

OKLAHOMA DISTRICT LWML GUIDELINES FOR ELECTED OFFICERS

Section 1

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District President

Read Bylaws of Oklahoma District LWML, Article VII, Section 1

Review District and Zone Guidelines.

Meetings

1. Presides at District Conventions and at all meetings of the Oklahoma District LWML Board of Directors (BOD).
2. Sets date and site for BOD Meetings in consultation with board members.
3. Prepares Official Call to Meeting and Agenda for BOD meetings.
4. Makes duty and activity assignments for BOD Meetings.
5. Prepares Convention Agenda and executes upon BOD approval.
6. Makes board member duty and activity assignments for District Convention.
7. Prepares written and oral reports for District Convention.
8. Requests Corresponding Secretary send welcome cards to new pastors and other cards as needed.
9. Sends Convention information to national LWML Representatives (Form-Page 5, LWML Procedure Manual).
10. Prepares District President Reports for national LWML BOD meetings.
11. Attends national LWML BOD meetings (late Jan. & June - odd year; late Jan. – even year).
12. Maintains records and files for successor.

Appointments

1. Appoints committees, special personnel and task force members and requests BOD approval.
 - A. Recommends appointees to the BOD.
 - B. Confirms appointee after BOD approval.
2. Informs national LWML President and Business Office of any officer changes.
3. Assigns a vice president to chair the district retreat at least nine (9) months prior to event.

Official Representative

1. Serves as official spokesman for the Oklahoma District LWML.
2. Serves as liaison and ex-officio board member for the Oklahoma District LCMS.
 - A. Represents LWML when attending District LCMS Conventions and activities.
 - B. Appoints a vice president if president cannot attend.
 - C. Prepares a report for OK District LCMS Convention Manual as requested.
 - D. Invites LCMS OK District President to attend the OK District LWML Convention.
3. Invites District Convention speakers upon approval of the BOD.
4. Represents LWML at LCMS auxiliary and recognized service organization (RSO) events.
5. Prepares a written and oral report for Zone Fall Fests.
 - A. Attends Fall Fests alternating zones from year to year, if necessary.
 - B. Appoints a vice president if president cannot attend.
6. Responds to letters, email, and phone messages promptly.

Vouchers

1. Approves vouchers for payment of legitimately incurred expenses.
2. Retains a copy of vouchers, file with corresponding meeting reports.

Ex-Officio Membership

1. Serves as an ex-officio member of all committees except the Nominating Committee.
 - A. Is informed of all committee activities.
 - B. Receives information and correspondence relating to committee activities.
2. Serves as an ex-officio member of the OK Dist. LCMS.
 - A. Attends meetings as requested.
 - B. Serves on District LCMS committees as requested.

New Societies

1. Receives notification of societies desiring LWML membership.
2. Sends Application Form and *Letter of Welcome* to new societies.
3. Presents *Request for Membership* to BOD.
4. Sends *Notification of Membership* to national LWML President.
(Form - Page 2, LWML Procedure Manual).
5. Requests PR Director to send Welcome Packet to new societies.

Publications

1. Writes articles for the OK District LWML *The Voice of Service (VOS)* and website.
2. Writes articles for *The Lutheran Witness* OK supplement upon request of VP of Communication.

Delegates

1. Obtains names and contact information of Zone Delegates and Alternates for national LWML Convention.
2. Forwards delegate, Young Women Representatives (YWR) and Pastoral Counselor information as requested per national timeline. (Convention seating is assigned per district delegate information).
3. Welcomes delegates and YWRs.
4. Assigns Meeting Manager as liaison, sharing detailed information of procedures and travel plans.
5. Sends delegate changes as they occur to national LWML.

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

Vice President of Christian Life

Read Bylaws of Oklahoma District LWML, Article VII, Section 2

The VP of Christian Life promotes, provides and encourages Bible study at all District LWML activities, to include meetings, retreats, and zone events.

Purpose of the Office

1. Reaffirms spiritual growth of God's people is the primary function of the church.
2. Equips individual women for greater service in God's Kingdom.
3. Assists and encourages LCMS women to recognize their service potential.
4. Motivates women to grow in faith and in service to the Lord.

