

LWML OR District Procedures Manual

October 20, 2020

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Our Mission

Lutheran Women in Mission will, by God's grace, ignite, involve, equip, and encourage women of the Oregon District to express their faith as servants of the Triune God through joyful Christian Ministry.

The Procedure Manual works in conjunction with the LWML OR District Bylaws and Standing Rules. The Procedure Manual cannot supersede the Bylaws or Standing Rules. This manual provides step by step duties as described in the Bylaws and Standing Rules. This is intended to be a living document and can be updated by the people who do the job. These changes can be communicated to the V.P. of Servant Resources.

Please note: If you do not see a procedure, perhaps it is an advisory role, the OR District Bylaws covers those roles such as Pastoral Counselors or Planner. If a procedure is missing, please contact V.P. of Servant Resources.

Communication is key to a unified organization whether email, phone, USPS mail, newsletters.
Communicate, Communicate, Communicate!

Seek the Lord's counsel, trust His care and count on His guidance.

Board of Directors (BoD) Meeting

- A report shall be given at every Executive Committee and Board of Directors meeting. The President will advise how many hard copies are needed to bring to the meeting,
- Provides Convention Manual Report,
- Standing committee chairmen shall report to each meeting of the Executive Committee **if requested** and the Board of Directors **as required**,
- Members of the BoD will serve on any special committee as requested by the OR District President.

President

Purpose: Preside at conventions and at all meetings of the Board of Directors and the Executive Committee.

Skills: Communication, organization, writing, public speaking, computer and delegating.

Become familiar with the LWML Oregon District Bylaws, Standing Rules, parliamentary procedures, and Convention and Procedures Manual.

Serve as the official spokesman for the LWML Oregon District

- Serve as the liaison with the Northwest District LCMS.
- Represent the LWML Oregon District when invited to attend district synodical conventions and meetings. If unable to attend, appoint a representative, preferably one of the Vice Presidents.
- Take greetings to the Oregon Pastors' Conference, at least once per year, in the spring or fall.
- Attend the installations of new pastors, whenever possible. Take, or send, a letter of welcome, together with LWML products and publications.
- Informs national LWML President and Business Office of any officer changes.
- Follow the process for bringing in a new society, individual member, or reinstatement of a society.

Communication to the District

- Communicate to Zone Presidents (currently, weekly).
- Represent the LWML Oregon District at zone rallies, at least once per year, in the spring or fall.
- Communicate with societies through at least one annual letter/ mailing.
- Respond to letters, email, and phone messages promptly.
- Respond to all letters of concern or complaint. If necessary, include the Executive Committee in assessing the concern or complaint.
- Prepares District President Reports for national LWML meetings and Publications.
- Writes "President's Column" of the district publication and submit to the Editor before the deadline date.
- Regularly share the vision of LWML and the LWML Oregon District with all women of the LCMS and all LCMS members and Pastors within the Oregon District.
- Oversee all written articles for district publications to receive doctrinal review by District Pastor Counselors.

- Review Oregon District publications before distribution.
- Inform VP of Communication and Corresponding Secretary, so that the Oregon District Directory may be kept current.
- Send notices and/or documents to Corresponding Secretary for electronic mailing.

Financial and legal duties

- Forward vouchers to the Treasurer for issuance of checks.
- Sign all contracts, legal documents, and other official papers for the LWML Oregon District.
- Forward personal vouchers to the VP of Servant Resources for official authorization, whom forwards vouchers to the Treasurer.
- Attend Financial Committee meetings.

Meetings

- Attend the annual LWML Presidents Assembly meeting.
- Attend LWML conventions, and other meetings as required. (late January and June – odd year. late January even year.)
- Set date and site for Executive Committee and Board of Directors meetings, in consultation with Executive Committee members.
- Prepare official call and agenda for meetings.
- Notify Meeting Manager to send the official call and arrange specific details (meals, hotel, properties) needed for meetings.
- Make assignments for Board of Directors and Executive Committee meetings.
- Minutes Review.

Crisis Management Team

- Make assignments as needed.

Conventions

- As requested, prepare a report of the LWML Oregon District's activities for the Northwest District LCMS convention manuals.
- Plan date and site of the convention with convention chairmen, Zone Presidents hosting the convention, the planner, and pastoral counselors. Plans are presented at the BOD for approval.
- Invite the Northwest District LCMS President to attend the LWML Oregon District convention.
- Invite official guests to the LWML Oregon District convention, as determined by the Executive Committee.
- Support Convention Chairmen throughout the planning of the Convention.
- Prepare convention agenda and execute same, after approval by Executive Committee.

