

Nebraska North Leader's Manual

Officers

A. PRESIDENT

The President shall:

- a. preside at all conventions of the District and at all meetings of the Board of Directors and the Executive Committee;
- b. be an ex-officio member of all committees except the Nominating Committee;
- c. be responsible for appointing standing committees, 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 Recording Secretary subsequently being forwarded to the Treasurer for issuance of checks;
- e. serve as a member of the LWML Board of Directors, attend the LWML Board of Directors meetings and present a report of these meetings to the District Board of Directors;
- f. be responsible for the execution of resolutions passed by the convention body, Board of Directors and Executive Committee;
- g. present a report to each regular meeting of the District Executive Committee and the Board of Directors;
- h. present a report to the District convention;
- i. perform other duties as set forth in the District Leader's Manual;
- j. be an authorized signatory of the District financial institution account.

Bylaws, Article VII, Section 1

Executive Committee/Board of Directors Duties

1. Preside at all regular and special meetings, unless responsibility given to others.
2. Prepare agenda and send agenda to all expected attendees.
3. Keep members of Executive Committee and Board of Directors informed through frequent mailings or emails.
4. Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
5. Write an article for each district publication.
6. Present mission grant payments to grantees when possible.
7. Before meeting, confirm all special guests and reports to be given.
8. Follow up and see that action taken at the meetings is being done as directed.
9. Write thank you's or direct recording secretary to do so.
10. Send letter of thanks to retiring officers and committee personnel.
11. Attend or send representative to Synodical District and LLL Conventions, and to other events.
12. Communicate with Board, Executive Committee, societies and national organization via email, personal correspondence, webinar, official publication, and Link-Up material.
13. Appoint members to Crisis Management Team at all District LWML meetings, conventions, and retreats with names listed in all meeting agendas and printed programs.

14. Together with the Convention Chair, Meeting Manager, and Pastoral Counselor, inspect the proposed convention facilities within the calendar year before the convention, to determine if site has acceptable space for general convention sessions, interest sessions, worship services, meals and fellowship activities, rooms to house delegates and guests, and has adequate insurance coverage.
15. Review the Leader's Manual biannually to remain familiar with information pertaining to the work of LWML Nebraska North District and to provide input to the District Structure Committee for changes or revisions to keep the guidelines up-to-date with current practices.
16. Within 45 days following elections, present to successor all material pertaining to the office.

New Societies

1. Upon request to affiliate, provide the proposed new society with:
 - a. Application for membership
 - b. District bylaws
 - c. Zone bylaws
 - d. Sample copy of society bylaws
 - e. Current issue of *Lutheran Woman's Quarterly*
 - f. Current issue of district publication
2. Upon receipt of completed application for membership:
 - a. Provide Recording Secretary with proper information on new society.
 - b. Assign the official date of the membership charter based on the date all materials are received from the new society.
3. Secure signature of the District Recording Secretary and present certificate to the new society at the next district convention, if possible.
4. Notify national LWML President of society acceptance into membership using New Society Report Form.

Individual Membership

1. Send an Individual Membership Form to the applicant to complete and return.
2. Upon receipt of Individual Membership Form, send a letter of welcome, a Mite Box, how to order the *Lutheran Woman's Quarterly* and district publication, address of LWML Office and district website, names and addresses of current district officers, etc.
3. Include individual members in district communications, and encourage attendance at zone meetings and events, district retreats, and district and national conventions.
4. Notify the president of the zone in which the member's congregation lies so the individual member may be informed about zone LWML functions.
5. Maintain a list of current individual members.

Disbanding Societies

1. President acknowledges disbandment of society and fills out form.
2. Send letters to invite members for individual membership.
3. Notify district publication editor, zone president, treasurer, and financial officer.

General Duties

1. Keep informed through the Vice Presidents of all committee activities.
2. Receive copies of all important correspondence and materials of the committees.
3. Attend committee meetings when possible.
4. Inform Vice President of Communications when appointments are accepted so officer and committee lists may be kept current.
5. Issue a voucher for payment of 25% of mite receipts to be paid to national LWML on a monthly basis.
6. Receive, approve and sign vouchers for expenses incurred by District President (not covered by national), Pastoral Counselor and two Young Woman Representatives (YWRs) for national conventions and forward vouchers to the Treasurer.
7. Contact each zone president about the date, time and location of zone events so the District President or an appointed member of the Executive Committee may attend.
8. Attend all national LWML Board of Director meetings at the call of the national president (or designate a representative to attend in her place), with the expenses paid by the national LWML.
9. Forward delegate credentials forms to national by the designated deadline.
10. In case of a Pastoral Counselor vacancy, the President, in consultation with the District Synodical President, shall solicit names for the replacement, one of which shall be the opposing candidate at the time of election of the counselor being replaced.
11. Have transition meeting with your successor.
12. Smile, and enjoy the office!

B. VICE PRESIDENT OF CHRISTIAN LIFE

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

- a. be the chairman of the Christian Life Committee;
- b. serve as a coordinator for the District Retreat;
- c. present a report at each regular meeting of the Board of Directors and Executive Committee;
- d. present a report to the District convention, including Committee activities;
- e. perform other duties, as set forth in the District Leader's Manual and as requested by the President.

Bylaws, Article VII, Section 2

Executive Committee/Board of Directors Duties

1. Attend all Executive Committee and Board of Director meetings.
2. Prepare a written report of all Christian Life Committee Activities for each meeting.

