

OR DISTRICT LEADER'S MANUAL

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ARCHIVIST-HISTORIAN

GENERAL STATEMENT OF DUTIES

The Archivist-Historian shall be appointed by the President, and approved by the executive Committee. She shall be an advisory member of the Board of Directors and the Executive Committee.

The Archivist-Historian shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for reappointment;
- b. gather and preserve records and other materials of historical significance;
- c. write a history of the activities of the Oregon District for the biennium;
- d. submit a copy of the history each biennium to the LWML Archivist-Historian;
- e. be responsible to the President;
- f. submit a report to be printed in the Oregon District convention manual;
- g. perform other duties as set forth in guidelines and procedures.

DETAILED DUTIES

- I. Write a history of the activities of the Oregon District LWML for the biennium to include the following:
 - A. Outgoing officers;
 - B. Officers for the next biennium;
 - C. Mission grants completed;
 - D. Special projects completed;
 - E. Bylaw changes;
 - f. Convention highlights;
 - G. Other, as appropriate.
- II. Gather and preserve records and other materials of historic significance to the Oregon District LWML; write a history of the biennial activities of the Oregon District LWML; provide mentoring and training for zone Archivist-historians.
 - A. Attend meetings at the request of the President;
 - B. Respond to requests for information or materials;
 - C. Provide training about historical records and archives to zone Archivist-Historians;
 - D. Serve as an advisor to LWML convention host in planning displays for Oregon District conventions.
- III. Receive all organized files from outgoing officers and zone archival materials.
 - A. Place all file folders in appropriate order and prepare file contents for submission to District archives. This means to unstaple, remove scotch tape, photocopy all newsprint, unfold and make any notations needed for clarification.
 - B. Keep all files in chronological order.
- IV. Be responsible to the President.

- A. Send copies to the President of the following before distribution or mailing:
 - 1. Reports requested by the President;
 - 2. Materials for distribution as requested by the President;
 - 3. Copies of all materials written for distribution by the Archivist-Historian;
 - 4. Copies of all letters that initiate policy or procedure;
 - 5. Report for the convention manual.
- B. Advise the President of the dates for the next Conference on Archives and History when known.
- C. Attend meetings, participate in seminars and convention activities, and submit reports as assigned by the President.
- D. Prepare materials as requested by the President or Executive Committee.
- E. Prepare an annual report for each Board of Directors meeting.
- F. Attend the biennial conference on Archives and History held at Concordia Historical Institute each odd-numbered year.
- G. Advise the President of all special needs.
- H. Send all expense vouchers with receipts to the President for approval.

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CHRISTIAN LIFE DEPARTMENT
CHRISTIAN LIFE COMMITTEE

GENERAL STATEMENT OF DUTIES

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be coordinator of the department.

The chairman of the Christian Life Committee shall be appointed by the President and be a voting member of the Board of Directors. The Christian Life Committee, consisting of the chairman and two (2) or more members, shall:

- a. provide materials to enable women to grow spiritually and to equip them to share the Gospel with all people;
- b. assist societies and zones in planning Christian Life programs as requested;
- c. promote the use of the national LWML publication, the district publication, the district website and the Mite Box;
- d. have its chairman report to each meeting of the Executive Committee and Board of Directors;
- e. conduct a retreat held biennially in the odd numbered years;
- f. submit a report in the convention manual;
- g. perform other duties as set forth in guidelines and procedures.

Bylaws, Article XIV, Section 2

DETAILED DUTIES

- I. Work of the Committee
 - A. Provide materials to enable women to grow spiritually and to equip them to share the Gospel with all people.
 - B. Pray regularly for all in LWML leadership positions and for the women of the Oregon District.
 - C. Be familiar with materials in the LWML catalog and how to use them.
 - D. Publicize materials by means of the Oregon District publication, district, zone and local events.
 - E. Be ready to lead devotions and prayers at district, zone and local events.
 - F. Encourage submission of inspirational materials for consideration to national LWML and district publication.
 - G. Write and submit articles for the Oregon District publication.
 - H. Complete any specific assignments from the Executive Committee.
- II. Assist societies and zones in planning Christian Life programs as requested.
 - A. Pray for effective Christian Life programs in all societies and zones.
 - B. Study and understand LWML biennial themes at national and district levels and related program plans.
 - C. Be familiar with program resources offered by LWML.
 - D. Plan workshops as requested or needed.
 - E. Be familiar with inspirational speakers and programs available in national and district listings.
 - F. Encourage societies and zones to share with others, programs they have used by means of the Oregon District publication.

- G. Establish contact with zone Christian Life/Growth chairmen and encourage zones and societies to have Christian Life/Growth contact chairman or contact.
 - H. Promote the use of the national LWML publication, district publication, the district website and the mite box.
 - 1. Pray for the editors of the publications, webmaster and Mission Grants Committee.
 - 2. Suggest and use readings, Bible studies, resources offered via these mediums.
 - 3. Disseminate pertinent information to Zones by means of hard copy or electronic means (e-mail or fax).
- III. Have its chairman report to each meeting of the Executive Committee and Board of Directors.
- A. Pray for participants of each of these meetings.
 - B. Complete any assignments for these meetings.
- IV. Conduct a retreat held biennially in the odd numbered years.
- A. Pray for the planning process, content and participants of the retreat.
 - B. Make tentative reservations for suitable site shortly after the previous retreat.
 - C. Confirm approval for dates and site from the Executive Committee.
 - D. Secure contract for District President to sign. Submit to treasurer for payment of any deposits.
 - E. Plan program in conjunction with the Vice President for Christian Life and guidance of the Pastoral Counselor.
 - F. Publicize in the Oregon District publication, at rallies and other events and on the web site, starting well ahead of retreat date
 - G. Set up registration procedures and coordinate with the District Financial Secretary for collection of registration fees.
 - H. Place registration information and form in the Oregon District publication in ample time (example: winter edition for a spring retreat).
 - I. Order materials for a resources display table and arrange for collection of monies.
 - J. Arrange with District Treasurer for payment of retreat expenses, such as facility costs, honorariums and mileage.
 - K. Recruit help for staffing the retreat.
 - L. Send copies of materials to the district Archivist-Historian.
- V. Submit a report in the convention manual.
- A. Pray for convention planning and participants.
 - B. Complete any assignments of Convention Steering Committee which may include preparing evening devotions, sunrise or vespers service.
 - C. Perform other duties as set forth in guidelines and procedures.
 - D. Plan, set up and staff a display of Christian growth materials at the district convention.
 - E. Submit expense vouchers and receipts to committee chairman.
 - F. Other duties as assigned.
- VI. Responsibility of Chairman
- A. Call meetings in conjunction with Vice President of Christian Life.

1. Advise Pastoral Counselor.
 2. Preside at all meetings of Christian Life Committee.
 3. Prepare agenda and mail (e-mail) to committee before meeting
 4. Take minutes or assign someone to do this.
 5. Mail minutes to committee members, Vice President of Christian Life and Pastoral Counselor.
- B. Attend all meetings
1. District Executive Committee meetings.
 2. Board of Directors meetings.
 3. District conventions.
 4. National conventions as able.
- C. Submit reports on proper color (yellow) paper.
1. Prepare reports for Executive Committee meetings.
 2. Prepare reports for Board of Directors meetings.
 3. Prepare other reports as requested.
 4. Prepare report for convention manual.
 5. Keep financial records as needed
 - a. Pray for good stewardship of financial resources.
 - b. Maintain record of committee expenses.
 - c. Distribute vouchers to committee members.
 - d. Sign vouchers and submit to Vice President of Christian Life.
- D. Be responsible for submitting article and materials for the Oregon District publication.
- E. Keep Committee files.
1. Maintain official files.
 2. Maintain inventory of materials.
 3. Transfer at the end of term to new Christian Life Committee Chairman.
- F. Review, upon request, Guidelines and Procedures manual.

VII. Accountability

- A. The chairman of the Christian Life Committee is responsible for all action and material that comes from the committee.
- B. The Vice President of Christian Life is the coordinator of the Christian Life Committee and approves planned activities and content.
- C. The chairman, as a member of the Board of Directors, is accountable at all times to this body of the Oregon District LWML.

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COMMUNICATION DEPARTMENT

GENERAL STATEMENT OF DUTIES

The Communication Department shall include the editor of the Oregon District publication and the Oregon District Webmaster. The Vice President of Communication shall be the coordinator of the department

Bylaws, Article VII, Section 3 and Article X

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CORRESPONDING SECRETARY

GENERAL STATEMENT OF DUTIES

The Corresponding Secretary shall be appointed by the President, and approved by the Executive Committee. The Corresponding Secretary shall be an advisory member of the Board of Directors and the Executive Committee. The Corresponding Secretary shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for one (1) successive reappointment;
- b. conduct the official correspondence of the District LWML and report to the Board of Directors, the Executive Committee, and district convention;
- c. keep a file of names and addresses of zone officers, society presidents or contact persons;
- d. provide the Board of Directors with a current and complete mailing list and e-mail list of the Executive Committee, Board of Directors and committee members;
- e. send change of name and address of the Oregon District President to the national LWML officer;
- f. be responsible to the President;
- g. submit a report to be printed in the convention manual;
- h. perform such other duties as set forth in guidelines and procedures.

Bylaws Article X, Sections 1, 3

DETAILED DUTIES

- I. Correspondence and mailings.
 - A. Conduct official correspondence of the Oregon District LWML;
 - B. Keep a record of society presidents or contact persons, with name, address, telephone numbers, e-mail address, congregation and name of society;
 - C. Prepare and update as necessary the Oregon District LWML Directory. Provide copies to the Board of Directors annually;
 - D. Provide society mailing labels as requested;
 - E. Keep a current subscription list for *Lutheran Woman's Quarterly* and the Oregon District publication;
 - F. Submit changes in subscription numbers and addresses for the *Quarterly* and the Oregon District publication.
 1. Send letter and society information form to societies in October regarding subscriptions.
 2. Collect returned forms and checks with late November deadline.
 3. Record payment and forward checks to Financial Secretary.
 4. Enter new subscription numbers in early January.
 - G. Prepare and send the bulk mailing for the Oregon District Convention to the delegates and Board of Directors at least six (6) weeks prior to convention.
- II. Reports and meetings
 - A. Attend all meetings of the Executive Committee and Board of Directors;

- B. Prepare an activity report for each Executive Committee and Board of Directors meeting;
- C. Submit a report to be printed in the convention manual;
- D. Assemble convention manual by soliciting reports from the officers and committees;
- E. Perform such other duties as assigned by the President.

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FINANCE COMMITTEE

GENERAL STATEMENT OF DUTIES

The Finance Committee shall be appointed by the President, with the approval of the Executive Committee, to serve a term of two (2) years and be eligible for one (1) successive reappointment.

The Finance Committee, consisting of the Treasurer as chairman, the Financial Secretary, one (1) additional member, and one (1) Pastoral Counselor as advisor shall:

- a. prepare a mission goal work program for the coming biennium;
- b. present the proposed mission goal work program to the Executive Committee for approval before adoption at the convention;
- c. review the evaluate the financial practices of the organization;
- d. prepare and recommend the organizational and convention budgets;
- e. perform other duties as set forth in guidelines and procedures.

Bylaws, Article XV, Sections 1,2

DETAILED DUTIES

- I. Serve as a resource for zone and societies dealing with financial questions, i.e. setting up bank accounts, etc.
- II. Review resources available from LWML in order to recommend same to zone or society financial officers.