Responsibilities of the office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events

3. Presents a written VP of Christian Life activities report to the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes departmental activities occurring since the last BOD meeting.
 - B. Report is due upon request of the Communication Department.
4. Provides articles for Oklahoma District LWML website, VOS, and *The Lutheran Witness*, Oklahoma Section upon request.
5. Prepares a Christian Life report for the Convention manual.
6. Assists other vice presidents in planning retreats and workshops.
7. Composes and compiles evaluations for zone and district events
8. Provides or authors Bible studies for District and Zone events such Spring Flings, Fall Fests and Retreats.
 - A. Input from the Pastoral Counselor is required.
 - B. Materials used should be LWML approved.
9. Prepares a packet containing event materials to be given in hard copy as well as an electronic format to Zone Presidents and PR representatives at the appropriate BOD. These may be mailed if necessary.
10. Reviews District Bylaws and Guidelines.
11. Maintains records and files for successor.

Skills: Computer, email, communication, organization and writing

District and Zone Event Themes and Packets

1. Spring Fling, Fall Fest, retreats and workshop themes are chosen by the Christian Life Committee and presented for BOD for approval.
 - A. Presents Spring Fling theme/Bible verse to BOD in fall of even years.
 - B. Presents Fall Fest theme /Bible verse is presented to spring BOD each year.
 - C. Works with the Christian Life Committee and assigned Pastoral Counselor to prepare and review Bible studies for events.
 - D. Coordinates artwork and designs through the VP of Communication and graphic designer
 - E. Receives approval of all work from DP.
 - F. Distributes materials through Communication Department and Zone PR Reps.
2. A packet is given in hard copy form to Zone Presidents and PR Reps. at BOD prior to the event. Packet contains:
 - A. Registration Flyer/Form
 - B. Proposed agenda
 - C. Opening devotion
 - D. Bible study (Copy must be given to Bible study leaders)
 - E. Sketch (if desired)
 - F. Gifts from the Heart Dedication (if desired)
 - G. Installation of Officers (Fall Fest only)
 - H. Closing Devotion
 - I. Evaluation
 - J. CD with copy of all the above items
3. Three (3) copies of packet are given to District Archivist/Historian one week after event.

Bible Study

1. Zone President and Pastoral Counselor designate Bible study leader(s) for event.
2. Prior to event, Pastoral Counselor reviews Bible study with designated leader(s).

Maintain all Christian Life material

1. Historical correspondence
2. Bible studies and devotional materials
3. Compiled evaluation results
4. Research
5. Bible verses

Coordinate with VP of Communication to update LWML members through

1. *The Voice of Service*
2. *The Lutheran Witness*
3. *Lutheran Woman's Quarterly*
4. Oklahoma LWML website

Vice President of Communication

Read Bylaws of Oklahoma District LWML, Article VII, Section 3

The VP of Communication must maintain communication between national, district, zones and societies using multiple venues.

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Presents a written VP of Communication activities report for inclusion in the BOD meeting packet.
 - A. Report includes departmental activities occurring since the last BOD meeting.
 - B. Report is due upon request of the Communication Department.
4. Prepares convention manual through completion (see below under convention manual).
5. Prepares a Communication report for the convention manual.
6. Assists other vice presidents in planning retreats and workshops.
7. Works with the assigned District Pastoral Counselor.
8. Supervises oklwml.org website activity in conjunction with the webservant.
9. Edits and reviews all submitted articles for *The Voice of Service*, *The Lutheran Witness* and *Lutheran Woman's Quarterly*.
10. Coordinates all designs and logos for zone and district event materials.
11. Reviews District Bylaws and Guidelines.
12. Prepares and mails welcome gift for new pastor in district unless personally presented by DP.
13. Maintains records and files for successor.

Responsibilities (national)

1. Maintains contact with national LWML Department of Communication.
2. Communicates news from national website to our district.

Skills: Organizational, people, delegating, writing/editing, computer and communication

Communication Committee

1. Serves as chairman of the Communication Committee.
2. Coordinates all district and zone publicity in conjunction with the web servant, *The Voice of Service* editor, PR director, graphics designer and zone PR Reps.
3. The Communication Committee includes:
 1. VP of Communication (chair)
 2. District Editor - *The Voice of Service*
 3. Web Servant
 4. PR Director

Oklahoma District LWML Convention Manual

The VP of Communication is responsible for the District Convention Manual. Duties include gathering reports, photos, bios, and statistics; planning the layout design; and coordination with printer.

Oklahoma District Officer Guidelines

The VP of Communication will review the District LWML Guidelines every biennium and update as needed. Each officer is asked to review her duties, giving recommendations for changes.

