain records and files for successor.
12. Prepare the Call to Convention packet.
13. With the assistance of the VP of Gospel Outreach, prepare a poster of selected Mission Grants for use throughout the district following the district convention.
14. Perform other duties as set forth in the guidelines and as requested by the president.

Communication Committee

1. Serve as chairman of the Communication Committee.
2. Coordinate all district and zone publicity in conjunction with the webmaster and *HiLites* editor. The Communication Committee includes:
 - a. VP of Communication (chair)
 - b. News Editor
 - c. Webmaster-IT

LWML SD Convention Manual

The VP of Communication is responsible for the District Convention Manual. Duties include gathering reports, photos, bios, and statistics; planning the layout design; and coordination with the printer.

LWML SD District Procedures Manual

The VP of Communication will review the LWML SD District Procedures Manual every biennium and update as needed. Each officer is asked to review her duties, giving recommendations for changes.

Vice President of Gospel Outreach

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the Office

1. Serve as a voting member of the LWML SD District Executive Committee and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Present a written VP of Gospel Outreach activities report to the VP of Communication for inclusion in the BOD meeting packet.
4. Prepare a Gospel Outreach report for the Convention manual.
5. Assist other vice presidents in planning retreats and workshops.
6. Initiate grant selection process with Gospel Outreach Committee and assigned Pastoral Counselor.
7. Communicate funded grants to the BOD and Communication Department for *HiLites* and website.
8. Obtain President and Treasurer approval for mission grant funding.
9. Maintain records and files for successor.
10. Keep a supply of Mite Boxes available for distribution at district events.
11. Perform other duties as requested by the president.

District Convention/Mission Grants

1. With the assistance of the VP of Communication prepare a poster of selected Mission Grants for use throughout the district following the district convention.
2. Send confirmation letter and Request for Funding Form to each selected grant recipient.
3. Grant requests not selected are informed by letter within one (1) month of district convention.
4. Obtain grant funding check from LWML SD District Treasurer and forward to recipients with confirmation letter.
5. Write articles for *HiLites* and website as requested.
6. Receive and compile a list of grant proposals numbering in order received. Deadline must be observed.
7. Present for approval to the LCMS SD District President the proposed Mission Grants.
8. Forward copies of grant proposals to committee members, LCMS SD District President, and assigned Pastoral Counselor prior to grant selection meeting.
9. Grant Selection Meeting is held in fall of year prior to district convention.
10. Prepare proposed Mission Grants in written form for convention manual and Call to Convention packet.
11. Prepare and present Mission Grant Proposals presentation at district convention.

Vice President of Special Focus Ministries

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the Office

1. Serve as a voting member of the LWML SD District Executive Committee and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Present a written VP of Special Focus Ministries activities report to the VP of Communication for inclusion in the BOD meeting packet.
4. Prepare a Special Focus Ministries report for the Convention manual.

5. Assist other vice presidents in planning retreats and workshops.
6. Work with the assigned LWML SD District Pastoral Counselor.
7. Communicate with Zone Presidents about all Special Focus Ministries activities.
8. Maintain records and files for successor.
9. Write articles for *HiLites* and website as requested.
10. Initiate project for Gifts from the Heart for the LWML SD District Convention and Retreat.
11. Help coordinate servant events at the LWML SD District Convention.
12. Help plan LWML SD District mission trips and LWML SD District event day
13. Perform other duties as requested by the president.

Committee on Young Women

1. Is coordinated by the Vice President of Special Focus Ministries.
2. Is comprised of the following:
 - a. Chairman.
 - b. Assigned Pastoral Counselor.
 - c. Additional members as needed.
3. Duties for the Committee on Young Women Chairman:
 - a. Attend EC and BOD-related meetings and events when asked by the LWML SD District President or Vice President of Special Focus Ministries
 - b. Communicate with Zone Presidents about Young Woman Representative (YWR) activities for LWML and district events.
 - c. Organize and promote the selection of LWML SD District YWR to LWML convention.
 - d. Maintain records and files for successor.
 - e. Order gifts for YWR at LWML convention. (Feather Crosses and small items.)
 - f. Write articles for *HiLites* and website as requested.
 - g. Assist the LWML SD District Vice President of Special Focus Ministries in organizing YWR activities at LWML SD District convention.
 - h. Communicate with YWRs at LWML and LWML SD District level.