3. Work with Christian Life Committee in developing programs and materials to nurture women's spiritual lives.
4. Bring recommendations from the Committee for suggested activities which require Executive Committee or Board of Directors approval.
5. Keep a complete file.
6. Represent district at rallies/workshops as requested by the President. Submit reports and program report to President and Archivist-Historian.
8. Carry out any other duties as requested by the President.
9. Review the Leader's Manual biannually to remain familiar with information pertaining to the work of LWML Nebraska North District and to provide input to the District Structure Committee for changes or revisions to keep the guidelines up-to-date with current practices.
10. Within 45 days following elections, present to successor all material pertaining to the office.

Christian Life Committee Duties

1. Serve as the chairman of the Christian Life Committee.
2. Coordinate the preparation of Link Up materials two (2) times a year for distribution to zones/societies.
3. Solicit Link Up materials from Board of Director members.
4. Prepare article for each official publication edition.

C. VICE PRESIDENT OF COMMUNICATION

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

- a. be chairman of the Communication Committee;
- b. keep an up-to-date directory of District Board of Directors, distributing copies as appropriate;
- c. maintain the District Display and attend events to promote information contained in the display;
- d. coordinate the production of an annual Nebraska North District Directory with the Recording Secretary;
- e. present a report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a report for the convention, including Committee activities;
- g. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Bylaws, Article VII, Section 3

Executive Committee/Board of Director Duties

1. Attend all Executive and Board of Director meetings.
2. Prepare a written report of all Communication Committee activities for each meeting.
3. Work with Communication Committee to publicize and promote the work and program of the LWML.
4. Assist in the responsibilities of managing the business of the District.
5. Bring recommendations from the Committee for suggested activities which require Executive Committee or Board of Directors approval.
6. Keep a complete file.
7. Have a transition meeting with successor
8. Oversee the printing and distribution of the district publication.

9. Represent district at rallies workshops as requested by the President. Submit report and program report to President and Archivist/Historian.
10. Review the Leader's Manual biannually to remain familiar with information pertaining to the work of LWML Nebraska North District and to provide input to the District Structure Committee changes or revisions to keep the guidelines up-to-date with current practices.
11. Within 45 days following elections, present to successor all material pertaining to the office.

D. VICE PRESIDENT OF GOSPEL OUTREACH

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 chairman of the Gospel Outreach Committee;
- b. receive mission grant proposals for the District convention ballot;
- c. present to the Executive Committee for approval, the grant proposals chosen to be on the District ballot;
- d. requisition and disburse mission grant funds and monitor the progress of each adopted mission grant until completion;
- e. present a report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a report to the District convention, including committee activities;
- g. perform other duties as set forth in the District Leader's Manual and as requested by the President;
- h. chair the grant evaluation and selection meeting;
- i. prepare the mission grants ballot(s) for the convention;
- j. prepare an impartial presentation of the approved proposed grants for the convention.

Bylaws Article VII, Section 4

Executive Committee/Board of Director Duties

1. Attend all Executive Committee and Board of Director meetings.
2. Prepare a written report of all Gospel Outreach Committee activities and special duties assigned by the President or Board of Directors for each meeting.
3. Submit list of proposed grants for the convention ballot to the Executive Committee and Board of Directors at the spring meeting prior to the district convention.
4. Work with the Gospel Outreach Committee to publicize and promote the mission grant opportunities in the district.
5. Send forms to selected grant projects contact person. These include the background required use of funding, required reports, and contact information, along with the status of the projects report and the final report.
6. Report status of District grants at Board of Directors and Executive Committee meetings and to membership though Link Up and public publications.
7. Assist in the responsibilities of managing the business of the District.
8. Bring recommendations from the Committee for suggested activities which require EC or Board approval. Notify committee of approval or action taken.
9. Coordinate the duties and responsibilities of the Gospel Outreach Committee. Keep a complete file.

10. Send copies of all correspondence to the President.
11. Represent district at rallies/workshops as requested by the President. Submit reports and program report to President and Archivist-Historian.
12. Review the Leader's Manual biannually to remain familiar with information pertaining to the work of LWML Nebraska North District and to provide input to the District Structure Committee for changes or revisions to keep the guidelines up-to-date with current practices.
13. Within 45 days following elections, present to successor all material pertaining to the office.

Gospel Outreach Committee Duties

1. Make recommendations to the President for appointments to the committee.
2. Arrange and preside at committee meetings. Plan goals and program for the biennium.
3. Prepare Link-Up material for distribution to zones/societies.
4. Prepare article for each issue of district publication.
5. Produce a Request for Proposal to be sent to applicants of mission grants.
6. Announce via the district publication the deadlines of applications for mission grants.
7. Compile and keep current a list of addresses and websites of possible grant applicants that will be written a letter concerning mission grant proposals. Inform them of deadlines and number of copies required.
8. Receive all grants proposals and keeps log of submission dates of proposals.
9. Prior to spring Board of Directors meeting, convene in person the Gospel Outreach Committee with the district Senior Counselor to select proposals up to 1/3 more than the grant budget for the convention ballot.
10. Send copies of proposals to Nebraska Synodical President for review and approval.
11. Present proposed convention ballot for mission grants to Executive Committee and Board of Directors at the spring meeting prior to convention.
12. Correspond with all proposals sent to you, concerning whether they are on the ballot – then after convention, notify them if they have been selected. Those on the ballot may not actively campaign in any way at the convention.
13. Prepare mission grant ballot for the convention.
14. Present the proposed grants to the convention body in an interesting and impartial manner. Powerpoint presentations are preferable.
15. Preside at the counting of mission grant ballots, along with the Parliamentarian and the tellers.
16. Report results of balloting to convention.
17. Send listing of adopted grants to national LWML Vice President for Mission Grants and president of Nebraska LCMS district.
18. Ballots from the convention go to the Recording Secretary who destroys them.
17. Copy any items of interest about grants and send to the Archivist-Historian.
18. Review the Leader's Manual biannually to remain familiar with information pertaining to the work of LWML Nebraska North District and to provide input to the District Structure Committee for changes or revisions to keep the guidelines up-to-date with current practices.
19. Within 45 days following elections, present to successor all material pertaining to the office