Make Assignments for OR District Conventions

- Minutes Review
- Tellers for election of officers
- Tellers for selection of mission grants
- Timekeeper
- Crisis Management
- Make other assignments as needed

Presidential duties for National Conventions

- Obtain names and contact information of Zone Delegates and Alternates for national LWML Convention.
- Forwards delegate, Young Women Representatives (YW) and Pastoral Counselor information as requested per national timeline. (Convention seating is assigned per district delegate information).
- Instruct Delegates, before convention by email or via Zone Presidents of their responsibilities before, during and after convention.
- Welcomes delegates and YWs.
- Sends delegate changes as they occur to national LWML.

Presidential duties for OR District Conventions

- Obtain names and contact information from each Society for Delegates and Alternates.
- Instruct delegates, before convention by email or Society Presidents of their responsibilities before, during and after convention.
- Instruct delegates to stay informed of all convention events via lwmlor.org or through society presidents.
- Welcome delegates at scheduled orientation meeting on Friday of convention.
- Be kept informed of department and committee activities and meetings.
- Receive copies of all-important correspondence of departments and committees.

Financial Responsibilities

- Receive vouchers for mission grants from the Vice President of Gospel Outreach and forward official authorization to the Treasurer for disbursement of funds.
- Be responsible for oversight of the Financial Secretary and Treasurer.

Transition of Archivist/Historian office

- Unlike other officers, a new archivist/historian should plan for a year of mentoring prior to taking over the office.

Christian Life Committee

Purpose: To enable women to grow spiritually and to equip them to share the Gospel with all people.

Work of the Committee

- Provide materials and opportunities to enable women to grow spiritually and to equip them to share the Gospel with all people.
- Pray regularly for all in LWML leadership positions and for the women of the Oregon District.
- Be familiar with materials in the lwml.org website and how to use them.
- Be ready to lead devotions and prayers at district, zone, and local events.
- Encourage submission of inspirational materials for consideration to national LWML and district publication.
- Write and submit articles for the Oregon District publication and the district website.

- Promote the use of the national LWML publication, district publication, the district website, and the mite box.
- May prepare devotions at convention.
- Plan, set up and staff a display of Christian growth materials at the district convention.

Biennially Retreat

- Conduct a retreat held biennially in the odd numbered years.
- Pray for the planning process, content, and participants of the retreat.
- Make tentative reservations for suitable site shortly after the previous retreat.
- Confirm approval for dates and site from the Executive Committee.
- Secure contract for District President to sign. Submit to treasurer for payment of any deposits.
- Plan program in conjunction with the guidance of the Pastoral Counselors and District President.
- Publicize in the Oregon District publication, at rallies and other events and on the web site, starting well ahead of retreat date
- Set up registration procedures and coordinate with the District Financial Secretary for collection of registration fees.
- Place registration information and form in the Oregon District publication in ample time (example: winter edition for a spring retreat).
- Order materials for a resource display table and arrange for collection of monies.
- Arrange with District Treasurer for payment of retreat expenses, such as facility costs, honorariums, and mileage.
- Recruit help for staffing the retreat.
- Send copies of materials to the district Archivist-Historian.

District Prayer Coordinator

Purpose: To focus on sharing our prayers to God for those in need, and for thanksgivings.

- Pass the prayer requests on in a timely manner. They can be requested for anyone or any situation.
- Ascertain that the individual (or the family) being prayed for has given his/her permission to be on our prayer list. Determine what would like to be shared for prayer and what information should be kept confidential.
- Information shared in a prayer email is confidential and must remain so.
- If unable to routinely check for requests (5 days), advise the Vice President of Christian Life to cover the prayer requests for the time.
- Maintain an up-to-date e-mail address list.
Remove individuals from the list of pray-ers if they so request.
- Keep the e-mail address list confidential, the list is not to be shared with anyone else. Send email as BCC (blind copy).
- Ascertain that the individual (or the family) being prayed for has given his/her permission to be on our prayer list. Determine what would like to be shared for prayer and what information should be kept confidential.

Communication

Purpose: To disseminate news of the LWML and the Oregon District to make it known to the membership, the church-at-large, and the public in consultation with the Vice President Communication and Pastoral Counselors.

- Receive items to be posted on the web from the District President.
- Edit and approve all items to be posted on the website.
- Serve as a resource for the Webmaster and the Editor of The Oregon Leaguer.
- Work with Pastoral Counselors to ensure documents have been doctrinally reviewed.
- Regularly send email notices of website changes to the Board of Directors.

Gospel Outreach

Purpose: To reach our mission goals of providing funds for adopted missions within Oregon, Nationally and Internationally.