Vice President of Gospel Outreach

Read Bylaws of Oklahoma District LWML, Article VII, Section 4

The VP of Gospel Outreach is focused on mission needs within our district and beyond. Communication of current Mite goal and mission grant funding is essential. The VP will encourage and promote mite giving and grant with assistance from the Communication Department.

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Presents a written VP of Gospel Outreach activities report to the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes departmental activities occurring since the last BOD meeting.
 - B. Report is due upon request of the Communication Department.
4. Prepares a Gospel Outreach report for the Convention manual.
5. Assists other vice presidents in planning retreats and workshops.
6. Initiates grant selection process with Gospel Outreach Committee and assigned Pastoral Counselor.
7. Communicates current mite goal and funded grants to the BOD and Communication Department for *The VOS* and website.
8. Obtains BOD approval for mission grant funding.
9. Reviews, prior to printing, Convention Manual Report from Treasurer confirming Mission Grant status.
11. Maintains records and files for successor.

Skills: Organizational, communication, compassion, awareness and proactive planning.

District Convention/Mission Grants

1. Prepares a chart of selected Mission Grants for the BOD, Zone PR Reps, *The VOS* and website within two (2) weeks following the district convention.

2. Sends confirmation letter and Request for Funding Form to each selected grant recipient.
3. Grant request not selected are informed by letter by within two (2) weeks of district convention.
4. Immediately informs national VP of Gospel Outreach results of District Grants selected using specified form.
5. Presents to BOD grant funding requests received since last BOD meeting. Makes motion for BOD approval. Requests must be reviewed with the treasurer, prior to the meeting.
6. Obtains grant funding check from District LWML Treasurer and forwards to recipients with confirmation letter.
7. Communicates district and national current mite goals and funded grants to the BOD and Communication Department for *The VOS* and website.
8. Writes articles for *The VOS*, *The Lutheran Witness* and website as requested.
9. Contacts national VP of Gospel Outreach to assist in their booth at national convention.
10. In conjunction with the Communication Department, sends Mission Grant Request information to societies, *The VOS* and website by July 1 of odd years.
11. Receives and compiles a list of grant proposals numbering in order received. Deadline must be observed.
12. Forwards copies of grant proposals to committee members, District President (DP), and assigned Pastoral Counselor two (2) weeks prior to grant selection meeting.
13. Grant Selection Meeting is held by November 1 of odd years.
14. Presents for approval at the BOD Winter Meeting, grant proposals and recommended grant goal.
15. Prepares proposed Mission Grants in written form for convention manual.
16. Prepares and presents Mission Grant Proposals Video at district convention.
17. Informs Delegates on voting procedure for Mission Grant balloting at convention.
18. Proposes Oklahoma sponsored Mission Grants for national LWML Convention, must have district BOD approval prior to submission. National deadline is September of even years.

Mission Servants Committee

1. The VP of Gospel Outreach shall serve on the Mission Servants Committee.
2. The Mission Servants Committee shall be comprised of the Chairman, assigned Pastoral Counselor and two (2) members appointed by the Chairman and District President.
3. Assists as needed with special projects.
4. Submits articles for the OK District LWML, *The Voice of Service*, and website as requested.

Vice President of Special Focus Ministries

Read Bylaws of Oklahoma District LWML, Article VII, Section 5

The VP of Special Focus Ministries coordinates groups within the organization that enhance the ability to include a wide diversity of women in the church. This enhancement includes women of different ethnic backgrounds and various ages.

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Presents a written VP of Special Focus Ministries activities report to the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes departmental activities occurring since the last BOD meeting.
 - B. Report is due upon request of the Communication Department.

4. Prepares a Special Focus Ministries report for the Convention manual.
5. Assists other vice presidents in planning retreats and workshops.
6. Works with the assigned District Pastoral Counselor.
7. Communicates with Zone Presidents and Zone PR Reps about all Special Focus Ministries activities.
8. Maintains records and files for successor.

Skills: Computer, email, communication, organization and writing

Young Women Committee

1. Is chaired by the VP of Special Focus Ministries.
2. Is comprised of the following:
 - A. Chairman
 - B. Assigned Pastoral Counselor
 - C. Current Young Women Representatives (YWRs) or two (2) members appointed by the Chairman and District President.
3. Will serve for two (2) years.

