



LUTHERAN WOMEN'S MISSIONARY LEAGUE  
SOUTH DAKOTA DISTRICT  
(Revised September 2021)

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**PROCEDURES MANUAL**

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## **President**

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

### **Meetings**

1. Presides at district conventions and at all meetings of the LWML SD District Board of Directors (BOD).
2. Sets date and site for BOD meetings in consultation with board members.
3. Prepares Official Call to Meeting and Agenda for Executive Committee (EC) and BOD meetings.
4. Makes duty and activity assignments for BOD Meetings.
5. Prepares convention agenda and executes upon BOD approval.
6. Makes board member duty and activity assignments for district convention.
7. Prepares written and oral reports for district convention.
8. Attends the New Worker Orientation of the SD Lutheran Church—Missouri Synod (LCMS) if requested by the SD LCMS District President.
9. Sends district convention information to national LWML representatives.
10. Prepares district president reports for national LWML Presidents Assembly meetings.
11. Attends national LWML Presidents Assembly meetings (late January/early February & June in odd years; late January/early February in even years).
12. Maintains records and files for successor.
13. If possible helps out at The Puppet Place sometime during the SD State Fair.

### **Appointments**

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

### **Official Representative**

1. Serves as official spokesman for the LWML South Dakota District.
2. Serves as liaison for the South Dakota District LCMS.
  - a. Represents LWML when attending District LCMS Conventions and activities. Set up an LWML booth/table and greet the assembly. Invite the VP of Christian Life (or other) to assist;
  - b. Appoints a vice president if president cannot attend.
  - c. Prepares a report for SD District LCMS Convention Manual as requested.
  - d. Invites LCMS SD District President to attend the LWML SD District Convention.
3. Invites District Convention speakers upon approval of the BOD.
4. Represents LWML at LCMS auxiliary and recognized service organization (RSO) events.
5. Prepares a PowerPoint Presentation for Zone Fall events and assists the Executive Committee in appointing a representative to Zone Fall Events.
6. Responds to letters, email, and phone messages promptly.

### **Vouchers**

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

### **Ex-Officio Membership**

1. Serves as an ex-officio member of all committees except the Nominating Committee.
2. Is informed of all committee activities.

3. Receives information and correspondence relating to committee activities.

### **New Groups**

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

### **Publications**

1. Writes articles for the LWML SD *HiLites*, the SD supplement of *The Lutheran Witness*.
2. Writes articles as requested for other forms of communication.

### **Delegates**

1. Obtains names and contact information of Zone Delegates and Alternates for national LWML Convention.
2. Forwards delegate, Young Women Representatives (YWR) and Pastoral Counselor information as requested per national timeline. (Convention seating is assigned per district delegate information).
3. Welcomes delegates and YWRs.
4. Assigns Meeting Manager as liaison, sharing detailed information of procedures and travel plans.
5. Sends delegate changes as they occur to national LWML.

### **Convention**

1. Establish all convention deadlines.
2. Work on Call to Convention packet with VP of Communication, send out 6 weeks prior to convention.
3. Appoint a District Convention 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 SD LCMS District president for district pastoral counselor nominees and obtain their consent and resumes.
5. Check with Thrivent and 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 manual to be printed.
7. Completes 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. Gives copy of script to meeting manager, minutes review, secretary, parliamentarian, sound and/or power point tech.
10. Prepare a president's report to give to the convention assembly.

## **Vice President of Christian Life**

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

### **Responsibilities of the office**

1. Serves as a voting member of the LWML SD District Executive Committee (EC) and BOD
2. Attends all EC and BOD, related meetings and events.
3. Presents a written VP of Christian Life activities report to the VP of Communication for inclusion in the BOD meeting packet.
4. Provides articles for *HiLites* and website as requested.
5. Prepares a Christian Life report for the Convention manual.
6. Assists other vice presidents in planning retreats and workshops.

7. Maintains records and files for successor.
8. Provide and maintain current guidelines for Christian life workshop hosts.
9. Perform other duties as set forth in the guidelines and 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 Speaker's List.
  - a. Keep up-to-date with the pastors in the SD District, especially those new to the district, and contact them about the Speaker 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 (societies) to submit names of speaker who could be added to the list.
  - d. Obtain approval from the district LWML Counselors for any additions to the list.
  - e. Have a current Speaker list posted on the *www.sdlwml.org* website.
2. Keep 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 (societies) using multiple venues.