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FINANCIAL SECRETARY

GENERAL STATEMENT OF DUTIES

The Financial Secretary shall:

- a. be bonded in an amount determined by the Executive Committee;
- b. receive all moneys, including the Special Gifts Fund, and deposit them in a financial institution approved by the Executive Committee;
- c. keep an itemized account of all receipts and send duplicate slips monthly to the Treasurer and to the President of the Oregon District;
- d. submit an annual report to the Oregon District Board of Directors;
- e. serve as a member of the Finance Committee;
- f. submit records for review at the close of each biennium, and with the unscheduled change of officer;
- g. submit a report to be printed in the convention manual;
- h. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII,

Section 8

The Finance Committee consisting of the Treasurer as chairman, the Financial Secretary, one (1) additional member, and one (1) Pastoral Counselor as advisor.

Bylaws, Article XV,

Section 2

The Special Gifts Fund Committee, consisting of a chairman, the Treasurer, the Financial Secretary, and two (2) additional members and one (1) Pastoral Counselor as advisor.

Bylaws, Article XV,

Section 3

DETAILED DUTIES

- I. Receive and deposit money.
 - A. Rent a Post Office box that is convenient. All monies should come to that box rather than home address.
 - B. Verify that all checks are completed correctly and that the designation (mites, convention, memorials, quarterlies, travel, etc.) for each check is listed on the "Remittance Forms".
 - C. Write check number on remittance form.
 - D. Post checks to deposit spreadsheet, listing by city and church. Sort alphabetically by city and designation. Make sure the remittance forms are in the same order as the checks.
 - E. Make duplicate deposit slips, listing by city. Endorse checks. Run a tape of the deposit, it should balance the total on the spread sheet.
 - F. Deposit in any branch of Wells Fargo Bank.

 - G. Fill out deposit form for Treasurer and attach the deposit receipt. Make a copy for own record. Bundle the remittance forms, duplicate deposit slip and deposit record together and keep for review.

- H. Notify Treasurer of amount of each deposit, and send forms and report at end of each month to the Treasurer and the Oregon District President.
- I. Put deposit spreadsheet in appropriate notebook. Record all society mites and assessments, memorials, and zone contributions in appropriate records.
- J. Post entries to the General Ledger spreadsheet. Post the interest amounts which come from the Treasurer. You should balance with the Financial Statement.
- K. Provide society and zone treasurers with remittance forms and mailing labels. (These are made by you.)

II. Bond

- A. The Financial Secretary, Treasurer and President are all bonded in an amount determined by the executive Committee. An annual payment is made by the Treasurer.

III. Reports

- A. A report shall be given at every Executive Committee and Board of Directors meeting. The President will advise how many copies to have.
- B. A report of income for the biennium will be printed in the convention manual and will be given orally. It has been the consensus of the Board that a list of contributions by societies is not necessary.

IV. Committee Memberships

- A. The Financial Secretary serves as a member of the Finance Committee and will assist in preparing the budget for the next biennium.
- B. The Financial Secretary is a member of the Gifts/Memorials Committee.

V. Review of the Books

- A. Reviews of the books occur:
 - 1. at the end of a biennium (March 31, even numbered years),
 - 2. change of officer
 - 3. any other time as called for.
- B. Have financial records balanced and ready for financial review as soon as possible after year end.
- C. Communicate with Treasurer as to any changes and/or final figures.
- D. The Financial Secretary is to record all INCOME and should balance to the penny with the Treasurer's income figures.

OTHER DUTIES

I. Conventions

- A. The convention registration committee may do deposits rather than send checks to the Financial Secretary.
 - 1. The Treasurer and Financial Secretary will give instructions.
 - 2. Duplicate deposit sheets should be sent to the Treasurer and Financial Secretary.
- B. Responsible for counting the offerings and making the deposits.
 - 1. Have available bank bags, deposit slips, adding machine, rubber bands.
 - 2. Have others to help count collections. Double-check.

3. Keep record of each separate offering
4. Arrange for deposit or safe keeping of monies.
5. Give report of each offering to the President as soon as possible.
6. Make appropriate copies for file.
7. Deposit, and post to General Ledger

II. Assessments

- A. Amount to be assessed per member is voted upon by Board of Directors.
- B. Maintain an updated address list of society treasurers. This information can be obtained from the vouchers.
- D. Send this letter to the treasurers of the societies.
- E. Record amount received and number of members in front section of the Contributions Journal.
- F. Follow up as necessary for payment.

III. Meetings

- A. Attend the district convention and be available to assist the Treasurer in any way needed.
- B. Attend all Executive Committee and Board of Director meetings.
- C. Attend Transition of Officers Meeting.
- D. Attend zone rallies, workshops and other zone functions when possible.

IV. Correspondence/Miscellaneous

- A. Notify Treasurer of all correspondence sent.
- B. Send a receipt to individuals and societies when one is requested.
- C. Record name of person memorialized for the contributions listing in convention manual.
- D. Inform the Special Gifts Chairman with all gifts received so she can send an acknowledgment and also put in article in the Oregon District publication.
- E. Send acknowledgment of any special contributions from other organizations (school groups).

V. Permanent Files

- A. File front to back in District file folders.
- B. Keep all financial records with any correspondence for eight years, then discard the posting media.
- C. It is the responsibility of this office to keep a copy of each biennial Financial Secretary Report in the permanent file.
- D. Record all Gifts and Memorials in permanent record book.

VI. Transition of Office

- A. Familiarize yourself with all information in these Directives.
- B. Familiarize yourself with all financial information as in the Bylaws and Standing Rules.
- C. Copies in DIRECTIVES file with pertinent information underlined in red.

- D. Close books as quickly as possible upon completion of term of office. (Financial Secretary's term alternates with the Treasurer's – so one officer is always familiar with procedures).
- E. Get all books pertaining to this office to newly-elected/appointed Financial Secretary.
- F. Forward any mail still received to the new Financial Secretary.
- G. You may contribute costs of paper, postage, envelopes, telephone calls, record books, etc. or you may request reimbursement from District. Always do a voucher so costs can be included when budgeting.

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**GOSPEL OUTREACH DEPARTMENT
GOSPEL OUTREACH COMMITTEE**

GENERAL STATEMENT OF DUTIES

The Gospel Outreach Committee, consisting of the Vice President of Gospel Outreach as chairman and two (2) or more members, shall:

- a. encourage active participation and provide materials and suggestions to provide greater mission consciousness among the women of the Oregon District;
- b. receive, investigate and evaluate all mission grant proposals;
- c. submit a list of proposed mission grants for Executive Committee approval;
- d. provide each member society with a copy of the mission grant proposals at least six (6) weeks prior to convention date;
- e. have its chairman submit a list of approved mission grants to the Editor of the Oregon District publication to be printed in the issue prior to the convention;
- f. make an impartial presentation of the mission grant proposals to the convention;
- g. prepare the mission grant ballot for the Oregon District convention;
- h. submit reports to the Executive Committee and the Board of Directors on the progress of each adopted grant until completion or until the next Oregon District convention;
- i. submit a report to be printed in the convention manual;
- j. perform other duties as set forth in guidelines and procedures.

The Gospel Outreach Committee chairman shall:

- a. submit to the Northwest District LCMS Executive Director for Missions and Stewardship for evaluation and approval all proposed grants to be used within the Northwest District;
- b. submit to the LCMS Executive Director of Board for Mission Services for evaluation and approval all proposed grants to be used outside the Northwest District.

Bylaws, Article XIV, Section 4; Article XVII, Section

2

DETAILED DUTIES

- I. Work of the Committee
 - A. Study and under the LWML plan for the biennium.
 1. Relate the committee's work to the primary targets and corporate goals.
 2. Submit requests for products/programs to the Executive Committee.
 - B. Promote mission awareness among the women of the Oregon District and encourage active participation in mission ministry.
 1. Provide materials and suggestions to the women of the district to develop a greater mission vision.
 2. Encourage the development of counterparts in the zones and societies for better means of communicating.

- a. Make them aware of mission needs and resources,
 - b. Provide updates on mission grants,
 - c. Promote mite giving.
 - 3. Produce or promote materials that will develop knowledge of the missions that are available for people to serve.
 - 4. Produce workshops, seminars and training sessions when requested by the Executive Committee or Vice President.
- C. Obtain newsletters, web addresses, e-mail addresses of all missionaries currently serving from the Oregon District.
- D. Send out a quarterly newsletter to all societies with news from our missionaries that are currently serving from the Oregon District.
- E. Be responsible for any assignments from the Vice President such as regional workshop, convention and interest sessions.
- F. Maintain written communication with the chairman by mail or e-mail.
- G. Offer suggestions for district workshops, seminars or any training sessions.
- H. Encourage the frequent use of gospel outreach materials, other LWML materials and materials and programs of the LCMS Board of Evangelism Services at rallies, retreats and conventions.
- I. Evaluate and select all proposed mission grants.
 - 1. Receive all proposed mission grants from the Department Coordinator three months before the evaluation meeting.
 - 2. Read, evaluate and rate each proposal according to the guidelines (attached) and return evaluations to Department Coordinator.
 - 3. Develop and compile a list of worthy grant proposals.
 - 4. Select grant proposals for the Oregon District convention ballot.
 - 5. As part of the selection committee, meet for final evaluation of grant proposals.
 - 6. Compile a ballot of proposed grants to be presented by the Vice President of Gospel Outreach to the Executive Committee for approval.
 - 7. Review and consider grants not selected for convention ballot to possibly be a convention offering.
- J. Be responsible for the following assignments:
 - 1. Write synopsis of proposed grants.
 - 2. Review Procedures Manual.
 - 3. Provide assistance with district convention grants presentation.
 - 4. Write articles for the Oregon District publication, sending copy to the editor for layout, graphics and masthead.
 - 5. Develop posters depicting mission grants for the current biennium.
- K. Fulfill assignments from the VP of Gospel Outreach, such as preparing materials and programs for District Assembly of Leaders or other special conferences, display booths at convention.
- L. Keep records of all expenses with appropriate receipts, prepare vouchers and submit to VP of Gospel Outreach for approval.
- M. Forward files, manuals, handbook and other pertinent materials to the Department Coordinator at the end of the biennium.

II. Accountability

- A. The chairman of the Gospel Outreach Committee is responsible for all actions and materials originating from this committee.

B. Approval for all planned activities must be obtained from the VP of Gospel Outreach and the Executive Committee.

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HUMAN CARE DEPARTMENT HUMAN CARE COMMITTEE

GENERAL STATEMENT OF DUTIES

The Human Care Department shall include the Human Care Committee. The Vice President of Human Care shall be coordinator of the department.

The Chairman of the Human Care Committee shall be appointed by the President and be a voting member of the Board of Directors. The Human Care Committee, consisting of the chairman and two (2) or more members, shall:

- a. encourage sensitivity in women toward those who are hurting and in need in the church, community, and the world;
- b. encourage active participation in and provide hands-on resources for assistance and comfort to others and suggestions for human care programs;
- c. have its chairman report to each meeting of the Executive Committee and the Board of Directors;
- d. submit a report to be printed in the convention manual;
- e. perform other duties as set forth in guidelines and procedures.