Student Care & Referral

1. Requests district pastors and society presidents to complete the ‘Student Connect Information Form’ by September 1. (Form found online at lcmscampusministry.org/StudentConnect.php) Information is forwarded to campus ministers.
2. Requests confirmation of referrals from pastors/society presidents by email and compiles a list by October 1.
3. Includes this list of students in BOD report.
4. Encourages district and BOD in communication with students at least once each year.

Teen LWML Committee

1. Is chaired by the VP of Special Focus Ministries.
2. Is comprised of the Coordinator(s) and the VP of Special Focus Ministries.
3. Will serve for two (2) years.
4. Encourages teen girls to be active in LWML activities designed especially for them.

Heart to Heart Sisters Committee

1. Is comprised of the following:
 - A. Coordinator(s)
 - B. VP of Special Focus Ministries
 - C. One or more members appointed by the coordinator and the District President.
2. Encourages women of various ethnic backgrounds to be active in LWML.
3. Will serve for two (2) years.

Vice President of Organizational Resources

Read Bylaws of Oklahoma District LWML, Article VII, Section 6

The VP of Organizational Resources may perform the duties of the office of the President in her absence or at the request of the President. This VP is responsible for LWML District Guidelines being in compliance with the LWML District Bylaws. She also encourages, initiates, and motivates focus groups that work within the district congregations heightening visibility and LWML membership.

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Presents a written VP of Organizational Resources activities report to the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes departmental activities occurring since the last BOD meeting.
 - B. Report is due upon request of the Communication Department.
4. Prepares an Organizational Resources report for the Convention manual.
5. Assists other vice presidents in planning retreats and workshops.
6. Works with the assigned District Pastoral Counselor.
7. Coordinates, Structure Committee, Leader Development Committee, and Blitz Team
8. Encourages and promotes membership.
9. Coordinates articles from Organizational Resources Committees for *The VOS*, *The Lutheran Witness*, and LWML website.
10. Maintains records and files for successor.

Responsibilities (national)

1. Maintains contact with national VP of Organizational Resources and other supporting committees.
2. Supplies information to Organizational Resources committees as received from national.
3. Completes data and reports for national upon request.

V P of Organizational Resources is Ex-Officio on

1. Blitz Team
2. Structure Committee
3. Special Gifts Committee

Leader Development Committee

1. Is chaired by the VP of Organizational Resources.
2. Is comprised of the following:
 - A. Chairman
 - B. Assigned Pastoral Counselor
 - C. Two (2) members appointed by the Chairman and District President
3. Supplies resources and shares ideas to encourage and equip women forming new societies.
4. Identifies potential LWML leaders throughout the district.
5. Encourages new and existing leaders.
6. Will serve for two (2) years.

Blitz Team

1. Is comprised of the following:
 - A. MMV trained consultants
 - B. VP of Organizational Resources
 - C. Assigned Pastoral Counselor
 - D. Members appointed by the DP.
 - E. VP of Organizational Resources (ex-officio member)
2. Assists with training and leader workshops.
3. Maintains records of Blitzes presented.
4. Will serve for two (2) years.

Structure Committee

1. Is comprised of the following:
 - A. Structure Chairman
 - B. One or more members appointed by the chairman and the District President
 - C. VP of Organizational Resources (ex-officio member)
 - D. Parliamentarian (ex-officio member.)
2. Will serve for two (2) years
3. Functions and duties are detailed in these guidelines under OK. District Guidelines for Committees.

District Recording Secretary

Read Bylaws of Oklahoma District LWML, Article VII, Section 7

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Records Minutes of all meetings.
4. Presents a written copy of the Minutes to VP of Communication for inclusion in the BOD packet.
5. Maintains records and files for successor.

Skills: Attention to detail, grammar and computer.

Minutes

1. Records, then forward Minutes to the District President (DP) and Minutes Review Committee in a timely manner.
2. Upon review and editing by the DP and Minutes Review committee, corrected Minutes are emailed to the BOD.
3. Presents a written copy of the Minutes to VP of Communication for inclusion in the BOD packet.
4. Minutes are presented at the next BOD meeting for final edits and approval.
5. The approved Minutes of all meetings are emailed in a timely manner to:
 - A. LWML DP
 - B. BOD Members
 - C. Oklahoma District President
 - D. LWML national President
6. Retains a hard copy of final approved Minutes as a permanent record.