Grant Selection Steps

1. Annually review mission grants application and revise as needed.
2. Post the application online at lwmlor.org by March 1st of the odd year.
3. Receive and record all mission grant proposals with their postmark date
4. All mission grants must be received by September 30th of same odd year.
5. Submit to the NOW District LCMS President for evaluation and approval all proposed grants to be used within the Northwest District.
6. Submit to the LCMS Grant Manger (St. Louis), all proposed grants to be used nationally and internationally for evaluation and approval. (Grant Manger disburses grants to Director(s) of Mission).
7. Upon completed evaluation by LCMS assemble one copy of all grant proposal for each person on Grant Selection Committee for evaluation.
8. Submit a list of proposed mission grants for Executive Committee recommendation and BoD approval.
9. Inform Grant Administrators their mission grant will be on the convention ballot.
10. Inform Grant Administrators their mission grant will not be on the convention ballot.
11. Provide each member society with a copy of the mission grant proposals at least six (6) weeks prior to convention date.
12. 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.
13. Make an impartial presentation of the mission grant proposals to the convention.
14. Prepare the mission grant ballot for the Oregon District convention.
15. 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.

Adopted Grants:

- Inform Grant Administrators of adoption of their grant for funding by letter.
- Inform Grant Administrators if their grant is not adopted for funding by letter.
 - a. Sample letters to be transitioned to the next V.P. of Gospel Outreach, preferably on an electronic device, i.e. thumbdrive.

Fund Disbursement

- Record date of funds request from grant administrators.
- Grants are funded in order of date of request.
- Funding of Grants may begin after November 1st of convention (even) year.
- Funds voted for a mission grant must be disbursed or put into use within two (2) biennium, the biennium in which the grant was voted upon and the one following or be reallocated by the Board of Directors.
- If changes in mission grant plans arise because of changing conditions, the Board of Directors shall be authorized to act, either in session, by mail, phone, or by electronic messaging.

V. P. of Gospel Outreach Additional Duties

- Provides Convention Manual Proposed Mission Grants with descriptions and Ballot.
- Provides Convention Manual page showing total grant monies raised since 1943 to current biennium. List only current biennium grants completed by March 31st of convention year.
- Add current biennium to historical record online at lwmlor.org.
- Call committee meetings and communicate with committee members as needed.
- Serve on any special committee as requested by the District President.
- Maintain files of all minutes, information, action, correspondence regarding all mission grants and Board of Directors.
- Sends a copy of all-important correspondence to the President.
- Keeps a record of expenses for postage, telephone, printing, travel, etc., with receipts and submit expense vouchers to the President.
- Prepare tally sheets for President and Recording Secretary to report election results to the convention.

Mission Servants Committee

Purpose: To uplift and encourage women in need.

Mission Servant Responsibilities:

- Plan Ingatherings for Convention and Board of Directors meetings and as requested.
- Plan Special Assignments such as hands on workshops as requested.
- Provide resources and ideas for the Oregon District publications and online.
- Communicate to the LWML members through the Oregon Leaguer and newsletters as appropriate.

Servant Resources

Leadership Committee

Purpose: As leaders and members in the LWML OR District, we are to equip and encourage women to become involved at all levels of LWML. Keep the Procedures Manual current.

Leadership process:

- Gather information which will provide new ideas for zone presidents to utilize with their societies and rallies.
- Gather information to provide ideas for other LMWL activities.

Leadership Guidance:

- Plan a zone president's event to foster fellowship and support of one another at least once a year.
- Communicate to the LWML members through the Oregon Leaguer and newsletters as appropriate

Structure Committee

Purpose: Keep the LWML Bylaws and related resources flexible while maintaining the legal status of the organization. Members of this committee will need to become familiar with knowledge of LWML and bylaws in general.

Bylaws should:

- be short and concise.
- be organized into articles, as main headings, with further division into sections and subsections.
- be carefully worded to avoid misunderstanding and confusion.
- use correct punctuation for clarity.
- have all pages numbered and dated.
- include a table of contents.
- be consistent in terminology. (Use of the LWML Style Guide is suggested.)
- include reference to individual members of the LWML.
- be reviewed on a regular basis.

Reviewing Bylaws

- As You Start
 - Check your current bylaws for outdated procedures, contradictions, lack of consistency, similar objects not treated/grouped together, ambiguous language, too many details or incomplete information, patchwork effect, lack of dates. Particularly note the changes from LWML after national convention.
 - Follow the prescribed process for amendments or revision.
 - Involve every member in discussion about what the bylaws say.
 - Encourage questions and suggestions on how to improve the bylaws language.
 - Remind district, zones, and societies that bylaws need to be reviewed every two years.
- During the Review Process
 - Write bylaws as one word.
 - Strike the word local when referring to societies, since this is redundant.
 - Specify who fills a vacancy in the office of president (or leader), should one occur, and by what procedure.
 - Give every opportunity for input into the amendment's final form.
- When Preparing Proposed Changes
 - Provide a rationale for each proposed amendment.

- If the changes indicate it, include a *proviso* to describe how and when the new conditions will be implemented.
- There are several formats when submitting amendments for approval, underlining the amended words and phrases. LWML uses the parallel format on their website.
- Sample Format of “Parallel Form” for Submitting Amendments:

LWML _____ District Bylaws

Proposed Date of Approval

Proposed Amendment Sample

Rationale: To extend the term of office from two (2) years to four (4) years.