Bylaws, Article XIV, Section 5

DETAILED DUTIES

I. Work of the Committee

The Human Care Committee is to encourage sensitivity in women toward those who are hurting and in need in their church, community and world by:

- A. Alerting members to current hurts, needs, opportunities and challenges through current updates in the Oregon District publication, "The Northwest Passage", the *Lutheran Woman's Quarterly*, and other synodical publications, and information of recognized service organizations.
 1. Providing a list of resources which educate and inform of human care which is being done in the LCMS on all levels.
 2. Making members aware of God's Word on human care and Christ's example of caring through Bible studies and devotions.
- B. Encouraging active participation and providing materials and suggestions for human care programs through the following:
 1. Ingathering
 - a. Determine the need for ingathering and submit to the Board of Directors.
 - b. Provide information and suggestions for District, zones and societies.
 - c. Plan a dedication service at the convention as authorized by the Board of Directors.
 - d. Include Human Care Committee members in service, if possible.
 2. Special Assignments
 - a. Convention interest sessions.
 - b. Human care workshops.
 - c. Hands-on human care projects at retreats, conventions and zone rallies.

d. Providing hands-on resources and ideas in the Oregon District publication and at retreats, conventions and zone rallies.

3. Communications

a. Articles for the Oregon District publication.

b. Articles for other NW District publications.

c. Encourage sharing of ideas and resources between zones and societies.

d. Encourage ingathering in the zones and societies.

e. Stress areas of human care

(1) Individual

(2) Family

(3) Church

(4) Community

(5) Nation

(6) World

C. Study and understand the District LWML plan for the biennium and relate the committee's work to the primary targets and goals of the plan.

D. Attend all meetings of the committee, and the Board of Directors meeting when requested.

E. Record Expenses

1. Keep a record of all travel expenses to meetings (submitting receipts).

2. Keep a record of all committee expenses with receipts for postage, telephone calls, printing, copying and supplies.

3. Complete expense voucher and submit with receipts attached to the Financial Secretary for approval.

F. Forward files, handbook and manuals to appointed committee chairman.

G. Upon completion of term of office, continue functioning in office after convention until new chairman and committee have been appointed.

II. Responsibilities of the Chairman

A. Meeting.

1. Attend and prepare a report for each Board of Directors' meeting.

2. Preside at committee meetings.

3. Prepare a report for the convention manual.

B. Delegation of duties: assign other specific duties to committee members.

C. Maintain committee files.

III. Accountability

A. The chairman and committee are responsible to the Vice President of Human Care (Department Coordinator), sending her copies of all important communications.

B. The chairman, as a member of the Board of Directors, is at all times accountable to the Board.

C. The chairman is responsible for all actions and material that come from the committee. The chairman approves all articles before being submitted to the Department Coordinator and the counselors.

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LEADER DEVELOPMENT COMMITTEE

GENERAL STATEMENT OF DUTIES

The Leader Development Committee, consisting of the chairman and two (2) or more members, shall:

- (1) identify women with special abilities and talents to serve in leadership positions in the LWML and the Oregon District;
- (2) equip and encourage women by providing ideas, techniques, and resources which will enrich and stimulate individuals to serve in leadership positions where God has placed them;
- (3) have its chairman report to each meeting of the Board of Directors;
- (4) submit a report to be printed in the convention manual;
- (5) perform other duties as set forth in guidelines and procedures.

Bylaws, Article XIV, Section 6a

DETAILED DUTIES

- I. Work of the Committee
 - A. Identify women with special abilities enabling them to realize a greater potential for service through the development of their spiritual gifts and talents.
 - B. Provide materials and training to encourage and equip each leaguer to increase skills for leadership in the Lutheran Women's Missionary League.
 1. Study and understand the LWML Plan for the biennium and relate the committee's work to the primary targets.
 2. Obtain approval of the Executive Committee for all planned activities.
- II. Produce or provide training materials that will develop the gifts of all members.
 - A. Provide avenues of mentoring leaders.
 1. Identify "roadblocks" or perceptions women accept that prevent them realizing their potential leadership capability.
 2. Conduct workshops, seminars and training sessions when requested by the national Executive Committee or by the district leaders not less than every four (4) years.
 - B. Coordinate the Young Women Representative program for the national and district conventions.
 1. Be responsible for assisting zones in:
 - a. Meeting the needs of young women.
 - b. Generating interest in young women to participate in LWML.
- III. Attend all meetings called by the Executive Committee and/or the Board of Directors. (See *Bylaws* Article XI Section 1 and Article XII Section 1)
- IV. Maintain written communication
 - A. Maintain personal and written communication with the Vice President of Servant Resources. She is responsible for this committee

- B. Maintain written reports to the District President on all communications. She is an ex-officio member of this committee.
 - C. Offer suggestions for district workshops, seminars or any training sessions.
 - D. Encourage the frequent use of Leader Development materials and all other LWML materials at rallies, retreats, Board of Directors meetings, and conventions.
 - E. Forward reports of district activities and copies of all materials used in workshops created to the national Leader Development Chairman or HOPE committee.
- V. Record expenses
- A. Keep a record of expenses with receipts of travel expenses, postage, telephone bills, printing/copying, supplies, etc. even of those expenses you are donating.
 - B. Make out expense voucher periodically and submit to the VP of Servant Resources signature, attach receipts.
 - C. Evaluate the monies allotted to this committee and make a recommendation concerning the same before the budget is voted on in the spring of even numbered years.
- VI. Transition
- A. Continue functioning in office after convention elections upon completion of term of office until new chairman and committee have been appointed.
 - B. Forward files, handbook and manuals of the committee at the end of the biennium by having a transitioning meeting with the new chairman and committee members. Make sure there are "Procedures or Guidelines" for all activities.
 - C. Send all materials of historical significance to the Archivist-Historian.
- VII. Responsibilities of the Chairman
- A. Meetings
 - 1. Attend all meetings of Board of Directors and Executive Committee meetings and the District Convention.
 - 2. Call all necessary meetings; coordinate with the VP of Servant Resources and advise District President, District Pastoral Counselor and Leader Development Committee members
 - B. Prepare agenda.
 - C. Preside at all meetings of the committee.
 - D. Assign a committee member to keep minutes of all meetings and send copies to all members, VP of Servant Resources, Pastoral counselor and District President.
 - E. Communication
 - 1. Prepare a written report on lavender paper for each regular meeting of the Board of Directors and the Executive Committee. Be prepared to give additional information orally as requested by the President.
 - 2. Prepare a written copy of all motions to be presented by the Leader Development Committee at the Board of Directors meetings and Executive Committee meetings.

3. Prepare a report for the convention body to be published in the Conventions Manual – **NOTE:** special format necessary.
 4. Prepare news releases for the convention newsletter.
 5. Be responsible for an article to be published in the Oregon District publication. It may be assigned to a committee member or to Young Women Representatives to the national LWML convention. **NOTE:** Submit articles to VP for Servant Resources for review who upon review will submit article to the Oregon District publication editor for review by the Pastoral Counselor and District President before printing deadline.
 6. Submit all revisions of materials and all new materials created to the VP of Servant Resources for review.
- F. Delegation of duties: delegate to committee members various responsibilities, such as dealing with Young Woman Representatives and articles for the Oregon District publication.
- G. Finances
1. Distribute vouchers to committee members when appropriate
 2. Approve and sign and forward vouchers to VP of Servant Resources for her signature and the District President's signature. **NOTE:** receipts must accompany requests.
 3. Maintain an up-to-date record of Leader Development expenses.
 4. Submit when requested by the Financial Secretary a budget proposal for the immediate succeeding biennium.
- H. Committee Files
1. Maintain the official committee files:
 - a. Leader Development handbook
 - b. Leader Development procedures
 - c. Bylaws of the district LWML and national LWML
 - d. telephone, e-mail, fax, and mailing lists of all committee and Board members of the district LWML
 - e. copies of all member development or leadership materials available in the current LWML catalog
 - f. YWR forms and materials
 - g. current *Networker*
 - h. current Oregon District publication
 - i. minutes of all District Board and Executive Committee meetings and accompanying handouts
 - j. all committee minutes and correspondence
 - k. all workshop materials used and /or created
 - l. assembly of leaders materials
 - m. all reports, articles written, pictures and communications
 - n. all district convention information concerning YWR activities and receptions
 - o. finance records
 2. Send materials of historical significance to the Archivist-Historian at end of each biennium.
 3. Transfer all materials to the next Leader Development chairman.

VIII. Accountability

- A. Chairman of the Leader Development Committee is responsible for all actions and materials originating from this committee.

- B. Approval for all planned activities must be obtained from the Executive Committee. Submit plans to the VP of Servant Resources and she then will submit them to the Executive Committee for deliberation.
- C. Chairman, as a member of the District Board, is at all times accountable to this governing body of the LWML.

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MEETING MANAGER

GENERAL STATEMENT OF DUTIES

The Meeting Manager shall be appointed by the President, and approved by the Executive Committee. She shall be a voting member of the Board of Directors and shall be an advisory member of the Executive Committee. She shall serve a term of two (2) years and be eligible for reappointment.

The Meeting Manager shall:

- a. develop and administer meeting service support to the Board of Directors, Executive Committee, and Oregon District convention;
- b. maintain the Oregon District calendar;
- c. submit a report to be printed in the convention manual;
- d. perform other duties as set forth in guidelines and procedures.

Bylaws, Article IX, Sections 1,2

DETAILED DUTIES

- I. Meetings
 - A. Arrange for meeting sites, at a church or hotel, for meetings of the Board of Directors and Executive Committee.
 - B. Arrange for meals and housing for meetings of the Board of Directors and Executive Committee.
 1. Purchase food and supplies when necessary. When meeting is held at a church, arrange for food and supplies to be purchased by site chairman. The Oregon District will reimburse society up to \$6 per person.
 2. Provide meeting site chairman with suggested schematic floor plans.
 3. Maintain and provide reusable name tags at each meeting.
- II. Convention
 - A. Serve as District Convention Site Committee Chairman and serve as onsite liaison relating to hotels.
 - B. Tour proposed sites with entire committee, if possible.
 - C. Prepare an evaluation of the site visit.
 - D. Make recommendations to the Executive Committee/Board of Directors.
 - E. Notify convention sites of the decision of the convention body.

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MISSION-MINISTRY VISION CONSULTANTS

GENERAL STATEMENT OF DUTIES

The MMV consultants, consisting of all trained and currently active consultants, shall:

- (1) ignite meaningful life-giving change in the mission and ministry of societies and zones in the Oregon District;
- (2) develop spiritual renewal among the group;
- (3) help the group establish a clear, meaningful, relevant mission and purpose;
- (4) assist the group in identifying and developing life-giving organizational ministries;
- (5) provide continuing support to these groups;
- (6) have a member designated by the Vice President of Servant Resources to report to each meeting of the Board of Directors;
- (7) submit a report to be printed in the convention manual;
- (8) perform other such duties as set forth in guidelines and procedures.

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NOMINATING COMMITTEE

GENERAL STATEMENT OF DUTIES

The chairman of the Nominating Committee shall attend Executive Committee meetings at the request of the President.