District Conventions

1. Records, then forward Convention Minutes to DP and Minutes Review Committee in a timely manner.
2. Upon review and editing the Minutes by the DP and Minutes Review committee, corrected Minutes are emailed to the BOD and national LWML President.
3. Prepares a Certificate of Membership (Charter) for DP's presentation welcoming new societies.
4. Retains a hard copy of final approved Convention Minutes as a permanent record.

District Corresponding Secretary

Read Bylaws of Oklahoma District LWML, Article VII, Section 8

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings, and events.
3. Presents a written Corresponding Secretary report to the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes received and written correspondence processed since the past BOD meeting.
 - B. Report is due upon request of the Communication Department.
4. Reports and read correspondence to BOD as requested by the District President.
5. Notify national LWML with contact information of elected and appointed LWML BOD members.
6. Maintains a directory of LWML district, zone, and society officers, committees and personnel.
7. Maintains an updated district mailing list of *Lutheran Woman's Quarterly* recipients.
8. Writes cards and letters at the request of the DP.
9. Upon DP request, sends welcome cards to new pastors and other cards as requested.
10. Maintains records and files for successor.

Skills: Computer, accuracy and attention to detail.

Lutheran Woman's Quarterly

1. Receives *Lutheran Woman's Quarterly* mailing list from national LWML.
 - A. Reviews for any necessary changes.
 - B. Immediately informs national of list changes.
 - C. Mails invoices to societies in early January of every year.
 - D. Invoices also include delegate assessment according to membership numbers.

Forms

1. Society Election Report Form. In February, this form is emailed to Zone Presidents.
 - A. Zone Presidents immediately forward this form to each society requesting current officer contact information.
 - B. Form is returned to Zone President by June 1 with current information.
 - C. Zone Presidents retains information and forwards info to Corresponding Secretary.
 - D. Zone President shares society officer changes with Corresponding Secretary as they occur.
2. Zone Election Report form. In September, this form is emailed to Zone Presidents.
 - A. Zone Presidents compile contact information from zone officers.
 - B. Zone Presidents retains information and forwards info to Corresponding Secretary by October 1.

Membership Directory

The Corresponding Secretary maintains a current District LWML Directory.

- A. Constantly update and gather current contact information from BOD, Zone, and Society officers.
- B. Reviews information with Meeting Manager for accuracy.
- C. A hard copy of directory is distributed at Winter BOD meeting.
- D. Zone Presidents provide current directories to her Zone Society Presidents.

LWML Stationery and Envelopes

Maintains a supply of LWML stationery and envelopes for BOD members' usage.

District Treasurer

Read Bylaws of Oklahoma District LWML, Article VII, Section 9

Responsibilities of the Office:

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Presents a written Financial Report of the current period transactions to the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes itemizing receipts, disbursements and balances for the General Fund, Delegate Fund and Recycling Fund.
 - B. Report is due upon request of the Communication Department.
4. Prepares an updated list of Mission Grant payments and balances.
5. With Special Gifts Chairman, provides a Special Gifts Fund financial summary for the BOD.
6. Prepares an Annual Financial Report for fiscal year April 1 to March 31 for the Spring BOD meeting.
 - A. Financial Records are to be kept for two (2) biennia (4 years) and forwarded to the Archivist/Historian to keep indefinitely. A CD of this information is also retained.
 - B. A second CD of this information is retained by the DP.
7. Maintains records and files for successor.

Skills: computer, organizational, accuracy, math, and communication.

Check Writing Requirements

Vouchers and District President (or her designee) approval are a must for all checks. Hard copies of electronic requests and approvals are honored. NO EXCEPTIONS.

Mite Distribution

Twenty-five percent (25%) of Mite Offerings are designated for national LWML. Noted exceptions are special designation by a group or individual or BOD action. Remittance Vouchers are used with one copy retained for district records, a copy forwarded to the national LWML Treasurer and a third copy attached to the actual remittance which goes to the national LWML office.

Fiscal Year Reports

1. Reviews Financial Secretary's contribution by Society/Zone Report, Recycling Fund Report, Special Gifts Report.
2. Give a copy of all reports to the District President
3. Each Zone President should be given a copy of the District Report showing contributions by zones and ONLY the Zone Report for the zone which she represents.

Recycling Program Distribution

Funds received from the Recycling Program will be distributed in the following manner.

- A. 25% of proceeds are forwarded to national LWML mites.
- B. 10% of proceeds are forwarded Oklahoma District LWML Special Gifts Fund.
- C. Expenses from BOD meetings and training events are paid from this fund with BOD approval.
- D. Balance of funds is distributed by requests to and approval from the Recycling Committee.