Existing bylaws read:	If adopted, will read:
<u>Section 2</u>	<u>Section 2</u>
The elected officers shall be elected by ballot to serve for a term of two (2) years or until their successors shall be elected and shall not be eligible for reelection to the same office.	The elected officers shall be elected by ballot to serve for a term of <u>four (4)</u> years or until their successors shall be elected and shall not be eligible for reelection to the same office.

- You will need approval from the Executive Committee and Board of Directors at the fall BoD meeting for the proposed changes prior to the summer district convention.
- Remember To
 - Send the required number of copies of amendments or revisions (along with copies of *current* bylaws) to the appropriate body for approval prior to presentation for adoption. (Districts approve society and zone bylaws and the LWML approves district bylaws. One electronic copy of each is appropriate for the OR District Structure Chairman.
 - Allow an appropriate turn-around time for the approving National LWML Structure Committee to do its work prior to the 6-week notice. This can take 3 months.
- Give adequate notice about the date for final approval:
 - If society, must be a prior meeting.
 - If zone, must be notified at one rally and voted on at next rally.
 - If district must be at least 6 weeks prior to convention date. Notification is normally done at Spring Rallies and by email directly to the delegates.
 - Proposed bylaw amendments are documented in the convention manual.
- After Adoption
 - Record at the end of your bylaws the original date of adoption and dates of subsequent amendments (month and year).
 - Send the required number of electronic copies of approved bylaws to the appropriate body of filing including the archivist/historian and National LWML Structure Committee.
 - Send electronic copies of the amended bylaws and distribute them to each member.

- Send an electronic copy to the webmaster.
- Encourage each member to take ownership of the bylaws.

Reviewing Standing Rules:

- Check your current standing rules for outdated rules or rules which need to be adopted into a bylaw, or those that are incomplete or lacking information.
- Create new standing rules as proposed and adopted by the BoD. Do not re-use standing rules numbers, continue with the next number in numerical order and place them under the correct category.
- Follow the prescribed process for standing rules to become amendments to the bylaws.
- Maintain historical tracking of standing rules by using the Standing Rule History Chart.
- Send the required number of electronic copies of approved standing rules to the OR District, societies, and webmaster.

Structure Chairman:

- Provides Convention Manual Publication Proposed Bylaw Amendments.
 - Provides Proposed Bylaw Amendments to all voters 6 weeks prior to convention.
 - Call committee meetings and communicate with committee members as needed.
 - Serve on any special committee as requested by the District President.
 - Attend departmental meetings as directed by the V. P. of Servant Resources.
 - 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) current standing rules for the LWML OR District.
 - (5) reports of Oregon District Structure Committee.
 - send copies of all-important correspondence to the President and Vice President of Servant Resources.
 - keeps a record of expenses for postage, telephone, printing, travel, etc., with receipts and submit expense vouchers to the Vice President of Servant Resources.
- For more information, go to lwml.org and search for structure.

Membership Process

Purpose: To create a guide on how to bring in new societies, individual members or reinstate past societies to full membership in the LWML OR District.

Behind the process:

- Notifications from new societies and individual members or notification from a society who wishes to reinstate their membership are sent to the President or Structure Chairman.
- obtain verification from the LCMS NOW District on congregational standing.
- present the names of new societies, individual members, and membership withdrawals to the Executive Committee for ratification.
- issue Certificates of Membership.
- notify the LWML President and the Oregon District Corresponding Secretary of new societies and withdrawals from membership.

- correspond annually with congregations not having an LWML society to encourage them to consider membership affiliation.

New Member Bylaw Process

- The group shall be encouraged to write its own bylaws within one year after acceptance into membership.
- The group shall present one electronic copy of its proposed bylaws and any subsequent amendments to the Oregon District Structure Committee for approval.
- Provided there is no conflict with the bylaws of the LWML or the Oregon District, the Oregon District Structure Committee shall grant approval of the proposed bylaws which are to be presented to the group's membership for adoption.
- A copy of the group's adopted bylaws shall be filed with the Oregon District Structure Committee Chairman and the Archivist-Historian.

Reinstatement of Society Process

- Please send in writing a request for reinstatement to the Structure Committee along with a copy of your bylaws. If there are no bylaws, the Structure Committee will work with the society to create a new one.
- Once the Structure Committee approves the request and bylaws, it will be forwarded to the Executive Committee for approval.
- A letter of reinstatement will be sent from the LWML OR President to the society.

Special Focus Ministries

Young Women

Purpose: To enable young women and women of every culture to grow spiritually and equip them to share the Gospel with all people.