Heart to Heart Sisters Committee

1. Is coordinated by the VP of Special Focus Ministries.
2. Is comprised of the following:
 - a. Trained Heart to Heart Sisters Leaders.
 - b. Assigned Pastoral Counselor.
 - c. Any additional members as needed.
3. Duties of the Heart to Heart Sisters Leaders:
 - a. Write articles for *HiLites* and website as requested.
 - b. Communicate activities to Zone Presidents.
 - c. Organize and promote Heart to Heart activities.
 - d. Maintain records and files for successor.
 - e. Perform other duties as requested by the LWML SD District President and VP of Special Focus Ministries.

Special Focus Ministries Committee

1. Is chaired by the Vice President of Special Focus Ministries.
2. Is comprised of the following:
 - a. Special Focus Ministries committee members.
 - b. Assigned Pastoral Counselor.
 - c. Additional members as needed.

3. Duties of the Special Focus Ministries Committee:
 - a. Help initiate projects for Gifts from the Heart for any LWML SD District event.
 - b. Help coordinate servant events at any LWML SD District event.
 - c. Help promote and organize LWML SD District mission trips.
 - d. Maintain records and files for successor.
 - e. Perform other duties as requested by the president.

Structure Committee

1. Is comprised of the following:
 - a. Structure Chairman.
 - b. VP of Special Focus Ministries (ex-officio member).
 - c. Parliamentarian (ex-officio member.) May also serve as Structure Chairman.
 - d. One or more members appointed by the chairman and the District President.
2. Duties of the Structure Committee include
 - a. Review and recommend changes to zone and group bylaws as submitted.
 - b. Recommend changes to the District bylaws and present to the Executive Committee and Board of Directors and to the voting assembly at Convention.
 - c. Prepare Convention Manual proposed bylaw revision and/or amendments.

Evaluations and Interest Sheets (transfer duties to convention and retreat committee responsibilities)

1. Prepare an Evaluation Form for the LWML SD District convention and retreat.
 - a. Distribute Evaluations to the Host Committee Chairman prior to the event.
 - b. Collect the completed evaluations at the conclusion of the event.
 - c. Compile an evaluation summary and distribute it at the next BOD meeting.
2. Prepare a request for workers and an interest sheet for the SD District convention packet.

Secretary

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the Office

1. Serve as a voting member of the LWML SD District Executive Committee and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Record minutes of all meetings.
4. Present a written report for the VP of Communication for inclusion in the BOD packet.
5. Maintain a directory of LWML district, zone, and group (society) officers, committees, and personnel.
6. Upon DP request, send welcome cards to new pastors and other cards as requested.
7. Maintain records and files for successor.
8. Perform other duties as requested by the president.

Minutes

1. Record, then forward minutes to the LWML SD District President and Minutes Review Committee in a timely manner.
2. Upon review and editing by the president and Minutes Review Committee, corrected minutes are emailed to the BOD and EC minutes to the EC.
3. Minutes are presented at the next BOD meeting for approval.

District Conventions

1. Serve as the Chairman of the Credentials Committee.
2. Record the delegate/alternate registration forms for the district convention.

3. Prepare tally sheets for the officer and mission grant elections, six (6) copies each.
4. Prepare Report of Tellers sheets for officers and Mission Grants: six (6) copies of each with one copy going to the president and one copy to the secretary at the time of report.
5. Prepare a Convention Treasurer's Report listing the #1 Offering, #2 Offering, and the Mission Pledge Walk Report. Give three (3) copies to the treasurer; one copy will be for the president; one copy for the secretary and one for the treasurer's file at the time of the report.
6. Prepare Report of Credentials sheets: four (4) copies, with one copy each for the president, secretary, and registration chair after the final report; and one extra in case of errors.
7. The secretary usually reads the auditor's report at the convention and moves acceptance of the report.
8. Record, then forward convention minutes to the president and Minutes Review Committee in a timely manner. Upon review and editing of the minutes by the president and Minutes Review committee, email corrected minutes to the BOD, all district groups, and LWML SD District Past Presidents.

Forms

1. Group Officer Completion Report Form.
 - a. Zone Secretaries compile contact information on each of the groups in their zone.
 - b. Zone Secretaries forwards the information to the District Secretary by February 1.
2. Zone Officer Report form.
 - a. Zone Presidents compile contact information for the zone officers.
 - b. Zone Presidents retains information and forwards info to the Secretary by February 1.

Membership Directory

1. The Secretary maintains a current LWML SD District Directory.
2. Prepare an updated BOD and Standing Committees Directory sheet before every BOD meeting.
3. An LWML SD District directory is compiled from forms sent to the secretary and is distributed at the spring BOD meeting.