Recycling Fund Special Designation

At the November 1, 2003 Oklahoma District LWML BOD meeting, an annual stipend of \$100 per MMV Consultant was approved. The stipend from the Recycling Fund is used to reimburse the consultants for presentation expenses. Receipts are required for reimbursement.

Mileage Reimbursement

Mileage Reimbursement is paid at the rate of \$.30 a mile and is submitted on an Expense Voucher documenting the event or purpose for the travel.

Luncheon Expense for BOD Meetings

At the May 31, 2008 Oklahoma District LWML BOD meeting, a meal cost of \$4 per plate was approved for attending BOD members. Guest meal cost is approved by the DP. An Expense Voucher is submitted by the meeting manager on behalf of the hosting society.

Biennial Report

1. Prepares a Biennial Report for the convention manual with transactions through February 28 of convention year. Any variance on this date must have BOD approval.
2. Prior to submission for printing, a copy of this Biennial Report is forwarded to VP of Gospel Outreach for reviewing paid Mission Grants.
3. Submits records for a Financial Review Audit at the close of the biennium. The audit is conducted by an outside source selected by the DP.

Receipts

Receipts from the following events are designated for the Oklahoma District LWML Mite Goal unless otherwise instructed by the BOD.

1. District Convention Offering
2. Fall Fest Offering
3. Spring Fling Offering
4. Other specified donations

Mission Grant Funding

Mission Grant monetary funding is sent directly to the Mission for whom it is intended.
(LCMS request, 1991)

Contributions

Contributions of \$250 or more must have written acknowledgment no goods or services exchanged. The acknowledgement includes a good faith estimate of value. This is required under the charitable deduction IRS code.

Donations

Donations remain in the Oklahoma District LWML for Mission Grants unless otherwise instructed or directed by the Donor or the BOD.

District Financial Secretary

Read Bylaws of Oklahoma District LWML, Article VII, Section 10

Responsibilities of the Office

1. Serves as a voting member of the District LWML BOD.
2. Attends all BOD, related meetings and events.
3. Presents a written Financial Report of the current period transactions to the DP and the VP of Communication for inclusion in the BOD meeting packet.
 - A. Report includes receipts from societies, and other income sources.
(Mites, Delegate, Recycling, Special Gifts)
 - B. Report is due upon request of the Communication Department.
4. Prepares an Annual Financial Report for fiscal year April 1 to March 31 for the Spring BOD meeting.
 - A. Financial Records are to be kept for two (2) biennia (4 years) and forwarded to the Archivist/Historian to keep indefinitely. A CD of this information is also retained.
 - B. A second CD of this information is retained by the DP.
5. Maintains records and files for successor.

Skills:

Computer, math, accuracy

Fiscal Year Report

1. Prepares a year-end report of contributions according to zones and societies.
2. Forwards report to DP and Treasurer.
3. After review, report is forwarded to VP of Communication for inclusion in the Spring BOD meeting packet.
4. Zone President are given a copy of their zone report for sharing with societies.

Biennial Report

1. Prepares a Biennial Report for the Convention Manual with transactions through February 28 of convention year. Any variance on this date must have BOD approval.
2. Submits records for a Financial Review Audit at the close of the biennium. The audit is conducted by an outside source selected by the DP.

Society Treasurers Directive

Every September, the Financial Secretary forwards to Society Treasurers instructions on monetary remittances. This includes procedures, mailing and contact information of the Financial Secretary and remittance forms.

Checks are payable to Oklahoma District LWML.

Contributions

Contributions of \$250 or more must have written acknowledgment no goods or services exchanged. The acknowledgement includes a good faith estimate of value. This is required under the charitable deduction IRS code.

Donations

Donations remain in the Oklahoma District LWML for Mission Grants unless otherwise instructed or directed by the Donor or the OK District BOD.

Pastoral Counselors

Read Bylaws of the Oklahoma District LWML, Article XI

Responsibilities of the Office

1. Serves the District LWML in an advisory capacity.
2. Attends all BOD, related meetings conventions and zone events as a non-voting member.
3. Conducts a Bible study at BOD meetings, alternating Junior-Senior Counselor at DP request.
4. Conducts doctrinal review of Bible studies, worship, and devotions written by District LWML Committees.
5. Authors articles for *The Voice of Service*, *The Lutheran Witness* and other publications upon request.
6. Maintains records and files for successor.