Coordinate and publicize the Young Woman Representative (YW) application process for national LWML conventions:

- Provide YW guidelines and application forms and give to Zone Presidents in even-numbered years for distribution at fall workshops. (available on lwmlor.org or lwml.org)
- Receive applications and make selection of up to two YWs and one alternate from the Oregon District to attend the national LWML convention at district expense.
- Forward names of the district's YWs and alternate to the District President.
- Inform the selected YWs that the District President will communicate pertinent information about the convention and advise the procedure for reimbursement of expenses.
- Notify all applicants who were not selected. Encourage them to participate in other LWML activities and to apply again in two years.
- Provide an opportunity to share national YW experience at the next year's district convention.
- Develop a mentoring program for the YWs:
 - Keep YWs updated on Special Focus Ministries programs on the district level.
 - Invite YWs to assist in planning activities for the district convention.
 - Encourage participation at events in their respective zones and societies.
 - Send courtesy cards of special events.

Coordinate and publicize the YW application process for the LWML Oregon District Convention:

- Publicize the District YW application process in the fall issue of *The Oregon Leaguer* (odd-numbered years).
- Communicate to Zone Presidents that zones or societies are responsible for the cost of convention registration, transportation, hotel, and all convention meals included on the YW convention registration form.
- Inform YWs of all convention scheduled activities in advance of the convention.
- Notify Convention Chairman of meeting rooms needed during convention for YW activities.
- Prepare an evaluation form and distribute to YWs for completion.
- Develop a mentoring program to follow up with YWs after the district convention and provide access to resources available upon request.
- Encourage participation at events in their respective zones and societies

Heart 2 Heart

- Contact your synodical district president to identify multicultural ministries and the names of pastors of those ministries.
- Contact those ministries by phone or email to extend invitations to the women in the congregation, from every culture and language, to attend LWML meetings, conventions, and other activities.
- Assist in establishing new LWML groups in multicultural ministries.
- Facilitate and continue to focus on the H2H Sisters Program at the district level.
- Identify ethnic women leaders in multicultural ministries to participate in the LWML Heart to Heart Sisters Program and to be trained as H2H District Leaders.

Recording Secretary

Purpose: Record the minutes at all LWML OR District meetings and maintain an electronic motion record ledger of motions passed, to include who made the motion and the date passed.

- prepare minutes of the convention proceedings and meetings of the Board of Directors and the Executive Committee,
- 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,
- receive credentials of certified delegates and alternates prior to the convention,
- compile the convention manual,
- 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,
- provide a copy of the District Convention Manual to the LWML Archivist-Historian,
- Sit near the presiding officer,
- shall present a report to be printed in the convention manual, including department activities.

Financial Secretary

Purpose: To receive and deposit money and record transactions.

Receive and deposit money

- All monies should come to a **locking mailbox** whether a home address or USPS PO Box.
- 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 Form.
- Post checks to deposit spreadsheet, listing by city and church. Make sure the remittance forms are in the same order as the checks.
- Endorse checks. Use the second tab of the spreadsheet to create a tape of the checks. The spreadsheet formulas will note if there is a discrepancy. Print a copy of the list of checks and include with the stack of checks. Fill out a deposit slip if it is required by bank/credit union.
- Print the deposit report and attach to the stack of remittance forms. Save a copy of the deposit spreadsheet as a pdf file.
- Take the deposit to bank/credit union.
- Attach deposit receipt from bank/credit union to the copy of the deposit spreadsheet and remittance forms.
- Keep the copy of the deposit report in a file box by date.
- Email the pdf report of the deposit to the Treasurer.
- Record the deposit information of society mites and assessments, memorials, and zone contributions in appropriate spreadsheets. At the end of each month, email the Deposit Summary and the Mites Tracking spreadsheet to the Treasurer, President, Webmaster, and Gospel Outreach VP.
- Provide society and zone treasurers with remittance form as needed. Forms are also on the website.

Reports

- A report of income for the biennium will be printed in the convention manual and will be given orally.

Review of the Books

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

Conventions

- The convention registration committee **may** do deposits rather than send checks to the Financial Secretary. Or they may keep record of the checks and send the checks to the PO Box

for depositing. Financial Secretary and Registration work together to make sure the amounts agree.

- The Treasurer and Financial Secretary will give instructions.
- Duplicate deposit sheets should be sent to the Treasurer and Financial Secretary.
- Responsible for counting the offerings taken at convention and making the deposits.
- Have available bank bag, deposit slips, coin counters and wrappers, locking money box, plastic bags for keeping deposits separate, laptop or adding machine.
- Identify others to count collections. Provide counting sheets with denominations for tallying currency and coin. Run tapes of checks.
- Keep record of each separate offering
- Arrange for deposit or safe keeping of monies.
- Give report of each offering to the President as soon as possible.
- Make appropriate copies for file.
- Deposit and send reports to Treasurer.