The Nominating Committee shall:

- a. submit the names of at least one (1) or more candidates for each elective office to be filled;
- b. select candidates who are members of a society in the Oregon District or are individual members of the Oregon District;
- c. obtain written consent of all nominees to serve, if elected;
- d. submit the slate of candidates with résumés to the Vice President of Communication who shall submit this information to the Editor of the Oregon District publication;
- e. submit the slate of candidates to the Webmaster of the Oregon District website;
- f. mail the slate of candidates with résumés to each society six (6) weeks prior to convention;
- g. prepare printed ballots with the names listed in alphabetical order for each office;
- h. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VIII, Section 1d,

Section 2

DETAILED DUTIES

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PARLIAMENTARIAN

GENERAL STATEMENT OF DUTIES

The Parliamentarian shall be appointed by the President, and approved by the Executive Committee. She shall be an advisory member of the Board of Directors.

The Parliamentarian shall:

- a. serve a term of two (2) years or until her successor has been appointed, and shall be eligible for reappointment;
- b. serve as an advisor on parliamentary procedure to the President, officers and individual members upon request;
- c. serve as a member of the Structure Committee;
- d. be responsible to the President;
- e. submit a report to be printed in the convention manual;
- f. perform other duties as set forth in guidelines and procedures.

Bylaws, Article X, Sections 1, 5

DETAILED DUTIES

- I. General Responsibilities
 - A. If giving a report, prepare number of copies requested by the President and print on blue paper.
 - B. Sit near the presiding officer.
 - C. Attend the biennial convention and advise and assist the President when requested.
 - D. Answer requests from officers and individual members.
 - E. Attend meetings of the Structure Committee in an ex officio capacity, providing parliamentary help when requested.
 - F. Maintain files of all information, actions and correspondence; prepare workable file for successor.
 - G. Send the President a copy of all important correspondence.
 - H. Be directly responsible to the President for all activities in any area of service.
- II. Board of Directors Meetings
 - A. Prepare a written report.
 - B. Prepare a parliamentary lesson, if President so requests.
 - C. Have available at all times:
 1. *LWML Handbook*
 2. *LWML Bylaws* – district and national
 3. *Robert's Rules of Order: Newly Revised* (current edition)
 - D. Assist in all areas when requested to do so.
- III. Convention
 - A. Prior to the convention:
 1. Prepare a written report for the convention manual, covering the past biennium.

2. If voting will be by paper ballot, send instructions to tellers (appointed by the President) and prepare tally sheets and teller's report form.
 3. Prepare the preliminary copy of convention rules to be approved by Executive Committee at its winter meeting prior to convention.
- B. During the convention:
1. Sit next to, or close to, the President.
 2. Be available and ready to give a parliamentary opinion upon request of an officer or individual member through the presiding officer.
 3. Follow agenda very closely with President.
 4. Read convention rules to assembly at the direction of the President.
 5. Have available at all times:
 - a. *LWML Handbook*
 - b. LWML Bylaws
 - c. *Robert's Rules of Order: Newly Revised* (current edition)
 - d. Materials for the President's convenience.
 6. If voting will be by paper ballot, supervise protection of ballots until counted and supervise tellers in the counting of ballots on any vote.
 7. Participate in the unified report, if requested to do so.
 8. Serve in an advisory capacity to President, officers, committees and individual members at all times.

IV. Finances.

- A. Keep a record of postage, printing, supplies, telephone and travel expenditures with receipts and submit expense vouchers. [Note: If you do not want to be reimbursed, keep records and submit your expenses so the Treasurer has an accurate record for budgeting. You may note on the voucher "Do not reimburse, credit District Mission Projects" (or mites, your choice).]
- B. Obtain the approval of the President on any items of expense.

Note: Since this office is a "special appointment," it will be subject to change with each new President. Necessary files and materials should be transferred to the newly appointed Parliamentarian as soon as possible.

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PASTORAL COUNSELORS

GENERAL STATEMENT OF DUTIES

The Pastoral Counselors shall be two (2) LCMS pastors who are serving the parish ministry within the geographical area of the Oregon District.

The Pastoral Counselors shall be appointed by the President subject to the approval of the Northwest District LCMS President, and the Oregon District Executive Committee, to serve a term of four (4) years, and shall be ineligible for reappointment. One (1) Pastor Counselor shall be appointed following each Oregon District convention.

The Pastoral Counselors shall:

- a. serve the LWML in an advisory capacity;
- b. serve as spiritual leaders to the officers and members of the LWML;
- c. prepare devotions and worship services as requested;
- d. serve as doctrinal advisors to committees as assigned by the District President;
- e. attend the Oregon District conventions, and meetings of the Board of Directors and Executive Committee as advisory members;
- f. submit reports to be printed in the Oregon District LWML convention manual;
- g. perform other duties as set forth in guidelines and procedures.

The junior Pastoral Counselor shall attend the LWML convention with the senior Pastoral Counselor as the alternate.

Bylaws, Article XIII

DETAILED DUTIES

- I. Advisory Assignments
 - A. The junior and senior counselors will serve as advisors to the various committees as assigned by the President
 - B. The junior and senior counselors will serve on special committees as assigned by the President.
 - C. The junior and senior counselors will serve as advisors to the LWML Zone counselors of the district.
- II. Meetings
 - A. Attend all Executive Committee meetings as a nonvoting member.
 - B. Attend all Board of Directors meetings as a nonvoting member.
 - C. Attend meetings of committees to which the counselor has been assigned.
 - D. The junior counselor will attend the national convention in an official capacity.
 - E. Prepare a report of his activities for each Executive Committee and Board of Directors meeting.
- III. Materials

- A. Prepare and lead Bible studies, worship services, devotions, prayers, and other support services as assigned by the President.
- B. Review all materials produced for LWML use or publication; to include Bible studies, devotions, worship services, and district publications.
- C. Write articles for the LWML as requested.

IV. Counsel

- A. Provide counsel and aid to individual leaders and give them support by word, deed, and prayer.
- B. Be available to inform and encourage Zone counselors.

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PLANNER

GENERAL STATEMENT OF DUTIES

The Planner shall be appointed by the President, and approved by the Executive Committee. She shall be a voting member of the Board of Directors and shall be an advisory member of the Executive Committee. She shall serve a term of two (2) years and be eligible for reappointment.

The Planner shall:

- a. be responsible for focusing the vision, through the planning process;
- b. serve as planning liaison/networker with the Northwest District LCMS and other entities;
- c. submit a report to be printed in the convention manual;
- d. perform other duties as set forth in guidelines and procedures.

DETAILED DUTIES

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PRESIDENT

GENERAL STATEMENT OF DUTIES

The President shall:

- a. be bonded in an amount determined by the Executive Committee;
- b. preside at conventions and at all meetings of the Board of Directors and the Executive Committee;
- c. be responsible for appointing standing committee chairmen and members, appointed officers, special appointed personnel, and special committees, with the approval of the Executive Committee;
- d. receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers to the Treasurer for issuance of checks;
- e. be authorized to sign checks in case of emergency;
- f. be an ex officio member of all departments and committees, except the Nominating Committee;
- g. be responsible for the execution of resolutions passed by the convention body, Board of Directors, and Executive Committee;
- h. present a report to the convention, including activities of the Board of Directors;
- i. perform other duties as set forth in guidelines and procedures.

Bylaws Article VII,

Section 1

DETAILED DUTIES

- I. Vision
Regularly share the President's vision for the organization, as it relates to the LWML and Oregon District mission statements, with the:
 - A. Executive Committee, Board of Directors and Oregon District LWML committees and personnel.
 - B. All women of the LCMS within the Oregon District.
 - C. All members, clergy and related entities of the Northwest District LCMS, within the Oregon District.
- II. Meetings
 - A. Preside at conventions and at all meetings of the Board of Directors and Executive Committee.
 - B. Set date and site for Executive Committee and Board of Directors meetings, in consultation with Executive Committee members.
 - C. Prepare official call and agenda for meetings.
 1. Make assignments for Board of Directors and Executive Committee meetings.
 - a. Minutes Review
 - b. Tellers (if necessary)
 - c. Crisis Management
 2. Make assignments for conventions.
 - a. Minutes Review
 - b. Tellers for election of officers

- c. Tellers for selection of mission grants
 - d. Timekeeper
 - e. Crisis Management
 - 3. Send materials to the Corresponding Secretary for printing and mailing.
 - D. Serve on Convention Steering Committee
 - E. Prepare convention agenda and execute same, after approval by Executive Committee.
 - F. Be responsible for the implementation of resolutions passed by the convention assembly, Board of Directors, and Executive Committee.
 - G. Prepare a written report for the convention manual and oral report for the convention assembly, including activities of the Board of Directors.
 - H. Attend the annual LWML Board of Directors meeting and LWML conventions.
- III. Appointments
- A. Be responsible for appointing standing committee chairmen and members, appointed officers, special appointed personnel, special committees and other personnel, with the approval of the Executive Committee.
 - B. Inform Corresponding Secretary, so that the Oregon District Directory may be kept current.
- IV. Vouchers
- A. Receive and approve vouchers for payment of legitimately incurred expenditures.
 - B. Forward vouchers to the Treasurer for issuance of checks.
 - C. Receive vouchers for mission grants from the Vice President of Gospel Outreach and forward official authorization to the Treasurer for disbursement of funds.
- V. Ex Officio Membership
- A. Be an ex officio member of all departments and committees, except the Nominating Committee.
 - 1. Provide general information and materials for the Nominating Committee.
 - 2. Does not participate in Nominating Committee meetings/deliberations.
 - B. Be informed of all meetings and invited to attend.
 - C. Be kept informed of department and committee activities through the Vice Presidents.
 - D. Receive copies of all important correspondence of departments and committees.
- VI. Presidential Office
- The following positions report directly to the President:.
- A. Archivist-Historian.
 - B. Corresponding Secretary.
 - C. Meeting Manager.
 - D. Parliamentarian.
 - E. Planner.

VII. Official Spokesman

- A. Serve as the official spokesman for the Oregon District LWML.
- B. Serve as the liaison with the Northwest District LCMS.
 - 1. Represent the Oregon District LWML when invited to attend district synodical conventions and meetings. If unable to attend, appoint a representative, preferably one of the Vice Presidents.
 - 2. Take greetings to the Oregon Pastors' Conference, at least once per year, in the spring or fall.
 - 3. Attend the installations of new pastors, whenever possible. Take, or send, a letter of welcome, together with a "Clergy Care Kit" of LWML products and publications.
 - 4. As requested, prepare a report of the Oregon District LWML's activities for the Northwest District LCMS convention manuals.
 - 5. Invite the Northwest District LCMS President to attend the Oregon District LWML convention.
- C. Invite official guests to the Oregon District LWML convention, as determined by the Executive Committee.
- D. Invite all speakers for the Oregon District LWML convention, as determined by the Executive Committee.
- E. When invited, represent the Oregon District LWML at meetings of other LCMS organizations and auxiliaries and at meetings of other church bodies or organizations, as deemed appropriate.
- F. Represent the Oregon District LWML at zone rallies, at least once per year, in the spring or fall.
- G. Sign all contracts, legal documents and other official papers for the Oregon District LWML.
- H. Respond to all letters of concern or complaint.

VIII. Official Publication

- A. Review galleys of the Oregon District publication, before printing.
- B. Prepare copy for the "President's Column" of the district publication and mail to the Editor before the deadline date.

IX. New Societies

- A. Receive notification from the Vice President for Servant Resources of societies that will be accepted into membership.
- B. Send a letter of welcome to the society with a copy to the Vice President.
- C. Present societies with charter at an Oregon District LWML convention, if possible, or at another appropriate occasion.