Senior Counselor

1. Presents sermon/homily and installs LWML officers at LWML District Conventions.
2. Serve as Pastoral Counselor on LWML district committees selected by the DP.
3. Serves as alternate if Junior Counselor is unable to fulfill duties.
4. Prepares a report for the District Convention Manual at end of term.
5. Maintains records and files for successor.

Junior Counselor

1. Plans, writes and arranges Worship Services for District Conventions, Retreats, Zone Events and other events as needed.
2. Serve as Pastoral Counselor for LWML District Committees selected by the DP.
3. Serves as advisor to Delegates and attends the national LWML Conventions.
4. Serves as alternate if Senior Counselor is unable to fulfill duties.
5. Prepares a report for the District Convention Manual.
6. Maintains records and files for successor.

Oklahoma District LWML Guidelines for Appointed Personnel

Section 2

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The Nominating Committee

1. Read Bylaws of Oklahoma District LWML, Article VIII

2. Selection of Nominating Committee

- A. Each Zone elects one member to serve on the District Nominating Committee. This election occurs at the Fall Zone Event in even-numbered years.
- B. At the first Board of Directors meeting in the odd year, a Chairman is elected by the BOD from the Nominating Committee members.

3. District President will provide Chairman with files

- A. Committee member contact information
- B. District Bylaws and Guidelines including Nominating Committee and Elected Officer guidelines
- C. A supply of stationery
- D. CD containing copies of letters referred to in number 11 of these guidelines.

4. Corresponding Secretary provides a current district directory

5. Responsibilities of the Chairman of the Nominating Committee

- A. Contact society presidents by mail or email using Nominee Request to Societies letter. (Letter includes all members of nominating committee and their contact information.)
- B. Send letter/email by April 15 of odd year with return deadline of June 1.
- C. Consider nominations from other LWML members as well.
- D. Clarify that candidate consent is not required at this time.
- E. Stress importance of choosing qualified candidates.

6. The nominating committee will convene at the second BOD (odd year)

At this meeting the chairman will:

- A. Compile qualifications of nominees for each committee member making note of any multiple nominations.
- B. Invite District President for brief consultation.
- C. Open with prayer.
- D. Review with Committee the District Officer Guidelines on responsibilities of officer positions to be filled.
- E. Present list of possible nominees for discussion and take committee vote. (Do not consider multiple candidates from one society. Attempt to utilize the entire district.)
- F. List nominees in order of committee preference.

7. Nominating Committee Members are assigned by the chairman, to secure two (2) candidates per office

The chairman is to be kept informed on progress.

- A. Nominee's Recommendation Letter for Pastors is sent requesting a reference and the Pastor Nominee Recommendation Form are enclosed for his written response.
- B. Upon positive pastor's response, nominee is contacted by letter/email for consent of candidacy using the Nominee Request for Candidacy letter. Duties of the office are included for her consideration. Duties are found in the district guidelines.
- C. If nominee accepts candidacy, she is required to complete Candidate Biographical Information Form.

- D. This form is submitted along with a black and white passport type photo to the Nominating Committee Chairman by January 1 of even year. These will be used for convention issue of *The Voice of Service* and convention manual.

8. BOD approved pastoral counselor nominees, (no more than 4) are reviewed by the Nominating Committee for final selection of two (2) candidates. This selection should be completed prior to the fall BOD meeting

9. The Nominating Committee Chairman will present the preliminary slate of officers and pastoral counselor candidates at the Fall BOD meeting

- A. The Nominating Committee may convene at this meeting for further deliberation.
- B. Prior to presentation at BOD, the Chairman should update the District President.
- C. Request BOD approval of slate.
- D. Send each candidate a Candidate Letter of Confirmation.

10. The Nominating Committee Chairman

- A. Prepares a complete Slate of Officers. The slate should have at least two (2) and no more than four (4) candidates per office.
- B. Secures approval from the Nominating Committee.
- C. Submits to District President and VP of Communication, a nominating committee approved slate of officers by January 15 of even year.
- D. Prepares Convention Officer Ballot.
- E. Presents to the Convention body, the official Slate of Officers.
- F. Sends Candidate Appreciation letter to those not elected.