Assessments & Quarterly Magazine Subscriptions

- Amount to be assessed per member is voted upon by Board of Directors.
- Maintain an updated address list of society treasurers. This information can be obtained from the Remittance Form. An annual letter is sent to the treasurer of each society in February and includes assessments and Quarterly magazine subscription renewals.
- Assessments: The number of assessments should be included on the regular Remittance Form when sent by the society. Record on a spreadsheet and follow up on collection of amounts with the society contact.
- Quarterly magazine subscription renewals: National will send a spreadsheet identifying current subscriptions. The renewal information form with the deadlines for replying is included in the annual letter to the society treasurer. Update the spreadsheet for National and submit. Follow up on collection of subscription amounts from the societies.

Correspondence

- Notify Treasurer of all correspondence sent.
- Send a receipt to individuals and societies when one is requested.
- Record name of person memorialized for the contribution in spreadsheet sent to Special Gifts Chairman.
- Inform the Special Gifts Chairman with all gifts received so she can send an acknowledgment and put in article in the Oregon District publication.
- Send acknowledgment of any special contributions from other organizations

Permanent Files

- File Deposit reports in file box by date. Keep Quarterly magazine subscription information by year in file box.
- Keep all financial records with any correspondence for eight years, then discard the posting media.
- It is the responsibility of this office to keep a copy of each biennial Financial Secretary Report in the permanent file.
- Record all Gifts and Memorials in a spreadsheet and print for record keeping.

Transition of Office

- Familiarize yourself with all information in these Directives.
- Familiarize yourself with all financial information as in the Bylaws and Standing Rules.
- Copies in DIRECTIVES file with pertinent information underlined in red.
- 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).
- Get all books pertaining to this office to newly elected/appointed Financial Secretary.
- Forward any mail still received to the new Financial Secretary.

Treasurer

Purpose: Conduct financial disbursements of the Oregon District, keeping itemized record of all financial transactions.

Transactions

- Funds of the district are to be kept in financial institute(s) approved by the Executive Committee.
- File with the financial institute(s), required signature information of Treasurer, President and Vice President of Servant Resources.
- Accounts and checks should be under the name of the Oregon District Lutheran Women's Missionary League.
- LWML is a tax-exempt organization. The Oregon District LWML tax exemption number is: 237540669. This number is used by District and Zones on their accounts. National prefers societies to open accounts using the District's EIN and titling the account with the District Name followed by the society name.
- Issue checks for all Oregon District vouchers and invoices received directly from LWML (national), authorized by the District President.
- Vice President of Servant Resources approves and signs vouchers for the President's expenses.
- Mileage payments are issued in the amount authorized by the Standing Rules of the Oregon District.
- Keep detailed information on voucher stubs of account entries and disbursement of funds.
- Electronically send copies of Oregon District remittance vouchers to LWML (national) Treasurer showing transactions for mites, quarterly payments, and other invoices as requested.
- Notify the Financial Secretary of any checks or moneys received from individuals, societies, or organizations, that have been deposited by the Treasurer.
- Funds received for the Gift and Memorial Fund are to be transferred to the Lutheran Church Extension Fund Gift and Memorial Account.

Reports

- A report of income for the biennium will be printed in the convention manual and will be given orally.

Financial Committee

- Prepare, with the assistance of the Finance Committee, the proposed budget of the Oregon District LWML. The treasurer is chairman of the committee.
- At the winter meeting of the Executive Committee prior to the convention, present the proposed budget on behalf of the Finance Committee.

- At the Board of Directors meeting, just prior to the convention, have the final draft of the budget and corresponding resolution ready for recommendation, to be presented to the voting body of the convention.

Correspondence

- Send a Non-Cash Donation receipt for In-Kind donations to individuals and societies when one is requested.
- Update voucher forms each biennium with correct date and most current convention logo.

Conventions (District and National)

- Issue payment on all expenses approved by the President. (According to Standing Rules and Bylaws).
- Registration, Treasurer, and Financial Secretary work together to make sure deposit amounts agree.
- Keep record of all financial transactions before, during and after the convention.

Permanent Files

- Keep all financial records with any correspondence for seven years, as directed by LWML (national).
- Keep all contribution receipts permanently. Scanning can be used to save these documents.
- It is the responsibility of this office to keep a copy of each biennial Treasurer's Report in the permanent file.
- All files for destruction need to be shredded.

Review of the Books

- Communicate with Financial Secretary as to any changes and/or final figures.
- Submit records for review by appointed auditors by the OR District President at the close of each biennium and with the change of officer.

Transition of Office

- Transfer records and all pertinent information, regarding the Treasurer's position, upon completion of term of office, in a timely manner.
- Financial Secretary's term alternates with the Treasurer's – so one officer is always familiar with procedures.
- Present and transfer all records pertaining to this office (financial, banking, Lutheran Church Extension Fund (LCEF) and Thrivent to the newly elected Treasurer.

Forward any mail still received to the new Treasurer.

Nominating Committee

Purpose: Submit a slate of candidates for offices.