Treasurer

As referred to in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the Office:

1. Serve as a voting member of the LWML SD District Executive Committee and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Receive all monies from the LWML SD District Financial Secretary and deposit them in a financial institution approved by the Executive Committee.
4. Present a written Financial Report of the current period transactions to the VP of Communication for inclusion in the BOD meeting packet. Report includes itemizing receipts and disbursements, and balances for the Special Gift Fund and Recycling Fund.
5. Prepare a Financial Report for the convention manual.
 - a. Financial records are to be kept for two (2) biennia (4 years) and forwarded to the Archivist-Historian to keep indefinitely. A digital copy of this information is also retained.
 - b. A digital copy of this information is retained by the president.
6. Keep an itemized account of all receipts and disbursements.
7. Maintain records and files for successor.
8. Carry out the responsibilities and duties of the Financial Secretary, in case of her inability to serve, until a replacement is elected.
9. Serve as a member of the Special Gifts Fund Committee.
10. Maintain records and files for successor.
11. Perform other duties as requested by the president.

Check Writing Requirements

1. Vouchers and LWML SD District President (or her designee) approval are a must for all checks. Hard copies of electronic requests and approvals are honored. NO EXCEPTIONS.
2. Shall be directed to use numbered checks when applicable.

Mite Distribution

Twenty-five percent (25%) of Mite Offerings are designated for national LWML. Remittance Vouchers are used with one copy retained for district records, a copy forwarded to the national LWML Treasurer, and a third copy attached to the actual remittance which goes to the national LWML office.

Mileage Reimbursement

Mileage Reimbursement is paid at the rate of \$.40 a mile (September 2018 Standing Rules) and is submitted on an Expense Voucher documenting the event or purpose for the travel.

Biennial Report

1. Prepare a Biennial Report for inclusion in the convention manual.
2. Prior to submission for printing, a copy of this Biennial Report is forwarded to the Financial Secretary for review.
3. Submit records for a Financial Review Audit at the close of the biennium. The audit is conducted by an outside source approved by the BOD.

Receipts

Receipts from the following events are designated for the LWML SD District Mite Goal.

1. District Convention first offering.
2. Christian Life workshop meal offering after expenses by the host group have been paid.

Contributions

Contributions of \$250 or more must have written acknowledgment as of January 31 of the following calendar year end stating that no goods or services were exchanged. The acknowledgement includes a good faith estimate of value. This is required under the charitable deduction IRS code.

Financial Secretary

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the Office

1. Serve as a voting member of the LWML SD District Executive Committee and BOD.
2. Attend all EC and BOD-related meetings and events.
3. Present a written Financial Report of the current period transactions to the DP and the VP of Communication for inclusion in the BOD meeting packet. Report includes receipts from groups (societies) and other income sources. (Mites, *Lutheran Woman's Quarterly* and *HiLites* subscription payments, recycling, Special Gifts.)
4. Prepare a Biennial Financial Report for biennium.
 - a. Financial Records are to be kept for two (2) biennia (4 years) and forwarded to the Archivist-Historian to keep indefinitely. The report should be saved electronically.
 - b. A second electronically saved report of this information is retained by the president.
5. Maintain an updated district mailing list of *Lutheran Woman's Quarterly* recipients.
6. Maintain records and files for successor.
7. Carry out the duties of the Treasurer, in case of her inability to serve, until a replacement is elected.

8. Shall be directed to use numbered checks when transferring funds.
9. Perform other duties as requested by the president.

Biennial Report

1. Prepare a Biennial Report of contributions according to zones and groups (societies) for the Convention Manual.
2. Submit records for a Financial Review Audit at the close of the biennium. The audit is conducted by an outside source approved by the BOD.

Lutheran Woman's Quarterly* and *HiLites

1. Receive *Lutheran Woman's Quarterly* mailing list from national LWML.
 - a. Review for any necessary changes.
 - b. Inform LWML of list changes by the due date established by LWML.
 - c. Keep zone presidents aware of paid and unpaid subscriptions for their zone.
2. Send completed form to the LWML SD District President for approval.

Contributions

Contributions of \$250 or more must have written acknowledgment as of January 31 of the following calendar year end stating that no goods or services were exchanged. The acknowledgement includes a good faith estimate of value. This is required under the charitable deduction IRS code.

Pastoral Counselors

As referenced in the LWML South Dakota District Bylaws, Article VIII.