E. VICE PRESIDENT OF HUMAN CARE

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 chairman of the Human Care Committee;
- b. coordinate all aspects of convention ingatherings;
- c. present a report to each regular meeting of the Board of Directors and Executive Committee;
- d. serve as Crisis Response coordinator for the district
- e. present a report for the convention, including Committee activities;
- f. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Bylaws, Article VII, Section 5

Executive Committee/Board of Directors Duties

1. Attend all Executive Committee and Board of Director meetings.
2. Prepare a written report of all Human Care Committee activities and special duties assigned by the President or Board of Directors for each meeting.
3. Coordinate all aspects of convention and other district event ingathering.
4. Present ideas to the Executive and Board of Directors at the fall meeting for convention ingathering, one year prior to the district convention.
5. Work with Human Care Committee to publicize and promote the Human Care opportunities in the district.
6. Assist in the responsibilities of managing the business of the District.
7. Bring recommendations from the Human Care Committee for suggested activities which require Executive Committee or Board of Directors approval. Notify committee of approval or action taken.
8. Coordinate the duties and department responsibilities of the Human Care Committee. Keep a complete file. Have transition meeting with successor.
9. Send copies of all correspondence to the president.
10. Represent district at rallies/workshops as requested by the President. Submit reports and program report to President and Archivist-Historian.
11. Review the Leader's Manual annually to remain familiar with the scope of the District and to provide input to the District Structure Committee for changes or revision to keep the manual up-to-date with current practices.
12. Carry out any other duties as requested by the President.

Human Care Committee Duties

1. Encourage sensitivity toward those hurting and in need.
2. Assist women to mobilize and assist those in need.
3. Find Bible studies, devotions pertaining to Human Care and recommend them to zone/societies.
4. Coordinate all aspects of convention ingathering. (The who, what, where, when, and how much) Assign zones their portion of what to bring, etc.
5. Prepare Link-Up material two (2) times a year for zones and societies.
6. Prepare articles for the district publication.
7. Notify Communication Chairman of any items for publications.

F. VICE PRESIDENT OF SERVANT RESOURCES

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

- a. in the event of an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors;
- b. be chairman of the Servant Resources Committee;
- c. present a report to each regular meeting of the Board of Directors and Executive Committee;
- d. serve as liaison to the host zone District Convention Planning Committee;
- e. present a report to the District convention, including Committee activities;
- f. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Bylaws, Article VII, Section 6

Executive Committee/Board of Directors Duties

1. Attend all Executive and Board of Director meetings
2. Prepare a written report of all Servant Resource Committee activities and special duties assigned to you by the president or Board of Directors for each meeting.
3. Work with Servant Resource Committee to publicize and promote the work and program of the LWML.
4. Assist in the responsibilities of managing the business of the District.
5. Bring recommendations for the Servant Resources Committee for suggested activities which require Executive Committee or Board of Directors approval. Notify committee of approval or action taken.
6. Coordinate the duties and committee responsibilities of the Servant Resource Committee. Keep a complete file. Have transition meeting and present successor all material pertaining to the office within 45 days following the election.
7. Send copies of all correspondence to the President.
8. Represent district at rallies/workshops as requested by the President. Submit report and program report to President and Archivist-Historian.
9. Carry out any other duties as requested by the President.
10. Review the Leader's Manual biannually to remain familiar with information pertaining to the work of LWML Nebraska North District and to provide input to the District Structure Committee for changes or revisions to keep the guidelines up-to-date with current practices.

Servant Resource Committee Duties

1. Identify women with special abilities and talents using the Personal Resource Form.
2. Make recommendations to the President for appointments to the committees.
3. Arrange and preside at committee meetings.
4. Provide materials and training to enable each woman to increase leadership skill.
5. Together with Structure Committee, keep bylaws of the District LWML current.
6. Submit suggestions for change to bylaws to the Executive Committee and the President.
7. Prepare Link-Up material two (2) times a year for zones and societies.
8. Prepare district publication articles.

9. Coordinate process to select District YWR's for National Convention and zone YWR's for District Convention.
10. Notify Communication Chairman of any items for publication.

F. RECORDING SECRETARY

The Recording Secretary shall:

- a. record the convention proceedings and meeting minutes of the Board of Directors and the Executive Committee;
- b. provide each member of the Board of Directors with a copy of all minutes of the Board of Directors and Executive Committee meetings;
- c. post the approved minutes of the convention to the District Website;
- d. keep an up-to-date record of motions requiring continuing action to be recorded as standing rules;
- e. coordinate the production of an annual Nebraska North District Directory with the Vice President of Communications;
- f. receive credentials of delegates prior to the convention;
- g. present a report to each regular meeting of the Board of Directors and Executive Committee;
- h. present a report for the convention;
- i. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Bylaw, Article VII. Section 7

Executive Committee/Board of Director's Duties

1. Prepare report for meetings – include membership statistics
2. Record proceedings of all meetings. Mail/email minutes to president for corrections prior to printing and distributing.
3. Provide society membership and officers list to those designated by the president.
4. Represent district and zone rallies/workshops as requested by the president, submit report and program to president and Archivist-Historian.
5. Co-sign society charters with the president.