X. Communications.

- A. Communicate with the Board of Directors through periodic updates.
- B. Communicate with societies through at least one annual letter/ mailing.

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EDITOR, DISTRICT PUBLICATION

GENERAL STATEMENT OF DUTIES

The Editor of the Oregon District LWML publication shall be appointed by the President and approved by the Executive Committee, and shall:

- a. be a member of the Oregon District LWML;
- b. be an advisory member of the Executive Committee;
- c. be an advisory member of the Board of Directors;
- d. be responsible to the Vice President of Communication.

The Editor of the Oregon District publication shall:

- a. serve a term of two (2) years or until her successor has been appointed, and be eligible for reappointment;
- b. be responsible for the Oregon District publication in consultation with the Vice President of Communication and Pastoral Counselors;
- c. be the chairman of the editorial staff as needed;
- d. perform such other duties as set forth in guidelines and procedures.

Bylaws, Article X, Sections 1, 4

DETAILED DUTIES

I. Goal

The goal is to prepare an informational and inspirational publication for the zones, societies and individuals of the district. The publication will conform to the Oregon District Mission Statement and Bylaws.

II. Responsibilities

The editor's responsibilities are in four areas: (1) collection of material, (2) editing, (3) layout and design, and (4) printing and mailing.

A. Collection of Material: It is important for a district editor to actively seek out material for the publication. Material should be encouraged from the individual, society, zone and district levels. About two weeks before each quarterly deadline, an appeal for material can be made to each elected officer, responsible pastoral counselor, special appointed personnel and committee chairmen. Other districts' publications can also be a source of material (the district editor should receive as many district publications as possible), as well as the *Quarterly*. Opportunities can be taken at zone and district events to encourage individuals and societies to send in information about past and future events, inspirational poems or articles, and photos. The editor may take the responsibility herself to take photos for the publication at events, since there are requirements for suitable photographs.

B. Editing: Editing takes place at two times: as the material comes in, and as the articles are fitted into available space.

1. Sometimes information comes in as an advertisement; this can be expanded into an article. Sometimes the reverse is true. Information also arrives as an excerpt from another publication; this may need extreme editing. An active search for names of people in a photo may be necessary. An editor's job is to make the publication easy and interesting to read, therefore, individual articles need the editor's touch to eliminate extraneous material, correct grammatical

errors, assure that the writer remains focused throughout the article, write attention-getting headlines and to check any references cited, including Bible verses.

2. After this initial editing, the article needs to be fit into a specific space. Therefore, further editing may be needed. This may be accomplished by varying the spaces between lines or the width or length of the article, as well as adding or removing clip art.

C. Layout and Design

The layout and design is most easily accomplished with the use of a desktop computer, publishing software, clip art collection and access to the Internet. Either the editor or a graphic artist working with the editor can do this layout. The design should be attractive, clean and eye-catching. Large areas of type deter readers, as does the use of too many fonts and overly busy artwork.

D. Printing and Mailing

1. The outside printer should be chosen by the editor based on the quality of his work (he can supply samples of similar publications he has done), price (it should remain within the budget), and location (because of convenience). The printer will give an estimate based on a previous issue; factors involved in this estimate are: the number of pages per issue; the number of photos requiring halftones; color; stapling; folding and collating; and the number of copies.

2. The district publication will be sent, in PDF format, to the district webmaster to be uploaded to the site. An email can then be sent to each member of the Board of Directors, other district presidents and past Oregon District Presidents, informing them that the publication is available to view on the website. The Quarterly staff and LWML President should receive individual copies.

3. Mailing is best accomplished by a group of people – ideally a church local to the printer.

a. A master mailing list must be kept, which includes:

i. single copies to each individual within the OR District Board of Directors, Oregon District past presidents, LWML district presidents and editors, national LWML president and *Quarterly* staff;

ii. multiple copies to societies within the Oregon District.

iii. every church should get at least one copy of the publication, even if there is currently no LWML society there.

b. Bulk mailing rules must be adhered to; the local postmaster can give advice.

c. A "mailing coordinator" is a great asset.

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RECORDING SECRETARY

GENERAL STATEMENT OF DUTIES

The Recording Secretary shall:

- a. record the convention proceedings and meetings of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors, Executive Committee and past District Presidents with a copy of the minutes of its meetings within thirty (30) days following the meetings;
- c. provide a copy of the Oregon District convention minutes to each member of the Board of Directors, to each delegate, to societies having no representation, to the LWML President and the LWML Archivist-Historian, and to the Northwest District LCMS;
- d. provide a copy of the District Convention Manual to the LWML Archivist-Historian;
- e. submit a report to be printed in the convention manual;
- f. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII, Section 7

DETAILED DUTIES

1. Record minutes of Convention Planning meetings.

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SPECIAL GIFTS FUND COMMITTEE

GENERAL STATEMENT OF DUTIES

The Special Gifts Fund Committee, appointed by the President, with the approval of the Executive Committee, to serve a term of two (2) years and be eligible for one (1) successive reappointment.

The Special Gifts Fund Committee, consisting of a chairman, the Treasurer, the Financial Secretary, and two (2) additional members, and one (1) Pastoral Counselor as advisor, shall:

- a. operate according to the "Guidelines for Special Gifts Fund of the Oregon District LWML" as adopted and amended by the Oregon District Board of Directors;
- b. have its chairman report to each meeting of the Board of Directors;
- c. submit a report to be printed in the convention manual;
- d. perform other duties as set forth in guidelines and procedures.

Bylaws, Article XV, Section 1, 3

DETAILED DUTIES

- I. Purpose
 - A. To receive gifts and bequests and use them for the mission and ministry of the LWML and Oregon District LWML.
 - B. To allow for both principal and interest income from unrestricted gifts and bequests to the Fund to be used for the uses, projects and programs recommended by the committee and approved by the Board of Directors.
 - C. The committee shall make, at least annually, recommendations for distribution of interest income and/or principal of the fund for designated use, and for special projects and programs of the District. The principal will not fall below \$5,000.
 - D. Gifts and bequests may be made upon special terms or conditions, provided that such are acceptable to the Executive Committee. The Special Gifts Fund Committee shall submit, at the next meeting of the Executive Committee, its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift shall be by a simple majority of the Executive Committee.
 - E. None of the interest income or principal from undesignated gifts shall be distributed to the Oregon District LWML operating budget.
 - F. Once the fund reaches \$10,000 a scholarship/grant fund shall be established for Oregon District women students entering full time church work.

- II. The Special Gifts Fund Committee shall include the Treasurer, Financial Secretary, a chairman, appointed by the President, two (2) members, and Pastoral Counselor, as advisor.

- A. A secretary shall be appointed by the chairman to maintain complete and accurate minutes of all the meetings of the committee and supply a copy thereof to each member.
- B. Each member shall keep a complete copy of the minutes to be delivered to her successor. The chairman shall preside at all meetings of the committee.
- C. The committee shall promote and manage the fund. The Financial Secretary shall be the recipient of the funds and shall send deposit slips to the Treasurer. The Treasurer shall maintain complete and accurate records of the account and shall provide a written financial report of the fund to the Board of Directors annually or at any time a report is requested.
- D. The committee may recommend that the assets of the fund be delivered to a professional investment and management firm for investment and management. Any agreement entered into for the management and investment of the fund shall be valid only if approved by a two-thirds majority of the voting members present at a duly called and constituted meeting of the Board of Directors.
- E. The committee shall meet at least annually at a time fixed by resolution of the committee and more frequently as it may be deemed by the committee for the best interest of the fund.
- F. A quorum of committee shall be three members.
- G. The committee may ask other members of the District to serve as advisory members and may employ, at the expense of the fund income, such professional counseling on investments and legal matters as it deems to be in the best interest of the fund.
- H. No member of the committee shall engage in any self-dealing or transactions with the fund in which the member of the committee has direct or indirect financial interest and shall at all times refrain from any conduct in which her personal interests would conflict with the interest of the fund.
- I. For tax, accounting, distribution or other purposes, the fiscal year of the Oregon District LWML shall be the fiscal year of the fund.
- J. An annual financial statement of the fund shall be submitted to the Board of Directors at its first meeting of the fiscal year.

III. Duties

- A. This committee shall
 1. Receive notification of gifts and bequests and make a recommendation to the Executive Committee of their acceptability.
 2. Promote the Special Gifts Fund.
 3. Meet no less than one time a year.
 4. Invest, manage and maintain this fund to enhance the mission and ministry of the Oregon District LWML.
 5. Establish an investment policy subject to the approval of the Executive Committee.
 6. Separate all gifts and bequests for identification so that all transactions may be properly recorded and monies dispensed accordingly.
 7. Submit an annual financial statement of the fund to the Executive Committee at its first meeting of the fiscal year.
- B. Gifts and contributions from any individual, firm, or corporation in money, in securities or in any other form of property may be received by the

fund at any time. By way of explanation and not in limitation, these may include direct gifts for the purpose of the fund, gifts in memory of any deceased person or appreciation or recognition of any living person, gifts in the form of a devise or bequest under will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity or endowment policies or contracts.

C. Means for acknowledging and dating the receipt of each gift and contribution shall be established and maintained including whenever feasible, a designation of the value ascribed to each gift.

D. Gifts and contributions may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, the use or accumulation of the income provided that such are acceptable to the Oregon District LWML.

E. Gifts and bequests funds shall be kept and maintained separate, distinct and independent from the funds otherwise belonging to the Oregon District LWML.

IV. Powers

A. The committee, if it deems it to be in the best interest of the Oregon District LWML, may recommend to the Board of Directors that the assets of the fund be delivered to a professional management firm for investment and management. Such recommendation may be made at any time.

B. Without limiting the authority otherwise conferred, the following additional authority is granted to be exercised as is believed to be in the best interest of the fund:

1. to accept and acknowledge any testamentary or other transfer of property to the fund;
2. to hold property, and to negotiate and execute documents on behalf of the fund, in the name of the fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
3. to allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss or expenditure incurred;
4. to vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
5. to make division and distribution of property held in the fund (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the fund;
6. to protect the fund and its property insurance against damage, loss or liability;
7. to establish checking account(s) in which may be deposited income and/or corpus cash; and
8. to employ, at the expense of the fund, attorneys, investment counsel, brokers, custodians of assets and other agents and employees.

STRUCTURE COMMITTEE

GENERAL STATEMENT OF DUTIES

The Structure Committee Chairman shall be appointed by the President and be a voting member of the Board of Directors. The Structure Committee, consisting of the chairman and two (2) or more members and the Parliamentarian, shall:

- a. study the bylaws of the Oregon District LWML;
- b. submit to the Board of Directors for consideration, input and preliminary approval such proposed changes as it deems advisable;
- c. submit proposed changes to the LWML Structure Committee for its review and approval;
- d. make necessary changes suggested by national LWML Structure committee;
- e. submit these proposed bylaw changes to the Board of Directors for final approval, prior to adoption at the Oregon District convention;
- f. submit the proposed changes to societies six (6) weeks prior to the Oregon District convention;
- g. send required number of copies of adopted amendments or revisions of the Oregon District bylaws, immediately after convention adoption, to the LWML Structure Committee Chairman;
- h. keep the bylaws and standing rules current and distribute to members of the Board of Directors, department members, and societies;
- i. receive and examine proposed bylaws changes of societies and zones, and approve those not in conflict with the Oregon District Bylaws;
- j. have its chairman report to each meeting of the Board of Directors;
- k. have its chairman submit a report to be printed in the Oregon District convention manual;
- l. perform other duties as set forth in guidelines and procedures.