Responsibilities of the Office

1. Serve the LWML SD District in an advisory capacity for a term of four years.
2. Attend all EC, BOD meetings, conventions, and Web meetings as a non-voting member.
3. Prepare a written (Senior/Junior) Pastoral Counselor activities report for the VP of Communication for inclusion in the BOD meeting packet.
4. Conduct opening and closing devotions at BOD meetings, alternating Junior-Senior Counselor at president's request.
5. Conduct doctrinal review of Bible studies, worship, devotions and *HiLites* articles written by LWML SD District Committees.
6. Author articles for *HiLites* every other month and other publications upon request.
7. Maintain records and files for successor.

Senior Counselor

1. Prepare and lead Bible studies at convention and retreats at president's request.
2. Serve as Pastoral Counselor on LWML district committees selected by the president.
3. Serve as alternate if Junior Counselor is unable to fulfill duties.
4. Prepare a report for the District Convention Manual.
5. Maintain records and files for successor.
6. Help plan, write, and arrange Worship Services for District Conventions, Retreats, Zone Events, and other events as needed.

Junior Counselor

1. Help plan, write and arrange Worship Services for District Conventions, Retreats, Zone Events, and other events as needed.
2. Serve as Pastoral Counselor for LWML District Committees selected by the president.

3. Serve as advisor to LWML SD delegates and attend the national LWML Convention.
 4. Serve as alternate if Senior Counselor is unable to fulfill duties.
 5. Prepare a report for the District Convention Manual.
 6. Maintain records and files for successor.
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Section 2

Nominating Committee

Read Bylaws of LWML SD District, Article VII.

Selection of Nominating Committee. The Nominating Committee shall be elected by ballot at each convention in accordance with the LWML SD District Bylaws.

The Nominating Committee Chairman will be provided the following:

1. The LWML SD District President will
 - a. Provide committee member contact information if asked.
 - b. Send members of the BOD a request from the Chairman for nominee suggestions.
2. The LWML SD District Secretary will provide the Chairman with:
 - a. A current district directory.

Responsibilities of the Chairman of the Nominating Committee:

1. Contact committee members with responsibilities and meetings.
 - a. Initial meetings may be in person, by phone, or email.
 - b. Assign duties.
 - c. Stress importance of choosing qualified candidates.
2. Contact zone presidents and/or group (society) presidents by email or phone requesting possible nominees for officers and nominating committee.
3. Write articles for *HiLites* as requested.
4. Consider nominations from LWML SD District members.
5. Present a slate of officers at the winter BOD meeting prior to convention.
 - a. Prior to presentation to the BOD, update the LWML SD District President.
 - b. Send each candidate a Nomination & Consent Form and an Information Form to be completed and returned for use in the call to convention packet and convention manual.
 - c. Request the candidate to send a recent picture to the VP of Communication for the convention manual.
6. Convention duties of the Chairman are:
 - a. Prepare a complete slate of officers and nomination committee.
 - b. Prepare convention ballots.
 - c. Present to the convention body, the official slate.
 - d. Send candidate appreciation letters to those not elected.

SPECIAL APPOINTED PERSONNEL

As referenced in the LWML SD District Bylaws, Article IX.

The special appointed personnel shall be:

1. Archivist-Historian

2. Meeting Manager
3. News Editor
4. Parliamentarian
5. Webmaster-IT
6. Special Funds Chairman

Archivist-Historian

Responsibilities of the office.

1. Report to the District President.
2. Attend all BOD-related meetings as a voting member.
3. Receive as property of the District Archives such material and artifacts that fall within the scope of the district archives.
4. Maintain records of materials as they are received.
5. Compile and maintain a history of the LWML SD District.
6. Encourage the appointment of Zone Archivist-Historian and offer training assistance.
7. Submit an up-to-date history to the LWML upon request.
8. Prepare a report for the LWML SD District Convention Manual.
9. Prepare a display at the LWML SD District Conventions.
10. Submit articles for *HiLites* upon request.
11. Maintain records and files for successor.
12. Submit biennial report to national LWML Archivist-Historian at the end of the LWML SD District Biennium. The report includes the following:
 - a. Signed minutes of the Executive Committee and board meetings.
 - b. Names of newly-elected and appointed officers and their office.
 - c. Summary sheet listing all LWML SD District events and the attendance for each.
 - d. District Convention Manual.
 - e. District Bylaws after any update.

Items Kept in District Archives.

1. One copy of the minutes from the Executive and Board meetings of the district.
2. Names of elected and appointed officers and their office.
3. All reports of district officers elected and appointed.
4. One copy of each issue of the *HiLites*.
5. All printed materials from LWML SD District Events.
6. Reports from all Zone Archivists.
7. One copy of the LWML SD District Convention Manual and any other printed materials for the convention.
8. One copy of the LWML SD District Bylaws.

