

GENERAL DUTIES FOR THE OFFICES OF (see Leaders Manual for more):

VP OF GOSPEL OUTREACH

The Vice President of Gospel Outreach may perform the duties of the office of the President in the absence of or at the request of the President and shall:

- a. serve as chairman of the Gospel Outreach Department and chairman of the Mission Grants Committee;
- b. appoint Outreach Committee Chairman and all necessary committee members, subject to ratification by the Board of Directors;
- c. perform other duties as outlined in the *District Leaders Manual*.

VP OF ORGANIZATIONAL RESOURCES

The Vice President of Organizational Resources may perform the duties of the office of the President in the absence of or at the request of the President and shall:

- a. serve as chairman/overseer of the Leadership Development Committee, Structure Committee and Resolutions Committee;
- b. appoint all necessary committee members, subject to ratification by the Board of Directors; perform other duties as outlined in the *District Leaders Manual*.

RECORDING SECRETARY

The Recording Secretary shall:

- a. record proceedings of District conventions and meetings of the Board of Directors and Executive Committee;
- b. provide a copy of the applicable minutes to each member of the Executive Committee, Board of Directors, LWML President, and others as directed by the Executive Committee;
- c. keep an up-to-date list of member groups and provide pertinent information to the Executive Committee, Board of Directors, standing committee chairmen, and the LWML;
- d. keep an accurate record of all churches opened in the LCMS District and report same to the Board of Directors;
- e. assist new groups in joining the District by:
 1. sending a welcoming letter;
 2. sending information on new groups to the Executive Committee, the Zone President, the *Quarterly* Chairman, and the LWML office, and reporting the same to the Board of Directors;
 3. Presenting a membership certificate;
- f. be responsible for mailing or emailing (with the appropriate instructions) the ballots to the Board of Directors for the purpose of filling the vacancy in the office of the President;
- g. be responsible for receiving ballots and calling a meeting of the tellers to tally them. The tellers shall be the Recording Secretary, Financial Secretary and the Treasurer with the Parliamentarian as adviser;
- h. perform other duties as outlined in the *District Leaders Manual*.

TREASURER

The Treasurer shall:

- a. be bonded at the expense of the District for an amount determined by the Executive Committee;
- b. receive transaction slips concerning all funds from the Financial Secretary and keep an itemized account of all receipts and disbursements;
- c. disburse all funds in accordance with the policy of the District and at the discretion of the Board of Directors and Executive Committee;
- d. make payments for approved grants as authorized by the Board of Directors;
- e. prepare a financial report at least four (4) times yearly for distribution to the Board of Directors;
- f. be responsible for preparation of biennial budget guidelines;
- g. present biennial and supplemental reports at the District conventions;
- h. prepare books for financial review biennially;
- i. serve on the Endowment Committee;
- j. perform other duties as outlined in the *District Leaders Manual*.

NOMINATING COMMITTEE

- a. A Nominating Committee of five (5) members shall be elected by ballot from a slate of ten (10) candidates. The committee shall serve a term of two (2) years or until its successor committee is elected. A member may not serve consecutive terms.
- b. The candidate receiving the highest number of votes shall serve as chairman of the committee and be a voting member of the District Board of Directors.
- c. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
- d. Each candidate for the Nominating Committee shall be from a different zone of the District.

The Nominating Committee shall:

- a. receive nominations for candidates for elective office from the membership of the District by date determined by the Executive Committee;
- b. select candidates who are active members of District and have given written consent to serve, if elected;
- c. submit the names of at least two (2) candidates, if possible, for each elective office and ten (10) candidates for the Nominating Committee;
- d. submit a report for publication in the PSD-LWML District publication prior to the convention;
- e. prepare ballots with the names listed in alphabetical order.

In addition, the Nominating Committee shall:

- a. obtain nominations for Pastoral Counselor from District members by the date determined by the Executive Committee;
- b. obtain approval by the LCMS District President of the candidates selected by the Nominating Committee;
- c. obtain written consent of the candidates to serve if elected.

With the exception of Pastoral Counselors, additional nominations may be made from the floor of the convention. The written consent of the nominee shall have been secured.

The Nominating Committee shall submit to the Board of Directors a list of candidates to fill any vacancy of an elective office with the exception of the President.