Bylaws, Article XIV, Section 6c

DETAILED DUTIES

- I. District Bylaws
 - A. Study the bylaws of the Oregon District LWML.
 - B. Submit for consideration such revisions/amendments as it deems advisable.
 1. Proposed changes in and additions to the district bylaws and standing rules may be received by the Structure Committee from any member or group of members of the Oregon District LWML, or the committee itself may initiate such changes. A proposed change in Standing Rules may be made at Executive Committee or Board of Directors meetings without first being received by the Structure Committee.
 2. The committee shall examine all such proposed changes and determine if they are in harmony with the objects and procedures of the Oregon District LWML, which must conform with national bylaws regarding object, members, representation at national conventions and parliamentary authority.

- a. check that proper names and titles of national officers, departments, committees and program are used when referenced in district and zone bylaws.
 - b. offer suggestions for changes.
3. If an affirmative decision is reached, the committee shall submit the proposed amendments, in the required number of copies to:
 - a. the Executive Committee for consideration;
 - b. the chairman of the LWML Structure Committee for review and approval; LWML Structure Chairman sends Committee's comments to Oregon District Structure Chairman and Oregon District President;
 - (1) Oregon District Structure Committee Chairman sends copies of LWML Structure Committee comments to committee members and the department coordinator.
 - (2) District Structure Committee makes necessary changes.
 - c. the Oregon District LWML Board of Directors, after approval by the LWML Structure Committee, and then to each society in the district six (6) weeks prior to presentation to the district convention.
4. Submit proposed amendments/revisions to be printed in the convention manual.
5. Delegates to the district convention vote to adopt, or not to adopt, or amend proposed bylaws changes (in their entirety or in part).
6. After the district convention, the committee shall distribute copies of all bylaws changes to:
 - a. each society and zone in the district;
 - b. each member of the Board of Directors;
 - c. national LWML Structure Committee (seven [7] copies).
7. If the convention does not approve the changes, the chairman sends a courtesy letter to the national Structure Chairman apprising her of this fact.

II. Zone and Society Bylaws

- A. Remind zones and societies that bylaws need to be updated biennially, advising that "Sample Bylaws" may be found in the *Leaders Manual 2006*.
- B. Receive and examine zone and society bylaws and/or amendments and approve those not in conflict with the bylaws of the Oregon District and LWML.

1. Work with zones and societies whose proposed bylaws or amendments conflict with the district bylaws until such differences have been resolved.
2. Six (6) copies of proposed changes to the bylaws are to be submitted to the Structure Committee: one (1) copy goes to the District President, one (1) to the Parliamentarian, one (1) to the Vice President of Servant Resources, and three (3) to the Structure Committee.

III. LWML Bylaws

- A. The chairman shall keep a copy of the LWML Bylaws current by inserting any changes adopted at convention.

B. The chairman shall notify the zone presidents of such changes. Zone presidents are to give this information to the societies in their zone.

IV. Reports and Meetings

A. The chairman shall:

1. submit a written report to the Vice President of Servant Resources for the Board of Directors meeting, and for the department report for the Executive Committee meetings;
2. call committee meetings as needed:
 - a. arrange for, plan and chair committee meetings;
 - b. appoint a committee member to take minutes and send copy to the District President and Vice President of Servant Resources;
3. communicate with committee members primarily by e-mail, letter, or telephone (if phoning is not an expense);
4. attend the district convention and plan or supervise any area of responsibility as requested by the District President;
5. prepare a written report for the convention manual and submit to the Vice President of Servant Resources for inclusion in the department report;
6. serve on any special committee as requested by the District President;
7. attend departmental meetings as directed by the Vice President of Servant Resources.

B. Committee members shall:

1. attend all meetings as called by the chairman;
2. attend the Board of Directors meeting and other special meetings as requested by the District President;
3. attend the district convention and carry out any responsibilities as requested by the chairman or by the District President.

V. Other Duties

A. Correspondence and Files

1. The chairman shall:

- a. maintain files of all minutes, information, action, correspondence and the following:
 - (1) current bylaws for the national and district LWML;
 - (2) current bylaws for each zone and society in the district;
 - (3) sample bylaws for zones and societies;
 - (4) reports of Oregon District Structure Committee;
- b. send a copy of all important correspondence to the President and Vice President of Servant Resources;
- c. send a copy of the Oregon District LWML Bylaws and Standing Rules to each new society in the district;
- d. Receive list of anniversary societies, verify dates, and award certificates at district conventions.
- e. prepare current updated files for successor.

2. Transfer all files, LWML Handbook, Oregon Leader's Manual and all other pertinent material to successor at the end of term.

B. Finances

1. The chairman shall:

- a. keep a record of expenses for postage, telephone, printing, travel, etc., with receipts and submit expense vouchers to the Vice President of Servant Resources;
 - b. review expense vouchers from committee members, sign, and submit to the Vice President of Servant Resources;
 - c. maintain a record of committee expenses;
 - d. submit a proposed budget for the next biennium at the request of the Treasurer;
2. Committee members shall keep a record of expenses for postage, telephone, printing, travel, etc., with receipts and submit expense vouchers to the committee chairman for review and submission to the Vice President of Servant Resources.

VI. Organization

- A. The Structure Committee members shall be appointed by the District President, with the approval of the Executive Committee, to serve for a term of two (2) years or until their successors have been appointed, and shall be eligible for one (1) reappointment.
- B. The chairman is a voting member of the Board of Directors.
- C. The Vice President of Servant Resources serves as coordinator and shall be an ex-officio member of the committee in the Department of Servant Resources.
- D. The District President is an ex-officio member of the Committee.

VII. Qualifications

- A. The qualifications for members of the Structure Committee shall be:
 - 1. knowledge of LWML and bylaws in general;
 - 2. knowledge of parliamentary procedure;
 - 3. proficiency in grammar and typing ability.

VIII. Bylaws Review Process of Zone and Society Bylaws

- A. The Chairman of the Structure Committee receives the six (6) copies of proposed bylaws to be reviewed.
- B. The chairman sends a copy to each committee member (mail, e-mail or at a meeting).
- C. The committee members review submitted proposals in a timely manner and return a copy of their review to the chairman and other committee members by e-mail, if possible.
- D. The chairman compiles the reviews, sending suggested changes in an approval letter to the zone or society, and a copy to each committee member. The approval letter encourages the changes be made before the proposed bylaws are presented to the voting members of the zone or society for approval and adoption. It also requests that one (1) copy of the adopted bylaws be sent to the Oregon District LWML Structure Committee Chairman.
- E. If the zone or society is doing a complete revision, it may wish to resubmit proposed changes to the Structure Committee for review.

NOTE: If the society or zone doesn't have the Sample Bylaws in the LWML Handbook (many societies do not bother to order a Handbook or keep it updated),

send a copy of the "Sample Bylaws" that the committee has prepared for zones and societies in the Oregon District with the letter.

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TREASURER

GENERAL STATEMENT OF DUTIES

The Treasurer shall:

- a. be bonded in an amount determined by the Executive Committee;
- b. make all payments authorized by the President;
- c. keep an itemized record of all duplicate deposit slips, and of all disbursements;
- d. provide a financial report to each member of the Executive Committee at its meetings;
- e. provide a financial report to each member of the Board of Directors at its meetings;
- f. send a monthly financial report to the President;
- g. be responsible for disbursements of the Oregon District Special Gifts Fund as stated in the "Guidelines for Special Gifts Fund of the Oregon District LWML."
- h. serve as the chairman of the Finance Committee;
- i. submit records for review at the close of each biennium, and with the change of officers;
- j. submit a report to be printed in the convention manual;
- k. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII,

Section 9

The Finance Committee, consisting of the Treasurer as chairman, the Financial Secretary, one (1) additional member, and one (1) Pastoral Counselor as advisor.

Bylaws, Article XV,

Section 2

The Special Gifts Fund Committee, consisting of a chairman, the Treasurer, the Financial Secretary, and two (2) additional members and one (1) Pastoral Counselor as advisor.

Bylaws, Article XV,

Section 3

DETAILED DUTIES

I. Meetings

- A. Serve on the Executive Committee
 1. Attend all meetings.
 2. Prepare and give a written and oral report.
- B. Serve on Gift and Memorial Committee.
- C. Perform assignments requested by the president and/or the Executive Committee.
- D. Serve on the Board of Directors
 1. Attend all meetings of the Board of Directors.
 2. Prepare and give a written and oral report at meetings.

II. Finance Committee Chairman

- A. Prepare, with the assistance of the Finance Committee, the proposed budget of the Oregon District LWML.

- B. At the winter meeting of the Executive Committee prior to the convention, present the proposed budget on behalf of the Finance Committee.
- C. At the Board of Directors meeting, just prior to the convention, have the final draft of the budget and corresponding resolution ready for recommendation of the Board of Directors to be presented to the convention delegates.

III. Convention Responsibilities

- A. District Conventions
 - 1. Issue payment on all expenses approved by the Convention Chairman and President.
 - 2. District Convention expenses are to be paid as directed in the Standing Rules of the Oregon District LWML.
 - 3. Vouchers for payment by the Treasurer must be received within the time specified in the Standing Rules of the Oregon District LWML.
 - 4. Prepare a final financial report of district convention for President and Convention Chairman, after all expenses have been paid.
- B. Convention (national organization)
 - 1. Issue payment on all authorized expenses approved by the President according to the Standing Rules of the Oregon District LWML.
 - 2. Vouchers for payment by the Treasurer must be received within the time specified in the Standing Rules of the Oregon District LWML.

IV. Other Duties

- A. Funds of the district are to be kept in financial institute(s) approved by the Executive Committee.
 - 1. File with the financial institute(s), required signature information of Treasurer, President and Vice President of Servant Resources.
 - 2. Accounts and checks should be under the name of the Oregon District Lutheran Women's Missionary League.
- B. Receive and maintain, from the Financial Secretary, itemized deposit reports of moneys received.
- C. Forward to the Financial Secretary any checks or money received from individuals, societies or organizations.
- D. Transfer funds not be used immediately for district expense to the Lutheran Church Extension Fund Steward account.
- E. Funds received for the Gift and Memorial Fund are to be transferred to the Lutheran Church Extension Fund Gift and Memorial Account.
- F. Keep an itemized account of all receipts and disbursements in a cash ledger or in a computerized financial accounting program.
 - 1. issue checks for all vouchers received from the President. When the President's expenses are involved, the Vice President for Servant Resources must approve the voucher.
 - 2. The Vice President of Servant Resources approves vouchers in the event the President is unavailable for approval.
 - a. All expenses noted on vouchers must have an accompanying receipt (postage, copy of telephone bills, etc.), with the exception of mileage reimbursement.

VICE PRESIDENT OF CHRISTIAN LIFE

GENERAL STATEMENT OF DUTIES

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

- a. be coordinator of the Christian Life Department;
- b. submit a report to be printed in the convention manual;
- c. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII, Section 2

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be the coordinator of the department. The Christian Life Committee, consisting of the chairman and two (2) or more members...