Convention Duties

1. Send convention packet to the president of each society, each member of the board of directors, and past district presidents by April 15th. Packet will contain: President's call to convention, officer candidates' biographies, mission grant proposals, resolutions, mite goal, delegate registration information. Alternates are guests.
2. Receive delegate registration and send list to Convention Chair and District President
3. Record convention proceedings, review with President, and post to website. You and the President sign the original official copy of proceedings and place in permanent file.
4. Prepare report for convention manual and oral reports as requested.
5. Sit on stage with President and Parliamentarian.
6. Report delegates eligible to vote before each vote taken at convention.

Other Duties

1. Keep a list of all societies in district and number of members in each society.
2. Keep mailing list for LWML Quarterlies, district publication, society presidents, zone presidents up to date, and send corrections to LWML Office.
3. Keep a packet of material for new societies: Bylaws, minutes, convention manual, etc.
4. Send packet of material, convention manual in particular, to societies not represented by a delegate at convention. Send with zone president if possible.

FINANCIAL SECRETARY

The Financial Secretary shall:

- a. receive all money and deposit it in a financial institution approved by the Executive Committee;
- b. keep an itemized account of all receipts and send a report to the President and Treasurer;
- c. submit books for financial review prior to the District Convention or upon request of the Executive Committee;
- d. serve on the Special Gift Fund Committee;
- e. present a quarterly financial report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a financial report for the convention;
- g. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Bylaws, Article VII, Section 8

Executive Committee/Board of Directors Duties

1. Keep itemized accounts of all receipts by society, zone and miscellaneous.
2. Supply report of itemized accounts to district publication and convention manual.
3. Prepare quarterly financial report and distribute to Executive Committee electronically.
4. Close accounts and prepare books for financial review.
5. Assist in the managing of the business of the district. Exercise voice and vote on Executive Committee and Board of Directors.
6. Along with the treasurer and assisted by the nominees of the financial office, count the convention offerings and report to the convention.
7. Represent district at zone rallies/workshops at request of the president, submit reports and programs to president and Archivist-Historian.
8. At end of biennium provide full set of signed quarterly reports to Archivist/Historian.

Other Duties

1. Receive all registration funds for the convention and retreats.
2. Keep Leader's Manual and other resources up to date.
3. Distribute Mite Boxes in a convenient manner
4. Sign signature card at bank, along with the treasurer and president
5. Prepare charitable contribution letters for donations in accordance with IRS Publication 1171 requirements. The IRS requires a written receipt for donation of \$250 or more. The Financial Secretary will send contribution letters for any contributions greater than \$100.
6. Carry out other duties requested by the President.

TREASURER

The Treasurer shall:

- a. keep an itemized account of all receipts and disbursements;
- b. make all payments authorized by the District convention, Board of Directors or the Executive Committee and approved by the President and Recording Secretary;
- c. remit twenty-five (25) percent of the Mite offerings to LWML each month;
- d. submit books for financial review prior to the district convention or upon request of the Executive Committee;
- e. serve on the Special Gift Fund Committee and serve as its chairman;
- f. present a quarterly financial report to each regular meeting of the Board of Directors and Executive Committee;
- g. present a financial report to the District Convention;
- h. perform other duties as set forth in the District Leader's Manual and as requested by the President.

Bylaws, Article VII, Section 9

Executive Committee/Board of Directors Duties

1. Assist in the managing of the business of the district. Exercise voice and vote at Executive Committee and Board of Directors meetings.
2. Disburse all funds by check per voucher signed by the president and keep an account of all disbursements.
3. Report all disbursements at the Executive Board, Board of Directors, convention, and through the district publications.
4. Prepare a quarterly financial report and distribute to Executive Committee electronically.
5. Close accounts and prepare books for audit after March 31 in convention years.
6. Together with the Vice President of Gospel Outreach, prepare the mission grant budget proposal to the Executive Committee, Board of Directors, and convention, prior to district convention.
7. Along with the Financial Secretary and the nominees for financial office, count and report all convention offerings.
8. Represent district at zone rallies/workshops as requested by the President. Submit reports and program to President and Archivist/Historian.
9. At end of biennium provide a full set of signed quarterly reports to the Archivist/Historian.

Treasurer's General Duties

1. Carry out any other duties requested by the President.
2. Keep Leader's Manual current for her section.
3. Sign signature card from financial institution.
4. Keep completed vouchers – date of check, number of check, to whom and purpose. Keep all vouchers on file for 7 years.
5. BE SURE to send 25% of all mite box contributions to the LWML monthly.
6. Process expense sheets for members at Board of Directors and Executive meetings.

7. Make payment of district mission grants as funds become available by agreement of the treasurer and president. The President or Vice President of Gospel Outreach will write the letter or present check personally. Send along with voucher.
8. The President is authorized to make necessary payments in case of a vacancy in the office of treasurer.

SPECIAL GIFTS FUND COMMITTEE DUTIES

1. When notified of a special gift, acknowledge gift with thank you letter.
2. Report receipt of special gifts to the Board of Directors.
3. Make recommendations for use of fund to the Board of Directors.

NOMINATIONS COMMITTEE

- a. A Nominating Committee of five (5) members shall be elected by ballot at each District convention from a slate of candidates, one from each zone. A member is not eligible to serve consecutive terms. Plurality vote shall elect.
- b. The candidate receiving the highest number of votes shall be the chairman.
- c. The candidate receiving the next highest number of votes shall fill a vacancy on the committee.
- d. The committee may attend the Board of Directors' meetings at the request of the President.
- e. The Immediate Past District President shall serve in an advisory capacity to the Nominating Committee for the four (4) years immediately following her term as District President.

