

**Important Information from your LWML Oregon District Nominating Committee  
2022-2024**

**Open Positions and Summary of Duties**

**Which are further outlined in the Bylaws, Procedures Manual and Standing Rules**

Visit our Website's Resources Page for more specific details: [www.lwmlor.org/resources](http://www.lwmlor.org/resources)

We ask for your review and prayerful consideration of the following positions that need to be filled for 4-YEAR terms beginning at the close of convention 2024 at which they are elected (*fill in convention month*). After candidates have filled out the nomination form, they are mailed additional information and can then accept or decline the nomination by December 1 of the year prior to convention.

**Note (per bylaws):** President, Vice President of Servant Resources, Vice President of Special Focus Ministries, and Financial Secretary shall perform the following duties along with their specific duties outlined further in ARTICLE VII DUTIES OF OFFICERS. They:

- shall report to the Executive Board and the Board of Directors.
- may perform the duties of the office of the President, in the absence or at the request of the President.
- shall present a report to be printed in the convention manual, including department activities.
- shall perform other duties as set forth in the Standing Rules and the Procedures Manual.

**This summary information, for each position we are seeking nominations,** includes the "**Purpose**" from the *LWML OR District Procedures Manual* and summarized duties from the *BYLAWS of the OREGON DISTRICT LUTHERAN WOMEN'S MISSIONARY LEAGUE, JUNE 2022* and are not a complete list of duties or specifics.

- A. **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. Responsibilities include serving as the official spokesman for the LWML Oregon District, regularly communicating with district officers, specifically the Executive Committee and the Board of Directors. Work closely with the financial secretary and treasurer in regard to budgets. Signing checks and contracts. Attend district and national meetings and delegate assignments for the district meetings and LWML Conventions as necessary. Support the district convention chairmen in planning and orchestrating convention details.

Potential Candidates: \_\_\_\_\_

- B. **Vice President of Servant Resources — Purpose:** As leaders and members in the LWML Oregon District, we are to equip and encourage women to become involved at all levels of LWML. Keep the Bylaws, Standing Rules, and Procedures Manual current. Gather information which will provide new ideas for zone presidents to utilize with their societies and rallies. Plan a zone president's event to foster fellowship and support of one another at least once a year.

Potential Candidates: \_\_\_\_\_

C. **Vice President of Special Focus Ministries** — **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 (YWR) application process for both national and district LWML conventions. Develop a mentoring program for YWRs as a follow up after conventions and to encourage participation and involvement in the district, zones, and groups.

Potential Candidates: \_\_\_\_\_

D. **Financial Secretary** — **Purpose:** To receive and deposit money and record transactions. Receive and deposit money. Have financial records balanced and ready for financial review as soon as possible after year end. Communicate regularly with the district treasurer for any changes and have financial records balanced and ready for financial review as soon as possible after year end. Manage and maintain group assessments and *Quarterly* magazine subscriptions.

Potential Candidates: \_\_\_\_\_

E. **Junior Pastoral Counselor** — **Purpose:** Serve the Oregon District in an advisory capacity. As spiritual leaders, they prepare devotions and worship services as requested, attend the Oregon District conventions, Board of Directors and Executive Committee meetings, prepare reports and other duties as set out in the Standing Rules and Procedures Manual.

Potential Candidates: \_\_\_\_\_

F. **Nominating Committee** (3 positions) — **Purpose:** Submit a slate of candidates for offices. Submit and select names of at least one candidate for each elective office to be filled with written consent of nominees, submit their resumes to the VP of Communication and to each group prior to convention. Prepare printed ballots.

Potential Candidates: \_\_\_\_\_

MAIL THIS FORM WITH POTENTIAL CANDIDATE NAMES TO ONE OF THE NOMINATING COMMITTEE MEMBERS:

Deb Weaver  
2469 W 10<sup>th</sup> Ave.  
Junction City, OR 97448

Priscilla Greig  
6109 NW Jetty Ave  
Lincoln City, OR 97367

Char Kroemer  
29950 NE Wilsonville Rd  
Newberg, OR 97132

*For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope (Jeremiah 29:11 ESV).*

**For more information regarding office leadership, visit [lwml.org](http://lwml.org), hover over the Service tab in the menu at the top, scroll down, and click on Leadership Development for more helpful resources.**