Bylaws, Article XIV, Section 2

DETAILED DUTIES

- I. General Duties
 - A. Be coordinator of the Christian Life Committee.
 1. Pray regularly for all in LWML leadership positions and for the women of the Oregon District.
 2. Give advice, inspiration and spiritual support to the Christian Life Committee.
 3. Attend meetings of the Christian Life Committee as called by the chairman.
 4. Work closely with the District Pastoral Counselor.
 5. Relay pertinent information to the Executive Committee.
 6. Coordinate all departmental convention plans.
 7. Submit committee recommendations to the Executive Committee.
 8. Use God given gifts and talents to assist the Christian Life Committee to host retreats, workshops and any special assignments.
 9. Encourage new ideas for reaching out in mission and ministry for the women of the LWML.
 10. Facilitate the issuing of Christian Life Lovelinks prayer chain in a timely manner.
 11. Encourage the women of the district through the Christian life e-quarterly newsletter.
 - B. Submit a report to be printed in the convention manual.
 1. Pray for convention planning and participants.
 2. Review reports for the convention submitted by Christian Life Committee.
 3. Serve as liaison between the Convention Steering Committee and the Christian Life Committee.

- C. As a member of the Executive Committee, be a member of the Convention Steering Committee.
- D. Carry out all assignments as requested by the President and Steering Committee.
- E. Pray for guidance in performing the duties assigned.
- F. Make recommendations for departmental committee appointments.
- G. Send the President and Pastoral Counselor a copy of all important information.
- H. Serve on the Executive Committee.
- I. Serve on the Board of Directors as member of the Executive Committee.
- J. Sign vouchers for the Christian Life Committee and submit to the President.
- K. Upon request, review guidelines and procedures.
- L. Ask Christian Life Committee Chairman to review guidelines and procedures.
- M. Maintain files for the department.
- N. Facilitate transfer of departmental files at end of term of office.
- O. Perform other duties as set forth in the guidelines and procedures.

II. Meetings

- A. Attend all Executive Committee meetings and submit report.
- B. Attend all Board of Directors Meetings and submit report.
- C. At the request of the President, represent the Oregon District LWML at Zone rallies and other special events.

III. Accountability

- A. The Vice President of Christian Life is responsible for all action and material that comes from the Christian Life Department.
- B. The Vice President of Christian Life, as a member of the Executive Committee and the Board of Directors, is accountable at all times to these bodies of the Oregon District LWML.

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VICE PRESIDENT OF COMMUNICATIONS

GENERAL STATEMENT OF DUTIES

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

- a. coordinate information to be published by the Oregon District LWML publication editor and webmaster;
- b. be alert for news of the LWML and the Oregon District and make it known to the membership, the church-at-large, and the general public;
- c. be coordinator of convention publicity and supervise the editing and printing of the newsletter at Oregon District convention;
- d. submit a report to be printed in the convention manual;
- e. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII, Section 3

The Communication Department shall include the editor of the Oregon District publication and the Oregon District Webmaster. The Vice President of Communication shall be coordinator of the department.

Bylaws, Article XIV, Section 3

DETAILED DUTIES

I. Meetings

- A. Serve on the Executive Committee.
 1. Attend all meetings of the Executive Committee (approximately eight per biennium), four of which may be held in connection with the Board of Directors meeting.
 2. Prepare a written report of all duties and assignments for each meeting.
 3. Prepare any department recommendations for presentation to the Executive Committee.
 4. Serve on special committees appointed by the President.
 5. Perform special assignments requested by the President or Executive Committee.
 6. Make recommendations for department committee appointments.
 7. Keep a log of all correspondence and telephone calls, reconfirming telephone decisions by letter.
 8. Keep a record of personal expenditures for postage, printing, supplies, telephone calls and travel expenditures with appropriate receipts and submit expense vouchers to President for signature.
 9. Maintain files of all information, actions and correspondence.
 - a. Prepare workable file for successor.
 - b. Send archival material to Archivist-Historian.
 - c. Pass on to successor files, manuals, handbooks and all pertinent information at Transition of Office meeting.
- B. Serve on the Board of Directors.
 1. Attend all meetings of the Board of Directors (usually three meetings per biennium).
 2. Prepare a complete written report of all duties and assignments for each meeting.

- C. Perform the duties of the office of the President in the absence of or at the request of the President.
 - D. Represent the Lutheran Women's Missionary League at special meetings at the request of the President.
 - E. Send President a copy of all important correspondence.
- II. Department Coordinator
- A. Arrange for and preside at the departmental meetings.
 - 1. At least one Interdepartmental meeting shall be held each biennium, and one may be held each year.
 - 2. Departmental meetings may be called by the coordinator with the approval of the Executive committee.
 - B. Serve as ex officio member of, and adviser to the office District Publication Editor and the Webmaster.
 - 1. Submit departmental recommendations to the Executive Committee.
 - 2. Relay pertinent decisions and actions of the Executive Committee to members of the committee.
 - 3. Review and approve all department convention plans.
 - 4. Review and approval department workshops, seminars and special assignments.
 - 5. Receive copies of all pertinent correspondence.
 - 6. Coordinate LWML purchasing for all district events for all committees, and keep an inventory of all items.
- III. Public Relations Duties
- A. Submit an article for the Oregon District publication.
 - B. Submit articles and pictures to the Northwest Passage.
 - C. Provide publicity for all Oregon District conventions, retreats, etc.
 - D. Encourage societies to publicize their activities in the local media.
 - E. Promote items appearing in the LWML catalog.
 - F. Assist in promoting Oregon at LWML conventions.
- IV. Convention Responsibilities.
- A. Prepare a report of vice presidential duties for the convention manual.
 - B. Review reports submitted by department committees and personnel for the convention manual.
 - C. Participate in the planning of convention programming as a member of the Executive Committee.
 - D. Carry out all responsibilities assigned by the President and Executive Committee.
 - E. Coordinate the Convention Newsletter.
 - F. Coordinate all banners.
 - 1. Inform zone presidents of the banner needs for the upcoming convention.
 - 2. Form a committee to receive those banners at convention and assist in the processional.
 - 3. Store LWML banners and past Oregon District banners.
 - 4. Plan for a display of these banners at conventions.

VICE PRESIDENT OF GOSPEL OUTREACH

GENERAL STATEMENT OF DUTIES

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

- a. be coordinator of the Gospel Outreach Department;
- b. serve as chairman of the Gospel Outreach Committee;
- c. receive mission grant proposals to be considered for inclusion on the mission grants ballot;
- d. chair the Grant Evaluation and Selection Meeting;
- e. present to the Executive Committee for consideration and approval the grants selected to be on the mission grants ballot;
- f. make an impartial presentation of the approved proposed grants to the convention;
- g. notify the grant submitters of the convention decisions;
- h. forward vouchers requesting adopted grant funding to the Oregon District LWML President for her signature;
- i. submit reports to the Executive Committee and to the Board of Directors on the progress of each adopted mission grant until completion;
- j. be responsible for the distribution of Mite Boxes within the District LWML;
- k. submit a report to be printed in the convention manual;
- l. perform other duties as set forth in guidelines and procedures.

Bylaws Article VII

Section 4

DETAILED DUTIES

- I. Meetings
 - A. Serve on the Executive Committee;
 - B. Attend all meetings (approximately two (2) or three (3) per year), preparing a written and oral report on all duties and assignments;
 - C. Perform assignments requested by the President or Executive Committee; serve on special committees as appointed by the President;
 - D. Send the President a copy of all important correspondence;
 - E. Make recommendations to the President for committee appointments;
 - F. Prepare any department recommendations for presentation to the Executive Committee;
 - G. Maintain a log of correspondence and telephone calls, reconfirming decisions made by telephone or e-mail with a written summary;
 - H. Offer advice and recommendations on setting the mission goal;
 - I. Supply information on grant recipients to the Oregon District publication editor;
 1. Be responsible for articles on current mission grants in each issue of the Oregon District publication;
 2. Supply information on past projects that the editor may request;
 - J. Keep records of personal expenditures for postage, printing, supplies and travel with appropriate receipts and submit expense voucher to the President for signature;

- K. Maintain files of all information, actions and correspondence;
 - 1. Prepare workable file for successor;
 - 2. Send archival material to the Archivist-Historian;
 - 3. Pass onto successor the files, manual and all pertinent information at the Transition of Office Meeting;
 - 4. Reconfirm by letter decisions made via telephone.

II. Board of Directors

- A. Present the mission grants ballot to the Executive Committee.

III. Grants Evaluation and Selection Meeting

- A. Set the date, time and place of the meeting in consultation with the Northwest District LCMS Executive Director for Missions and Stewardship;
- B. Make all arrangements for the meeting;
- C. Notify the following:
 - 1. Gospel Outreach Committee members;
 - 2. Pastoral Counselor;
 - 3. District President.
- D. Chair the grant selection process:
 - 1. Grants are reviewed by those listed under Paragraph III-C above;
 - 2. Selections are made by the Gospel Outreach Committee members, district counselor and VP of Gospel Outreach;
 - 3. Once selection has been made, present to Executive Committee for approval;
 - 4. Grants that are to be reviewed must be postmarked by September 30 of the year preceding the convention;
 - 5. Mail out Application and Guidelines in March of the year preceding the convention;
 - 6. Check grant proposals for compliance with Bylaws and these guidelines;
 - 7. Number proposals in order of receipt;
 - 8. Assemble packets of the proposed grants and mail to the list of people stated in Paragraph III-C above;
 - 9. Evaluate each grant proposal;
 - 10. Receive initial evaluation sheet from reviewers and compile results before the selection committee;
 - 11. Present proposed grant ballot to Executive Committee for approval;
 - 12. Notify the grant submitter of each proposed grant the decision of the Executive Committee that they will appear on the ballot at convention (see sample letter);
 - 13. Notify those grant submitters that did not make the ballot (see sample letter);
 - 14. Recommend to the Executive Committee those that did not make the ballot be used as a convention offering;
 - 15. Once selected request additional materials for presentation from each grant submitter, such as pictures, videos, brochures, etc.
 - 16. In the notification inform them "NO ADVANCE PROMOTION OR CONVENTION CAMPAIGNING."
- E. Coordinator

1. Oversee department committee activities;
2. Edit and approve written information produced by the department and sign vouchers as needed;
3. Supervise and assist with interest conferences, seminars, workshops and all committee activities requested at convention and district functions;
4. Provide Executive Committee copies of requests and recommendations from the department committees;
5. Relay pertinent decisions and actions of the Executive Committee to the department's committees;
6. Process signed vouchers within thirty (30) days after expense has been incurred for meetings, seminars and conventions;
7. Encourage committees to send copies of meeting minutes, pertinent correspondence and materials to be published to the coordinator, the District LWML President, Pastoral Counselor and Archivist-Historian;
8. Take questions and concerns to the NW District LCMS Executive Director for Missions and Stewardship;
9. Be a resource for the Gospel Outreach Committee;
10. Encourage production of resources that help women realize the significance of mission ministry.

IV. Requisition, disburse and monitor funding.

A. Following the District Convention:

1. Inform submitter (see sample letter);
2. District LWML President;
3. Northwest District Office of the LCMS;
4. District LWML Treasurer;
5. Check for funds on a regular basis;
6. Send check along with letter;
7. Correspond and keep informed of the usage of the fund (if possible);
8. Inform the organization of the usage of the fund and maintain District Project Book.