Bylaws, Article VIII, Section 1

The Nominating Committee shall:

- a. submit the names of at least two (2) candidates, if possible, for each elective office to be filled;
- b. select candidates who have been active LWML members for at least two (2) years and have served as officers of their societies;
- c. select candidates for President who have served as a zone president or as an elected member of the District Executive Committee;
- d. submit candidates for Pastoral Counselor (see Article XI);
- e. submit candidates for the Nominating Committee;
- f. obtain written consent of all nominees to serve if elected;
- g. submit resumes of nominees to be sent to all societies and delegates prior to convention;
- h. submit resumes of nominees to be published in the convention manual;
- i. prepare printed ballots with the names listed for each position in alphabetical order.

Bylaws, Article VIII, Section 2

- a. Suggestions for nominations for elective office may be made by member societies or individual members. Completed nomination and consent forms shall be submitted to the Nominating Committee.
- b. Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured that she meets the stipulated qualifications for office and that a written biographical sketch is provided.

Bylaws, Article VIII, Section 3

The Nominating Committee shall present to the President names of qualified persons for appointed positions.

Bylaws, Article VIII, Section 4

Nominations Committee Duties

1. Solicit suggestions for nominees for each elective office from member societies or individual members.
2. Contact each person whose name has been submitted to determine their interest in having their name considered, and to obtain information about eligibility, qualifications, and past experience on the society, zone or district level, or as an individual member.
3. Attend the nomination meeting to be held at least 6 months before the spring board meeting in the convention year. Preferably September/October or earlier..
4. Openly discuss the qualifications of each nominee. Consider candidates who have served in zone LWML, are active in their LWML society, and whose talents, qualifications and experience fit the requirements of the office.
5. If there are three or more nominees for an office, cast votes to narrow the selection to two candidates.

Chairman of Nominations Committee Duties

Board of Directors Duties

1. Be an advisory member of the Board of Directors
2. Present a slate of candidates to the Board of Directors at spring meeting prior to district convention.
3. Present to the President names of qualified person for appointed positions

General Duties:

1. Chair the counting committee for officer balloting.
2. Print the ballots, candidates in alphabetical order. Work with the Parliamentarian in preparing these.
3. Prepare sample ballot and officer resume to be included in the district mailing prior to the convention.
4. Keep up to date files of names and possible nominees, together with the President and other board members
5. Write letters of congratulations to elected nominees.
6. Write letters of thanks to candidates not elected to office after the convention.
7. Keep file of all correspondence.
8. Keep Leader's Manual and other files current and up to date.
9. Reserve a centrally located place for meeting, to be held at least 6 months before the spring board meeting in the convention year. Preferably September/October or earlier.
10. Notify each of the nominating committee members and Pastoral Counselor as to date, place, time, lunch arrangements, and the necessity to be there.
11. Urge each committee member to find and secure consent, resume, and signature of at least two women's names prior to the meeting for the ballot. Also need one name for nominating committee from each zone. Look for a person with board experience.

12. Prepare opening devotion for the meeting or ask the counselor. Be prepared with extra paper in case of voting.
13. Let committee suggest names for nominees, choose as a group. The chair suggests names also. Try to represent all zones on the ballot if at all possible.
14. Have duty sheets, or guidelines such as these, so you can discuss responsibilities.
15. If more than two names are available for the ballot, take a vote to choose the two names.
16. The Board of Directors votes to accept the slate as the official ballot; the committee does not do this. After ballot approval, the chairman writes letters to inform those on the ballot. She will also inform those not selected for the ballot.

Pastoral Counselor Election

1. Obtain all names of possible nominations for Pastoral Counselors by June 30 in the dd-numbered years. Biographies should equally represent each candidate.
2. Submit names of these nominees to the LCMS District President for approval.
3. Obtain written consent and a biography from each nominee approved by the LCMS District President.
4. Elect two candidates from the approved list.
5. Submit names of approved nominees to the Board of Directors.

Convention Duties

1. Prepare biographies of nominees, including pastoral counselors, for the preconvention mailing, the convention manual, and district publication by April 1st.
2. After convention credential report before a vote, count out number of ballots for that vote.
3. Reporting sheets provided by the Parliamentarian will be used for the counting process. Reporting sheets are signed by all the tellers; one copy for the President, one copy for the Recording Secretary, and one copy for the nominating committee records.
4. Ballots are destroyed at the close of convention by acceptance of a standing convention rule.

Special Appointed Personnel

The appointed personnel shall be Archivist-Historian, Meeting Manager, Parliamentarian, and Scholarship Chairman.

They shall be appointed by the President following the convention with the approval of the Executive Committee and shall:

- a. serve a term of four (4) years or until their successors are appointed, and be eligible for reappointment;
- b. be members of the District LWML;
- c. be advisory members of the Board of Directors and Executive Committee;
- d. be responsible to the President;
- e. present a written report to each regular meeting of the Board of Directors and Executive Committee;
- f. present a written report to the District convention.

Bylaws, Article IX, Section 1

A. ARCHIVIST-HISTORIAN

The Archivist-Historian shall:

- a. gather and preserve records and other materials of historical significance to the District;
- b. write a history of the activities of the District for the biennium;
- c. encourage the appointment of an Archivist-Historian in each zone and assist them in preserving their history.