### **Responsibilities of the Office**

1. Serves as a voting member of the LWML SD District Executive Committee and BOD.
2. Attends all EC and BOD, related meetings and events.
3. Presents a written VP of Communication activities report for inclusion in the BOD meeting packet.
4. Prepares convention manual through completion (see below under convention manual).
5. Prepares a Communication report for the convention manual.
6. Assists other vice presidents in planning retreats and workshops.
7. Works with the assigned District Pastoral Counselor.
8. Supervises *www.sdlwml.org* website activity in conjunction with the webmaster.
9. Reviews all submitted articles for the *HiLites*.
10. Coordinates all designs and logos for district event materials.
11. Maintains records and files for successor.
12. Prepares the Call to Convention packet.

13. With the assistance of the VP of Gospel Outreach prepares 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. Serves as chairman of the Communication Committee.
2. Coordinates 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

### **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 printer.

### **LWML SD District Officer Guidelines**

The VP of Communication will review the District LWML Guidelines 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. Serves as a voting member of the LWML SD District Executive Committee and BOD.
2. Attends all EC and BOD, related meetings and events.
3. Presents a written VP of Gospel Outreach activities report to the VP of Communication for inclusion in the BOD meeting packet.
4. Prepares a Gospel Outreach report for the Convention manual.
5. Assists other vice presidents in planning retreats and workshops.
6. Initiates grant selection process with Gospel Outreach Committee and assigned Pastoral Counselor.
7. Communicates current mite goal and funded grants to the BOD and Communication Department for *HiLites* and website.
8. Obtains President and Treasurer approval for mission grant funding.
9. Maintains records and files for successor.
10. Keep a supply of mite boxes available for distribution at district events.
11. Perform other duties as set forth in the guidelines and as requested by the president.

### **District Convention/Mission Grants**

1. With the assistance of the VP of Communication prepares a poster of selected Mission Grants for use throughout the district following the district convention.
2. Sends confirmation letter and Request for Funding Form to each selected grant recipient.
3. Grant requests not selected are informed by letter by within one (1) month of district convention.
4. Obtains grant funding check from District LWML Treasurer and forwards to recipients with confirmation letter.
5. Communicates district and national current mite goals and funded grants to the BOD and for *HiLites* and website.
6. Writes articles for *HiLites* and website as requested.
7. Contacts national VP of Gospel Outreach to assist in their booth at national convention.
8. Receives and compiles a list of grant proposals numbering in order received. Deadline must be observed.

9. Forwards copies of grant proposals to committee members, District President (DP), and assigned Pastoral Counselor prior to grant selection meeting.
10. Grant Selection Meeting is held in fall of year prior to district convention.
11. Presents for approval to the SD LCMS Board of Directors the proposed Mission Grants.
12. Prepares proposed Mission Grants in written form for convention manual and Call to Convention packet.
13. Prepares and presents 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. Serves as a voting member of the LWML SD District Executive Committee and BOD.
2. Attends all EC and BOD, related meetings and events.
3. Presents a written VP of Special Focus Ministries activities report to the VP of Communication for inclusion in the BOD meeting packet.
4. Prepares a Special Focus Ministries report for the Convention manual.
5. Assists other vice presidents in planning retreats and workshops.
6. Works with the assigned District Pastoral Counselor.
7. Communicates with Zone Presidents and about all Special Focus Ministries activities.
8. Maintains records and files for successor.
9. Writes articles for *HiLites* and website as requested.
10. Initiate project for Gifts from the Heart for the LWML SD District Convention and Retreat.
11. Helps coordinate servant events at the LWML SD District Convention.
12. Perform other duties as set forth in the guidelines and as requested by the president.

### **Committee on Young Women**

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

**Heart to Heart Sisters Committee** *Guidelines being developed.*

**Special Focus Ministries Committee** *Guidelines being developed.*

### **Structure Committee**

1. Is comprised of the following:
  - a. Structure Chairman
  - b. One or more members appointed by the chairman and the District President
  - c. VP of Special Focus Ministries (ex-officio member)
  - d. Parliamentarian (ex-officio member.) May also serve as Structure Chairman.
2. Functions and duties are detailed in these guidelines under LWML SD District Guidelines for Committees.