Zone Archivist-Historian Sends to the District Archivist-Historian after a Zone Rally

1. Signed copies of Executive and Board Minutes.
2. Summary sheet from LWML zone activities that lists date, activity, and numbers of attendees. TBD

Items Kept in Zone Archives

1. Signed copies of Executive and Board Minutes.
2. Names of elected and appointed officers and their office.
3. Reports of Zone officers.
4. Printed materials from zone events.
5. Pictures from special events, labeled with who, what, when, and where.
6. History of the zone.

7. Current copy of zone Bylaws.

Meeting Manager

Responsibilities of the office.

1. Report to the District President.
2. Attend all BOD-related meetings and events.
3. Attend as many LWML SD District functions and national conventions as possible.
4. Is a member of the LWML SD District Convention Programming Committee.
5. Develop and administer meeting service support arranging for site, meals, and housing as necessary for all district events as directed by the president. Secure all contracts (catering, housing, facilities) with the president's signature.
6. Seek, negotiate, and reserve sites of LWML SD District conventions, retreats, and other events as directed by the president. Negotiate, seek quotes, etc. electronically as much as possible.
7. Serve as liaison between district and zone committees and convention center or church.
8. Prepare a report for the LWML SD District Convention Manual.
9. Maintain records and files for successor to include a month-by-month schedule of items to be completed.

News Editor

It is the responsibility of the Editor to prepare LWML SD District news for each issue of *HiLites*, condensing and summarizing the information received from districts, groups (societies), and individuals.

Responsibilities of the office.

1. Report to the LWML SD District President.
2. Attend all BOD-related meetings and events.
3. Attend as many district LWML functions and national conventions as possible.
4. Prepare the official LWML SD District publication newsletter, *HiLites*, for inclusion in the SD supplement of *The Lutheran Witness*.
5. Become familiar and stay up to date with the LWML Style Sheet.
6. Remind contributors of articles needed for the *HiLites*.
7. Prepare a report for the LWML SD District Convention Manual.
8. Items included in the District Convention Issue:
 - a. Article describing upcoming convention.
 - b. Convention Registration Form.
 - c. List of Candidates for LWML SD District Offices.
 - d. List and description of the Proposed District Mission Grants.

Parliamentarian

Responsibilities of the office.

1. Report to the District President.
2. Attend all BOD-related meetings and events as an advisory non-voting member.
3. Be prepared to advise the president or members on parliamentary procedure upon request.
4. Attend as many LWML SD District functions and national conventions as possible.
5. Is an Ex-officio member of the Structure (Bylaws) Committee, EC meetings, and other committees and task forces as needed.
6. Stay updated on current Robert's Rules of Order.
7. Prepare a report for the LWML SD District Convention manual.
8. Maintain records and files for successor.

Webmaster-IT

Responsibilities of the office.

1. Report to the LWML SD District President and Vice President of Communication
2. Create and maintain the LWML SD District website *www.sdlwml.org*.
 - a. Update the website per direction of 1. above, along with requests from the LWML SD Board of Directors (BOD).
 - b. Administer email account associated with the website, *lwmlsd2020@gmail.com*.
 - c. Manage domain name and its renewal. The domain name of the LWML SD District website is *www.sdlwml.org*
3. Prepare a report for and attend all LWML SD BOD-related meetings and conventions as a voting member.
4. Attend as many LWML SD District functions and LWML conventions as possible.
5. Maintain records and files for successor.
6. May also serve as an administrator of the LWML SD District Facebook page:
[https://www/facebook.com/SDLWML/](https://www.facebook.com/SDLWML/)
7. May also provide IT support as skills and resources allow.
 - a. Prepare fillable forms (Adobe Acrobat).
 - b. Administer virtual meeting platforms, such as Zoom.
 - c. Administer bulk email service, such as Constant Contact® (CC). While CC is being used, administer an email account associated with CC, *lwmlsd2020@gmail.com*.
 - d. Administer LWML SD District YouTube channel.

Special Gifts Fund Chairman

Responsibilities of the office.

1. Report to the LWML SD District President.
2. Attend all BOD-related meetings and events as a voting member.
3. Attend as many LWML SD District functions and national conventions as possible.
4. Promote the Special Gifts Fund.
5. Prepare a report for the LWML SD District Convention Manual.
6. Maintain records and files for successor.

Revision History

Date	Revision Summary
09-16-2022	Update President, Secretary, and VP of Gospel Outreach Committee job descriptions
01-14-2023	Update Vice President of Special Focus Ministries job description