Bylaws, Section IX, Section 2

Archivist-Historian Duties

1. Gather and preserve Nebraska North District records, including:
 - a. Minutes of all meetings of Executive Committee and Board of Directors
 - b. Minutes of the proceedings of the district convention
 - c. Each issue of the district publication
 - d. District Convention manual
 - e. Bylaws and amendments
 - f. Zone event programs and activity reports
2. At the close of the district convention, send to the national LWML Archivist-Historian:
 - a. Convention manual
 - b. Minutes of convention proceedings, including programs and scripts (where used)
 - c. Minutes of Board of Directors meetings held during the biennium
 - d. Minutes of Executive Committee meetings held during the biennium with any potentially sensitive material omitted
3. At the close of the biennium prepare a historical summary of the LWML Nebraska North District, stating facts and figures of progress for the biennium and concluding with the district convention. Send summary to:
 - a. National LWML Archivist-Historian
 - b. Nebraska District LWML President
 - c. LCMS Nebraska District Archivist-Historian
4. Records Storage:
 - a. Current materials may be kept with historian until complete and ready for archive.
 - b. Archival materials are maintained at the LCMS District office in Seward, with storage arrangements made through LCMS District personnel
 - c. Maintain a current inventory of records in storage. List of inventory given to President and Secretary.
5. Other Responsibilities:
 - a. Have a display of historical items of interest at each district convention.
 - b. Preserve records on acid-free paper whenever possible.
 - c. Write descriptive captions for photos and identify people shown.
 - d. Verify that all items are dated.

- e. Submit a report for Board of Directors meetings, including the report that will be printed in the district convention manual.
- f. Attend meetings in an advisory capacity at the request of the President.
- g. Pass on to zone Archivist-Historians any information that would be helpful on the zone and/or society level. Information may be distributed through zone presidents
- h. Review District Leaders Manual annually to remain familiar with the scope of information pertaining to the work of LWML Nebraska North District and provide input to the District Structure Committee when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- i. Within 30 days following expiration of appointment, present to successor all material pertaining to the office.

B. MEETING MANAGER/PLANNER

The Meeting Manager/Planner shall:

- a. provide for the physical well-being of participants by assisting the President and other District officers in developing and administering the meeting service support as needed for District meeting functions;
- b. make necessary arrangements for food, lodging, and meeting rooms before and during District meeting functions;
- c. serve as liaison in handling any questions with facilities or other arrangements;
- d. develop and administer meeting service support for conventions, retreats, District Board meetings and other District events;
- e. serve as liaison between District and zone in preparation of District conventions and retreats;
- f. determine with the District Board of Directors the site of the District convention;
- g. provide a written report for the convention manual.

Bylaws, Article IX, Section 3

Meeting Manager/Planner Duties

1. Make necessary arrangements for food, lodging, and meeting rooms for district functions.
2. Provide necessary announcements regarding arrangements.
3. Serve as liaison in handling any questions or concerns related to facility services and arrangements.
4. Together with the District President and a Pastoral Counselor, inspect proposed convention facilities four years before a district convention to determine if the site has acceptable space for general convention sessions, interest sessions, worship services, meals and fellowship activities, rooms to house delegates and guest, and has adequate liability insurance coverage.
5. Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
6. Review the Leader's Manual annually to remain familiar with the scope of information pertaining to the work of the district and provide input to the District Structure Committee when changes or revisions are needed to keep the guidelines up to date with the current practices.
7. Represent the District at zone events at the request of the President, and email a summary of the event and attendance to the Executive Committee.

8. Within 30 days following expiration of appointment, present to successor all material pertaining to the office.
9. Other duties as assigned by the President.

C. PARLIAMENTARIAN

The Parliamentarian shall:

- a. serve as an advisor on parliamentary procedure upon request;
- b. serve as an ex-officio member of the Structure Committee.

Bylaws, Article IX, Section 4

Parliamentarian Duties

1. Serve as advisor in parliamentary procedure upon request to:
 - a. District President
 - b. District LWML officers and individual LWML members
2. Serve as an ex-officio member of the Structure Committee.
3. See that *Robert's Rules of Order Newly Revised (RONR)* governs the proceedings of the district.
4. Prepare Tally Sheets and Report of the Tellers forms for each item on the convention ballot, and provide each Teller's Committee with an adequate supply to use in recording votes cast.
5. Serve as procedural resource person to the Nominations Committee.
6. Submit a report for Board of Director meetings, including the report that will be printed in the district convention manual.
7. Review the District Leader's Manual annually to provide input to the District Structure Committee when revisions are needed.
8. Within 30 days following expiration of appointment, present to successor all material pertaining to the office.

D. SCHOLARSHIP CHAIRMAN

The Scholarship Chairman shall:

- a. promote the scholarship program;
- b. respond to questions about the scholarship program;
- c. serve as a liaison between the District LWML and the Nebraska District Student Aid Committee

Bylaws, Article IX, Section 5

Scholarship Chairman Duties

1. Become acquainted with the LCMS Nebraska District Student Aid Committee.
2. Publicize scholarship information in district publication, on website, and in Link Up material to societies.

3. After Nebraska District Student Aid Committee selects scholarship recipients, send congratulatory letters to recipients. At the same time request a short resume and picture to be used in publications and convention display.
4. Send list of recipients and their pictures to the district publication.
5. For the district convention, make a display of students receiving scholarships the preceding biennium.
6. Attend Board of Director meetings and provide report to the secretary of the work you have done since the last meeting
7. Send list of recipients to the President and the Archivist-Historian.
8. Add the recipients in the scrapbook each year.
9. Keep a file of past district publications, correspondence, reports, Link-up materials. Review the District Leader's Manual annually to provide input to the District Structure Committee when revisions are needed.
10. Within 30 days following expiration of appointment, present to successor all material pertaining to the office.