- The elected committee members should meet at least once shortly after being elected. This meeting is to discuss the positions being elected and the procedures to follow as reflected in Bylaws Section 8 and the Procedures Manual Section.

- Create an updated nominations form to include the current officers to be elected. This updated form is sent to the VP of Communications for inclusion on the web (lwmlor.org) and the Editor of the Oregon District publication.
- For the first half of the biennium the committee members are encouraged to attend multiple Zone rallies to observe and note possible candidates.
- Create information packets that include the updated nominations form, the application, and the position descriptions for the current slate of officers. These packets will be distributed to the Zone Presidents, for zone distribution, at the Fall BoD meeting prior to the Convention.
- Hold a committee meeting in the fall prior to convention, and after the Fall BoD meeting. This meeting will be used to formulate a slate of candidates that will be formally nominated by the nominations committee. Contact each possible candidate with the information that the committee has nominated them and obtain their mailing address. The committee will send each one a packet that includes, a devotion, the completed nomination form, the application, and position description and an addressed return envelope. The candidates can accept or decline the nomination by December 1 of the year prior to convention.
- By December 1 of the year prior to the convention the nominating committee needs to have at least one candidate for each position including their written consent. If no candidate agrees to run for a position, then the nominations process will restart for that position(s).
- Suggestions for nominations for elective offices may be made by individuals, societies or zones and shall be submitted to the Nominating Committee Chairman by January 1 of the convention year.
- If possible, all formal nominations should be secured by the Spring BoD meeting prior to convention.
- email or snail mail the slate of candidates with résumés to each society six (6) weeks prior to convention.
- prepare printed ballots with the names listed in alphabetical order for each office.
- Prepare tally sheets for President and Recording Secretary to report election results to the convention.
- The Chairman of the nominating committee is responsible for obtaining the nomination for Jr. Pastoral Counselor.

Meeting Manager

Purpose: Provide meeting support for all Executive Committee and Board of Directors' meetings and District conventions.

EC and BoD Meetings

- Provide crisis management.
- Arrange for meeting sites.
- Arrange for housing.
- Contact the host church regarding the setup of the room and meals, possible ingathering, etc.
- Arrange for additional meeting areas as requested.
- Provide reusable name tags.
- LWML OR District will reimburse \$6 per person for meals for the host church.
- Brings District first aid kit.
- Holds the key and inventory storage book for the OR District Storage Unit.

Convention

- Attend convention meetings as requested.
- Crisis Management Team Member
 - Brings District first aid kit and other medical supplies as directed.
 - Arrange for a volunteer nurse; their registration and housing will be covered by the OR District.
 - Designate and set up first aid room.
 - Tell registration committee the phone of pastoral counselor, nurse, meeting manager for name tags.
 - Provide a list of first aid supplies and directions to the first aid room for the information desk.
 - May ask for assistance as needed.
- Floor Manager
 - Make certain all people who will be on stage will be there on time and in order.
 - Obtain script from President.
 - Assist the processions as needed.

Archivist/Historian

Purpose: To preserve the history of our LWML OR District

- Tells the story through the Word as you worship and organize Bible study in your group.
- Tells the story of your Mission as you participate through Mites and reach out to your community.
- Tells the story of your Fellowship as you build relationships over the generations through retreats, events, and working together.

Write a history of the activities of the 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. LWML Bylaws changes.
- f. Convention highlights.
- g. Other information deemed appropriate.

Gather and preserve records and other materials of historical significance to the LWML:

- a. Receive all organized files from outgoing officers in addition to archival materials from the districts.
- b. Place all file folders in appropriate order and prepare file contents for submission to the Concordia Historical Institute:
 - 1) **Remove staples and tape.**
 - 2) Photocopy all newsprint.
 - 3) Unfold any items that have been folded.
 - 4) Make notations when needed for clarification.
- c. Keep all files in chronological order.
- d. Send a listing with the archival materials to Concordia Historical Institute for accessioning.

Provide mentoring and training to district archivist-historians:

- a. Provide training sessions about the keeping of historical records and archival materials.
- b. Serve as adviser to district archivist-historians in planning displays for LWML district conventions.
- c. Encourage and inform district archivist-historians concerning the scope of their responsibilities.
- d. Send mailing to each district archivist-historian (with copy to district president) following each LWML district convention reminding her to:
 - 1) Write and submit biennial history of the district.
 - 2) Submit copy of district convention manual, convention minutes, and any other publications resulting from the convention.
- e. Advise district presidents regarding the needs and duties of district archivist historians.

Serve as liaison between the Concordia Historical Institute (CHI) and LWML:

- a. Collaborate with CHI in archival storage protocols, inventories, and nomenclature for research, particularly as related to identification and cataloging of LWML materials.
- b. Keep up to date on techniques that apply in the keeping of archives.
- c. Respond to requests from CHI for information and materials.
- d. Attend the biennial Conference on Archives and History conducted by CHI specifically for LWML district archivist-historians in even-numbered years.
- e. Be prepared to lead interest sessions during the conference.
- f. Be prepared to present a topic paper (self-chosen or assigned by the CHI director) to the conference, depending on the needs of a particular conference.