### **Evaluations and Interest Sheets**

1. Prepare an Evaluation Form for the LWML SD District convention and retreat.
  - a. Distribute Evaluations to Host Committee Chairman prior to the event.
  - b. Collect the completed evaluations at conclusion of the event.
  - c. Compile an evaluation summary and distribute at the next BOD meeting.
2. Prepare a request for workers and 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. Serves as a voting member of the LWML SD District Executive Committee and BOD.
2. Attends all EC and BOD related meetings and events.
3. Records minutes of all meetings.
4. Presents a written report VP of Communication for inclusion in the BOD packet.
5. Maintains a directory of LWML district, zone, and group (society) officers, committees and personnel.
6. Upon DP request, sends welcome cards to new pastors and other cards as requested.
7. Maintains records and files for successor.
8. Perform other duties as set forth in the guidelines and as requested by the president.

### **Minutes**

1. Records, then forward minutes to the District President and Minutes Review Committee in a timely manner.
2. Upon review and editing by the DP 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.
4. Approved BOD minutes and BOD reports are forwarded to the LCMS SD District office.
5. Approved BOD minutes and BOD reports are forwarded to the national LWML president.

### **District Conventions**

1. Serves as the Chairman of the Credentials Committee.
2. Records the delegate/alternate registration forms for the district convention.
3. Prepares 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. Records, then forward convention minutes to DP and Minutes Review Committee in a timely manner.
9. Upon review and editing the minutes by the DP and Minutes Review committee, corrected minutes are emailed to the BOD, all district groups (societies) and national LWML President

### **Forms**

1. Group (Society) Officer Completion Report Form.
  - a. Zone Secretaries compile contact information on each of the groups (societies) 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 Secretary by February 1.

### **Membership Directory**

1. The Secretary maintains a current District LWML 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. Serves as a voting member of the LWML SD District Executive Committee and BOD.
2. Attends all EC and BOD, related meetings and events.
3. Receives all monies from the District Financial Secretary and deposits them in a financial institution, approved by the Executive Committee.
4. Presents 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, disbursements and balances for the Special Gift Fund, and Recycling Fund.
5. Prepares 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 CD of this information is also retained.
  - b. A second CD of this information is retained by the DP.
6. Keeps an itemized account of all receipts and disbursements. Maintains records and files for successor.
7. Carry out the responsibilities and duties of the Financial Secretary, in case of her inability to serve, until a replacement is elected.
8. Serves as a member of the Special Gifts Fund Committee.
9. Perform other duties as set forth in the guidelines and as requested by the president.

### **Check Writing Requirements**

Vouchers and District President (or her designee) approval are a must for all checks. Hard copies of electronic requests and approvals are honored. NO EXCEPTIONS.

### **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 \$.30 a mile and is submitted on an Expense Voucher documenting the event or purpose for the travel.

### **Biennial Report**

1. Prepares 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. Submits 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 host group (society) have been paid.

### **Contributions**



Contributions of \$250 or more must have written acknowledgment 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. Serves as a voting member of the LWML SD District Executive Committee and BOD.
2. Attends all EC and BOD related meetings and events.
3. Presents 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 & HiLites* subscription payments, recycling, Special Gifts.)
4. Prepares 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 DP.
5. Maintains an updated district mailing list of *Lutheran Woman's Quarterly* recipients.
6. Maintains records and files for successor.
7. Carries out the duties of the Treasurer, in case of her inability to serve, until a replacement is elected.
8. Perform other duties as set forth in the guidelines and as requested by the president.

### **Biennial Report**

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

### ***Lutheran Woman's Quarterly* and *HiLites***

1. Receives *Lutheran Woman's Quarterly* mailing list from national LWML.
  - a. Reviews for any necessary changes.
  - b. Informs LWML of list changes by due date established by LWML.
  - c. Keeps zone presidents aware of paid and unpaid subscriptions for their zone.
2. Sends completed form to District President for approval.

### **Contributions**

Contributions of \$250 or more must have written acknowledgment 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. Serves the District LWML in an advisory capacity for a term of four years.
2. Attends all EC, BOD meetings, conventions and Web meetings as a non-voting member.
3. Conducts opening and closing devotions at BOD meetings, alternating Junior-Senior Counselor at DP request.

4. Conducts doctrinal review of Bible studies, worship, devotions and *HiLites* written by District LWML Committees.
5. Authors articles for *HiLites* every other month and other publications upon request.
6. Maintains records and files for successor.

### **Senior Counselor**

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

### **Junior Counselor**

1. Helps 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 DP.
3. Serves as advisor to LWML SD Delegates and attends the national LWML Conventions.
4. Serves as alternate if Senior Counselor is unable to fulfill duties.
5. Prepares a report for the District Convention Manual.
6. Maintains records and files for successor.