Standing Committees

A. CHRISTIAN LIFE COMMITTEE

The Christian Life Committee shall include the Vice President of Christian Life and two members. Responsibilities include:

- a. maintain and publicize a list of approved speakers to serve as resource persons for society and zone activities;
- b. inform members of a variety of resources suitable for use by individual members and for use at women's activities and events.

Bylaws, Article X, Section 2

General Duties

1. The Christian Life Committee shall include the Vice President of Christian Life as chairman, the Christian Materials Coordinator, and one other member.
2. The Committee shall provide materials and opportunities that nurture members' spiritual lives.
3. Plan and promote District Retreat with approval of Executive Committee. Choose date, location, theme, activities, and handle registration.

Christian Materials Coordinator Duties

1. Provide information of availability of LWML materials in the district publication and to the Board of Directors.
2. Maintain a small sample inventory of the LWML store to be offered at District Convention and District Retreat.

B. COMMUNICATION COMMITTEE

The Communication Committee shall include the Vice President of Communication as chairman, the Media and Marketing Coordinator, the Editor of the organizational official publication, and the Webmaster.

- a. The Media and Marketing Coordinator shall:
 - (1) produce, for use within the organization, publicity and promotional materials related to the program and work of the LWML;
 - (2) promote and market LWML products;
 - (3) coordinate the publicity and promotion of District convention and retreat.
- b. The Editor shall:
 - (1) be responsible for the content, publication, and distribution of the official District publication;
 - (2) be responsible for any District pictures;
- c. The Webmaster shall:
 - (1) provide for the design and maintenance the official website of the district
 - (2) provide a report for the convention manual

Bylaws, Article X, Section 3

General Duties

Media and Marketing Coordinator and her assistant(s) Duties

1. Assist in producing publicity and promotional materials of the work and program of the district LWML.
2. Recommend to the Executive Committee concerning ways to best market the LWML and through what media.
3. Coordinate all publicity at the convention with the host committee\public relations person, the zone and the district public relations staff.
4. Coordinate all publicity with the District Retreat Committee.
5. Remember to publicize: conventions, retreats, seminars, presentations of Mite monies to projects/grants.

Editor Duties

1. Collect articles for the publication
2. Review and update the district mail list and share with the VP of communications and the District President.
3. Provide a draft copy of district publication to the President and Sr. Counselor for approval prior to publication.
4. Oversee the printing and distribution of the district publication.

Webmaster Duties

1. Update the website on a frequent basis.
2. Pay close attention to National website and update District website as needed.
3. Solicit updated information for the website from the Board of Directors and membership through the district publication and email.

GOSPEL OUTREACH COMMITTEE

The Gospel Outreach Committee shall include the Vice President of Gospel Outreach as chairman. The Committee of one (1) or more members shall:

- a. encourage and equip women to share the Gospel with all people;
- b. provide materials that will help Christians proclaim the Good News;
- c. submit mission grant applications to the LCMS District President for review;
- d. select the mission grant proposals to appear on the ballot, with approval of District Board of Directors, to be presented at the District convention;
- e. prepare the mission grants ballot for the convention and present an impartial presentation prior to vote by delegates.

Bylaws, Article X, Section 4

General Duties:

1. Solicit grant suggestions from the various LWML units in the district, from a person with individual LWML membership status, the LCMS Nebraska District, the national LWML Gospel Outreach Chairman, and LCMS World Mission.
2. Participate in selection meeting(s) of the mission grants to be on the convention ballot.
3. Prior to spring Board of Directors meeting, the committee will meet with the district Senior Counselor to select mission grant proposal up to 1/3 more than the grant budget for the convention ballot.
4. Assist in counting mission grant ballot as part of the convention tellers.
5. Contact potential exhibitors for the District Convention.
6. Secure assurances from exhibitors that they will not actively campaign for mission grants on the ballot.

HUMAN CARE COMMITTEE

The Human Care Committee shall include the Vice President of Human Care as chairman. The committee of one (1) or more members shall:

- a. encourage active participation in caring service in the church, community, and world;
- b. plan programs for training in caring service work;
- c. present suggestions and offer advice for developing caring service opportunities in the district, zones and societies.

Bylaws, Article X, Section 5

Human Care Committee Duties

1. Assist the Human Care Vice President to count, box and coordinate with recipients for the pickup of items at the close of each event.
2. Coordinate ingathering opportunities for Executive Board and Board of Directors meetings.
3. Review the Leader's Manual annually to remain familiar with the scope of the District and to provide input to the District Structure Committee for changes or revision to keep the guidelines up-to-date with current practices.
4. Within 30 days following appointment of successors, present all material pertaining to this the outgoing chairman who is responsible for presenting it to the new committee chairman

SERVANT RESOURCE COMMITTEE

The Servant Resources Committee shall include the Vice President of Servant Resources as chairman, the Structure Coordinator, and YWR, Teen Task Force and Heart to Heart representatives.