The basic rules for saving or purging files and photos remain the same for everyone regardless of your position, whether it be society, zone or district, zone, or society level.

What to save

1. **Hand signed** Executive Committee and Board of Directors minutes by the Oregon District President and Recording Secretary
2. Handouts from meetings
3. Elected and appointed officer's reports
4. Printed material from special meetings, such as prayer services, anniversary celebrations, workshops, etc.
5. Biennium reports
6. Newsletters
7. Photos should be kept in acid-free folders (not scrapbooks); identify photos with who, what, when and where.
8. Photocopies of newspaper articles relating to your history
9. Newsletters from the next level up may be kept for a biennium but do not keep long-term
10. Documents relevant to your level

What to purge

1. Unidentified photos
2. Multiple copies of officer's reports
3. Original newspaper clippings after they have been photocopied
4. Copies of the Quarterly periodicals; CHI has a complete collection of Quarterlies

What to pass on

1. Officer's reports to the board of directors
2. Files from preceding terms should be sent to society, zone, or district level
3. Documents reflecting any actions which affect the workings of your position
4. Updated set of guidelines for your position, including all actions required in your position that are not specifically mentioned in the by-laws

Corresponding Secretary

Purpose: To conduct the official correspondence of the Oregon District.

Correspondence and mailings

- Conduct official correspondence of the Oregon District LWML.
- Keep a record of society presidents and contact persons, with name, address, telephone numbers, cell phone numbers, e-mail address, congregation, zone, and name of society.
- Prepare and update as necessary the Oregon District LWML Directory.
- Provide copies of the directory to the Board of Directors annually.
- Provide society mailing labels as requested.
- 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.
- Send change of name and address of the Oregon District President to the LWML office.

Reports and Meetings

- Send out request letter to EC/BoD for reports prior to EC/BoD meetings.
- Send a complete set of reports/minutes to each member of the EC/BoD prior to the EC/BoD meetings.
- Attend all meetings of the EC/BoD.
- Assemble convention manual by soliciting reports from the officers and committee, and other contributors to the manual.

Parliamentarian

Purpose: To serve as an advisor on parliamentary procedure.

- Sit near the presiding officer,
- Attend the biennial convention and advise President when requested,
- Answer requests from officers and individual members,
- Attend meetings of the Structure Committee in an ex officio capacity,
- Maintain files of all information, actions, and correspondence; prepare workable file for successor,
- Prepare a parliamentary lesson if President so requests.
- Always have available:
 - a. *LWML Handbook*
 - b. LWML Bylaws – district and national
 - c. *Robert's Rules of Order: Newly Revised* (current edition)
 - d. Materials for the President's convenience.

- Assist in writing amendments to the district bylaws and standing rules,
- Assist in editing the Oregon District Procedures manual,
- Assist in preparing exhibits and programs for the district convention if requested,
- Submit articles for Oregon District website and publications upon request.
- Prepare Convention Rules page for the manual,
- If voting will be by paper ballot, supervise protection of ballots until counted and supervise tellers in the counting of ballots on any vote.
- Participate in the unified report, if requested to do so.

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.

Editor

- All submissions for the Oregon District publication must be doctrinally reviewed first.
- All submissions must be in by the quarterly deadline.
- Look and feel of the Oregon District publication is designed by the Editor with the V.P. of Communication as advisor.
- Permission of people in photographs must give written approval.

Webmaster

- All updates or changes to the website are submitted to the V.P. of Communication.
- Regular monthly LWML submissions, such as Christian Life Notes, which are previously doctrinally reviewed may be sent to the webmaster.
- Updates to the website should be posted in a timely manner not to exceed one week.
- Password security is the owned by V.P. of Communication and Webmaster only.
- Look and feel of the website lwmlor.org is designed by the V.P. of Communication and Webmaster.
- Permission of people in photographs must give written approval.

Special Gift Funds Committee

Purpose: To receive gifts and bequests and use them for ministerial scholarships for LWML members in good standing.

Receive monies

- Memorials or gifts are donated to the Fund to be used for scholarships recommended by the committee and approved by the Board of Directors.

Fund Management

- The committee shall promote the Special Gifts Fund in email, publications, rallies, and convention.
- The committee reviews the application yearly before posting.
- The committee notifies when the application for scholarship begins, November 1st.

- Scholarship applications are submitted to the committee by February 1st.
- Committee convenes to review the applicants.
- Committee recommends to the EC and BoD those applicants for approval.
- Amount of scholarship(s) are determined by the committee and the EC.
- Final approval of applicants and amount for scholarship(s) is done by the BoD.

END OF DOCUMENT