B. Convention Responsibilities.

1. Prepare a report of vice presidential duties including department activities;
2. Review reports submitted by department committees for the convention manual;
3. Develop page for convention manual of proposed grants that appear on the ballot;
4. Develop listing plus summary statement of proposed grants;
5. Prepare ballot of approved grants from the Executive Committee;
6. Prepare convention manual page showing previous biennium grants completed;
7. Participate in the planning of convention programming as a member of the Executive Committee.

V. Oversee all activities of the Gospel Outreach Committee

- A. Be a resource of information and ideas;

B. Encourage production of materials and programs that help women be actively involved in sharing the Gospel.

VI. Other Duties

A. Review Procedure Manual each biennium;

B. Make necessary revisions for the office, and for any special assignments upon request of the Vice President of Servant Resources;

C. Distribute the files to the newly appointed chairmen and personnel at the beginning of the biennium.

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VICE PRESIDENT OF HUMAN CARE

GENERAL STATEMENT OF DUTIES

The Vice President of Human Care may perform the duties of the office of the President, in the absence or at the request of the President, and shall:

- a. be coordinator of the Human Care Department;
- b. submit a report to be printed in the convention manual;
- c. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII, Section 5

The Human Care Department shall include the Human Care Committee. The Vice President of Human Care shall be coordinator of the department. The Human Care Committee, consisting of the chairman and two (2) or more members ...

Bylaws, Article XIV, Section 5

DETAILED DUTIES

I. Serve on the Board of Directors and as a voting member on the Executive Committee.

II. Prepare a written report of all duties and assignments, and bring four (4) copies to the above mentioned meetings.

III. Attend the Human Care Committee meetings and participate in Human Care Committee activities as requested.

IV. Maintain files of all information and actions that are pertinent to the successful working of the Human Care Department.

V. Send copies of important correspondence to the President.

VI. Represent the District at zone rallies at the request of the President.

VII. As the national LWML liaison, encourage active participation and provide materials and suggestions to encourage greater mission consciousness among the women of the District. Assist in national LWML Human Care Ingathering and other Human Care activities as requested.

VIII. Assist in the District Convention's Human Care display, ingatherings, mission fair and other activities as requested.

IX. Encourage and facilitate Servant Events at the LWML Conventions, Oregon District Conventions, and zone and society levels.

X. Administer Oregon District account with Funding factory REcycling Program.

XI. Forward files, handbook and manuals to newly elected Human Care Vice President at completion of term.

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VICE PRESIDENT OF SERVANT RESOURCES

GENERAL STATEMENT OF DUTIES

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

- a. be coordinator of the Servant Resources Department;
- b. serve as Membership Chairman, who shall:
 - (1) receive the applications of new societies and individual members, (see Article III, Section 2a and Section 4a);
 - (2) send copies of applications to the Oregon District LWML President and Financial Secretary;
 - (3) obtain verification from the Northwest District LCMS on congregations standing, (see Article III, Section 2b);
 - (4) present the names of new societies, individual members, and membership withdrawals to the Executive Committee for ratification, (see Article XXI, Section 1);
 - (5) issue Certificates of Membership;
 - (6) notify the LWML President and Oregon District Corresponding Secretary of new societies and withdrawals from membership;
 - (7) correspond annually with congregations not having an LWML society to encourage them to consider membership affiliation;
- c. in the event of an emergency or unexpected vacancy in the office of President, fill the vacancy until an election is held by the Board of Directors;
- d. initiate the procedure to fill a vacancy in the office of President, in the event a vacancy occurs, (see Article VI, Section 3a);
- e. submit a report to be printed in the convention manual;
- f. perform other duties as set forth in guidelines and procedures.

Bylaws, Article VII, Section 6

The Servant Resources Department shall include the Leader Development Committee, the Mission-Ministry Vision Consultants (hereinafter referred to as MMV), and the Structure Committee. The Vice President of Servant Resources shall be coordinator of the department.

Bylaws, Article XIV, Section 6

DETAILED DUTIES

- I. Elected Officer
 - A. Serve on the Executive Committee
 1. Attend all meetings of the Executive Committee and Servant Resources Department meetings; (usually one meeting of the Executive Committee occurs in February)
 2. Prepare a written report of all duties and assignments, including all reports from the committees of the Department, for the Executive and Board meetings;
 3. Serve on special committees as appointed by the President;
 4. Perform special assignments as requested by the President or the Executive Committee;

5. Make recommendations for departmental committee appointments;
 6. Keep a record of personal expenditures for postage, printing, supplies, telephone calls, and travel with appropriate receipts and submit expense vouchers within one month to the President for approval;
 7. Sign President's expense vouchers;
 8. Maintain files of all information, actions, and correspondence pertaining to the Servant Resources office and departmental committees;
 - a. Prepare workable files for successor;
 - b. Forward to successor files, manuals, and all pertinent information at Transition of Office meeting or within 30 days following election.
- B. Serve on the Board of Directors
1. Attend all meetings of the Board of Directors; (normally one occurs the third weekend in September)
 2. For each meeting, prepare a complete written report of all duties and assignments.
- C. Perform the duties of the Office of President, in the absence of or at the request of the President.
- D. At the request of the President, represent the LWML at the zone rallies or other special meetings.
- E. Send copies of important correspondence to the President.
- F. In the event of an emergency or unexpected vacancy in the office of the President, fill the vacancy until the Board of Directors holds an election.
- G. Submit articles for each *Leaguer* publication.

II. Vice President of Servant Resources

- A. Society membership applications
1. Annually correspond with congregations not having an LWML society to encourage them to consider membership affiliation;
 2. Encourage congregations to utilize the services of the MMV Consultants when either wanting to establish a new society or strengthen and improve the existing group.
 3. Supply applications to prospective societies;
 4. See that new societies receive a packet of LWML materials (e.g. Oregon District publication and *Quarterly* copies, mite boxes with explanation including vouchers and address of Financial Secretary, explanation of district assessment, district and zone bylaws with a calendar of events occurring in the district and zone, "Barebones" Bylaws example, explanation of society responsibilities);
 5. Send copies of application to the President and Financial Secretary;
 6. Obtain approval from the Northwest District LCMS of congregational standing;
 7. Present the names of new societies and membership withdrawals to the Executive Committee for ratification;
 8. Issue Certificates of Membership;

9. Notify the nation LWML President and Oregon District LWML Corresponding Secretary of new societies and withdrawals from membership;
 10. Present Certificates of Membership to new societies (usually done at conventions).
- B. Individual Memberships
1. Supply applications to those requesting membership;
 2. Present the names of individual members to the Executive Committee for ratification;
 3. See that individual members receive a packet of LWML materials (e.g. A copy of the Oregon District publication and *Quarterly* along with information as to how to order them, mite box with explanation and name and address of Financial Secretary, calendar of District and Zone events, membership rights and privileges, along with an explanation of district assessment);
 4. Report to the zone president of the individual member as to her name and address;
 5. Supply updated list of individual members to the Executive Committee and the Oregon District publication editor.
- C. Encourage inactive and weak societies.
1. Work with zone presidents and see that all societies are contacted in person on a regular basis;
 2. Coordinate with the zone president and MMV consultants so that someone personally meets with the society or a representative thereof to discuss vision/goals;
 3. Review procedure to activate:
 - a. vote to reactivate;
 - b. select name;
 - c. select two (2) to three (3) women to represent the group (one to be spokesperson or President, one to record meeting transactions and do publicity, and one to receive and disperse funds);
 - d. notify the zone president and district president of the decision to reactivate;
 - e. at appropriate time - select delegate to district convention;
 - f. review and revise bylaws (Offer the services of the Structure Committee and MMV Consultants to help them in developing a set of barebones bylaws that best meet their specific situation and needs).

III. Department Coordinator

- A. Lead Departmental meetings
1. Establish a departmental goal and vision statement;
 2. Assist each committee to establish a goal and vision statement;
 3. Coordinate the use of the MMV Consultants to achieve the goals of the department;
 4. Send a copy of the vision statements to the Visioning Committee, if one exists.

- B. Serve as ex officio member of, and advisor to, Leader Development and Structure Committees.
1. Serve as liaison between the President and committee chairman;
 2. Review and approve all materials published by the committees;
 3. Review and approve all committee convention plans and presentations, including a report for the Structure Committee for the convention manual, convention display booths, and the Young Women receptions and activities;
 4. Review all committee workshops, seminars, and special assignments;
 5. Receive copies of all committee meeting minutes and pertinent correspondence;
 6. Receive all reports prior to the Executive Committee, Board of Director, and Steering Committee meetings;
 7. Keep the president and counselors advised of all important committee work, decisions, and materials.
 8. Approve expense vouchers, with receipts attached, signed by the committee chairman and then forward them to the President;
 9. Encourage publications by the committees in the *Oregon Leaguer*.
- C. Oversee all activities of the Leader Development Committee
1. Be a resource in the identification and recruitment of potential LWML leaders;
 2. Encourage the use of ideas, techniques, and resources developed by LWML committee member expertise, and other respected leadership resources that enable individuals to serve in God-blessed leadership positions;
 3. Aid in the selection of the Young Women representatives to LWML and Oregon District conventions;
 4. Assist in reviewing Guidelines and Procedures for the "Leader's Manual";
 5. Make sure all committee materials are in good working order and are passed on to successor or filed with historian.
- D. Oversee the activities of the Structure Committee
1. Study the Bylaws of the LWML and Oregon District LWML;
 2. Following the LWML conventions, meet with Structure Committee Chairman and review the district bylaws for any changes needed to improve organizational governance, or to keep the Oregon District bylaws in compliance with the LWML;
 3. Inform the committee of bylaw revisions and standing Rules changes suggested by the Executive Committee;
 4. Proofread bylaw and Standing Rule revisions before printing and distribution;
 5. Each year review a random sampling of society bylaw changes for quality control purposes;
 6. Proofread proposed bylaws submitted by new societies;
 7. Assist in reviewing Guidelines and Procedures for the "Leader's Manual";
 8. Make sure all committee materials are in good working order and are passed on to successor or filed with historian.

- IV. Convention Responsibilities
- A. Participate as part of the Steering Committee at all convention planning meetings;
 - B. Prepare a Vice President's report;
 - C. Serve as liaison between the Steering Committee and the Servant Resources Department committees for convention assignments and convention requests;
 - D. Receive reports submitted by departmental committees for the convention manual;
 - E. Carry out all responsibilities assigned by the President and the Executive Committee;
 - F. Aid and assist the committees wherever or whenever needed;
 - G. Encourage the committees to use zone officers or committee chairmen to work in the booths or assist in convention preparations;
 - H. Pursue 100% delegation from each zone, making sure each society and zone understands the proper procedure for alternates;
 - I. Encourage committee to place orders for LWML materials with the Vice President of Communications, except for YWR pins, which must be ordered by the President.

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WEBMASTER, OREGON DISTRICT WEBSITE

GENERAL STATEMENT OF DUTIES

The Webmaster of the Oregon District LWML website shall be appointed by the President and approved by the Executive Committee, and shall:

- a. be a member of the Oregon District LWML;
- b. be an advisory member of the Executive Committee;
- c. be an advisory member of the Board of Directors;
- d. be responsible to the Vice President of Communication.

The Webmaster of the Oregon District website shall:

- a. serve a term of two (2) years or until her successor has been appointed, and shall be eligible for reappointment;
- b. update website in consultation with Vice President of Communication and Pastoral Counselor;
- c. perform other duties as set forth in guidelines and procedures.

Bylaws, Article X, Sections 1, 6

DETAILED DUTIES

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