## **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 District President will provide files not included on the LWMLSD web page.
  - a. Guidelines for officers and other elected or appointed members.
  - b. Committee member contact information if asked.
  - c. Send members of the BOD request from the chairman if requested.
2. The Secretary will provide the Chairman with:
  - a. A current district directory.
  - b. A supply of stationary.

#### **Responsibilities of the Chairman of the Nominating Committee:**

1. Contact committee members with responsibilities and meetings.
  - a. Initial meeting 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 members.

5. Present a slate of officers at the winter BOD meeting prior to convention.
  - a. Prior to presentation to the BOD, update the 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 District President and 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. Sends 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
6. Special Funds Chairman

### **Archivist-Historian**

#### **Responsibilities of the office.**

1. Reports to the District President.
2. Attends all BOD related meetings and events as a non-voting member.
3. Receives 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. Compiles and maintains a history of the LWML SD District.
6. Encourages the appointment of Zone Archivist-Historian and offer training assistance.
7. Submits an up-to-date history to the LWML upon request.
8. Prepares a report for the LWML SD District Convention Manual.
9. Prepares a display at the District Conventions.
10. Submits articles for *HiLites* upon request.
11. Maintains records and files for successor.
12. Submits biennial report to national LWML Archivist-Historian at the end of the SD District LWML 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 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 District Events.

6. Reports from all Zone Archivists.
7. One copy of the District Convention Manual and any other printed materials for the convention.
8. One copy of the District Bylaws.

### **Zone Archivist Sends to the District Archivist 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.

### **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. Reports to the District President.
2. Attends all BOD related meetings and events as an advisory non-voting member.
3. Attends as many District LWML functions and national conventions as possible.
4. Is a member of the District Convention Planning Committee.
5. Develops and administers meeting service support arranging for site, meals, and housing as necessary for all district events as directed by the president.
6. Seeks, negotiates, and reserves sites of District conventions, retreats, and other events as directed by the president.
7. Serves as liaison between district and zone committees and convention center or church.
8. Prepares a report for the LWML SD District Convention Manual.
9. Maintains 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 news for each issue of *HiLites*, condensing and summarizing the information received from districts, groups (societies), and individuals.

### **Responsibilities of the office.**

1. Reports to the District President.
2. Attends all BOD related meetings and events as a non-voting member.
3. Attends as many district LWML functions and national conventions as possible.
4. Prepares the official District Publication Newsletter *HiLites* for inclusion in the SD supplement of *The Lutheran Witness*.
5. Becomes familiar and stays up to date with the LWML Style Sheet.
6. Reminds contributors of articles needed for the *HiLites*.
7. Prepares 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 District Offices.
  - d. List and description of the Proposed District Mission Grants.

## **Parliamentarian**

### **Responsibilities of the office.**

1. Reports to the District President.
2. Attends all BOD related meetings and events as a voting member.
3. Be responsible to advise the President or members on parliamentary procedure upon request.
4. Attends as many District LWML functions and national conventions as possible.
5. Is an Ex-officio member of the Structure (Bylaws) Committee.
6. Stay updated on current Robert's Rules of Order.
7. Prepares a report for the LWML SD District Convention manual.
8. Maintains records and files for successor.

## **Webmaster**

### **Responsibilities of the office.**

1. Reports to the LWML SD District President and Vice President of Communication
2. Creates and maintains the LWML SD District website *www.sdlwml.org*.
  - a. Updates the website per direction of 1. Above, along with requests from the LWML SD Board of Directors (BOD).
  - b. Administers email account associated with the website, *sdlwml@midstatesd.net*.
  - c. Manages domain name and its renewal. The domain name of the LWML SD District website is *www.sdlwml.org*
3. Prepares a report for and attends all LWML SD BOD-related meetings and conventions as a voting member.
4. Attends as many district LWML functions and LWML conventions as possible.
5. Maintains records and files for successor.
6. May also serve as an administrator of the LWML SD District Facebook page:  
<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 platform, such as Zoom.
  - c. Administer bulk email service, such as Constant Contact® (CC). While CC is being used, administer email account associated with CC, *lwmlsd2020@gmail.com*.
  - d. Administer LWML SD District YouTube channel.

## **Special Gifts Fund Chairman**

### **Responsibilities of the office.**

1. Reports to the District President.
2. Attends all BOD related meetings and events as a voting member.
3. Attends as many district LWML functions and national conventions as possible.
4. Promotes the Special Gifts Fund.
5. Prepares a report for the LWML SD District Convention Manual.
6. Maintains records and files for successor.