- a. The Structure Coordinator and one (1) or more assistants, shall:
 - (1) examine and evaluate the bylaws of the District;
 - (2) submit proposed changes to the Executive Committee and the LWML Structure Committee for approval;
 - (3) submit proposed amendments or revisions to the District convention, and distribute District bylaws to all societies and to the Board of Directors;
 - (4) submit the required number of copies of adopted bylaws to the LWML Structure Committee for filing;
 - (5) make approved bylaws available on the website
 - (6) receive and examine zone and society bylaws and amendments and approve those not in conflict with the bylaws of the District and LWML;
 - (7) be responsible for keeping the District Leader's Manual current.
- b. YWR
 - (1) Consisting of two or more members
 - (2) Encourage young women to join and participate in LWML
- c. Teen Task Force
 - (1) Encourage teens and pre-teens to join and participate in the LWML
- d. Heart to Heart
 - (1) Encourage, motivate, equip, and ensure opportunities for women of diverse ethnic groups to serve the church and witness the work of the LWML.

Bylaws, Article X, Section 6

Structure Committee Duties

1. District Level
 - a. Proposed amendments may be submitted to the District Structure Committee by any member or group of members of the District.
 - b. Initiate any amendments under consideration and submit to the Executive Committee for its review.
 - c. Upon consensus from the Executive Committee, submit proposed amendments to the national LWML Structure Committee for approval.
 - d. After receiving approval from the national LWML Structure Committee, distribute the proposed amendment to each society prior to submitting them to the convention for adoption.
 - e. If adopted by the district convention, make available the new district bylaws to the website, district officers and personnel, and zones.
 - f. Send the new district bylaws to the national LWML Structure Committee Chairman.
2. Zone Bylaws
 - a. Receive and examine zone bylaws and proposed amendments and approve any not in conflict with the national and district bylaws.
 - b. If approval cannot be given, notify the Zone Bylaws Committee and suggest necessary changes, amendments or clarifications. Have revised edition returned to District Structure Committee for further study.
 - c. Maintain a file of all zone and society bylaws.

3. District Manual

- a. Each section of the Leader's Manual shall be reviewed periodically for corrections and additions by the officer or chairman to whom it pertains to provide specific details and directions necessary to implement LWML activities according to the bylaws.
- b. After revisions are approved by Executive Committee, make changes available to officers, committees, appointed personnel and zone presidents.

4. Other Responsibilities

- a. Coordinator will submit a report for Board of Director meetings.
- b. Review the District Leader's Manual annually to decide when revisions are needed.
- c. Within 30 days following expiration of appointment, present to successor all material pertaining to the office.

YWR Representative Duties

1. National Convention

- a. Prepare YWR guidelines and application forms, and give to Zone Presidents in even-numbered years for distribution at fall workshops.
- b. Receive applications and present copies to January Executive Board. Each member votes for two choices. The two receiving the most votes become the YWRs to go the national LWML convention. The next person receiving the most votes is the alternate.
- c. Notify members selected and those not selected.
- d. Provide an opportunity to share national YWR experience at the next year's district convention.
- e. Invite YWR's to assist in planning activities for the district convention.
- f. Encourage participation at events in their respective zones and societies.
- g. Attend district Board of Directors meetings.

2. District Convention

- a. Prepare YWR guidelines and application forms, and give to zone presidents for distribution at the fall workshops in odd-numbered years.
- b. Publicize the YWR application process in the fall issue of the district publication.
- c. Encourage each zone to select YWRs to attend the district convention.
- d. Prepare an agenda for YWRs at the district convention and communicate all scheduled activities to YWR's in advance of the convention. Address banner rehearsal, meals, mentor luncheon, servant events, and other special activities planned.

Teen Task Force

1. In connection with the committee, assist in planning the district convention program for the Teens.
2. Invite teens ages 13 to 18 to participate in district convention activities as appropriate. Teens may assist Human Care with ingathering at convention.
3. Encourage teen groups to support LWML through mite contributions.

Heart to Heart Representative

1. Identify women from varied ethnic backgrounds for involvement in LWML programs.
2. Meet with pastors of ethnic congregations and encourage and educate them about the mission of the LWML.
3. Help current members recognize that the church is strengthened through the inclusion of women from ethnic ministries.
4. Produce and facilitate the Heart to Heart program at the convention.
5. Invite ethnic women to attend the district and national conventions to expose them to LWML.
6. Help ethnic women to connect on the local level with LWML.

PASTORAL COUNSELORS

The Pastoral Counselors shall be two (2) pastors of the LCMS who are serving within the LWML District, and preferably have served as Zone Pastoral Counselors. They shall serve a term of four (4) years and be ineligible for re-election. One (1) counselor shall be elected at each convention, with the previously elected pastor being the Senior Counselor.

Bylaws, Article XI, Section 1

Pastoral Counselors shall:

- a. serve the LWML District in an advisory capacity;
- b. attend the District convention, meetings of the Board of Directors and Executive Committee as non-voting members;
- c. serve as spiritual leaders to the officers and members of the LWML within the District;
- d. prepare devotions and worship services as requested;
- e. serve as doctrinal advisers to committees as assigned by the President;
- f. provide training and support for the Zone Pastoral Counselors.

Bylaws, Article XI, Section 3

The counselor serving in the first or second year of his term shall attend the LWML convention, with necessary expenses paid by the District.

Bylaws, Article XI, Section 4

General Duties:

1. Serve as advisory members on committees as appointed by the President.
2. Senior Counselor will review each issue of the district publication prior to publication.
3. Write message for the district publication, alternating issues.
4. As non-voting members, attend district conventions and all meetings of the Executive Committee, Board of Directors and Standing Committees as requested by the President.
5. Lead group devotions and prayers at the request of the President or Standing Committee Chairman.
6. Review the Leader's Manual annually to remain familiar with the scope of information pertaining to the work of the District and to provide input to District Structure Committee for changes or revisions to keep guidelines up-to-date with current practices.
7. Within 30 days following elections, present to successor all material pertaining to the office.