11. Nominating materials are returned to the District President at close of District Convention

Items include:

- 1. Oklahoma District LWML Guidelines and Bylaws
- 2. Nominating Committee Guidelines (contained in District Guidelines)
- 3. District Elected Officer Guidelines (contained in District Guidelines)
- 4. Nominee Request to Societies letter
- 5. Nominee's Recommendation Letter for Pastors
- 6. Pastor Nominee Recommendation Form
- 7. Nominee Request Candidacy letter
- 8. Candidate Biographical Information Form
- 9. Candidate Letter of Confirmation
- 10. Convention Ballot for District Officers
- 11. Candidate Appreciation letter.

SPECIAL APPOINTED PERSONNEL

1. Read Bylaws of Oklahoma District LWML, Article IX

2. The special appointed personnel shall be:

- District Editor
- Public Relations Director
- Archivist-Historian
- Parliamentarian
- Meeting Manager
- Special Gifts Chairman
- Web Servant

DISTRICT EDITOR

Read Bylaws of Oklahoma District LWML, Article IX, Section 2

It is the responsibility of the Editor to prepare LWML news for each issue of *The Voice of Service*, condensing and summarizing the information received from districts, societies and individuals.

1. Responsibilities of the office

- A. Actively participates as a member of the Communication Committee.
- B. Reports to the VP of Communication.
- C. Attends all BOD related meetings and events as a non-voting member.
- D. Attends as many district LWML functions and national conventions as possible.
- E. Prepares the official District Publication Newsletter *The Voice of Service* for distribution within 30 days after each district BOD.
- F. Notify pastoral counselors of their assignment for each Quarterly newsletter.
- G. Prepares a report for the OK District LWML Convention Manual.

2. Items included in the District Convention Issue

- A. 'Official Call' to District Convention
- B. Convention Registration Form
- C. Mission Walk/Exercise Registration Form
- D. List of Candidates for District Offices with biographical sketches and photographs
- E. List and description of the Proposed District Mission Grants

3. Distribution of OK District Newsletter (*Voice of Service*)

- A. Email draft of VOS to VP of Communication, proof readers and District President for editing and approval of articles.
- B. Send final copy of VOS to VP of Communication.
- C. Send final copy of VOS to webmaster to be assigned a link on the Oklahoma District website.
- D. Upon receiving link from webmaster, send electronic link of completed VOS to BOD members, Zone PR Reps, Society Reps, and national LWML Communication Department.

PUBLIC RELATIONS DIRECTOR

Read Bylaws of Oklahoma District LWML, Article IX, Section 3

1. Responsibilities of the office

- A. Actively participates as a member of the Communication Committee.
- B. Reports to the VP of Communication.
- C. Attends all BOD related meetings and events as a non-voting member.
- D. Attends as many district LWML functions and national conventions as possible.
- E. Is a member of the District Convention Planning Committee.
- F. Works through the Zone PR Reps. to inform societies of programs and activities of the LWML with memos, flyers, and other means of communication.
- G. Coordinates the LWML Store.
- H. Communicates with the Editor on news items.
- I. Passes along news releases from national LWML with approval of the DP.
- J. Prepares a report for the OK District Convention Manual.
- K. Maintains records and files for successor.

2. Evaluations

- A. Prepare an Evaluation Form for all District events.
- B. Distribute Evaluations to Host Committee Chairman prior to the event.
- C. Collect the completed Evaluations at conclusion of the event.
- E. Compile an evaluation summary and distribute at the next BOD meeting.

6. PR Brochure

- A. Maintain a supply of the OK District PR Brochure and make them available at all events.
- B. Update the PR Brochure as needed.

7. LWML Store

- A. Order products from the LWML Catalog to sell at District events.
- B. Consult with VP of Communication and DP on products to purchase.
- C. Maintain an inventory of LWML items.
- D. Prepare boxes of LWML products for Zone Presidents to take to each Fall and Spring Event.
- E. Establish a procedure for tracking inventory.
- F. Provide Zone PR Reps with instructions for forwarding receipts to District Financial Secretary.

ARCHIVIST-HISTORIAN

Read Bylaws of Oklahoma District LWML, Article IX, Section 4

1. Responsibilities of the office

- A. Reports to the District President.
- B. Attends all BOD related meetings and events as a non-voting member.
- C. Receives as property of the District Archives such material and artifacts that fall within the scope of the district archives.
- D. Maintain records of materials as they are received.
- E. Compiles and maintains a History of the LWML Oklahoma District.
- F. Encourages the appointment of Zone Archivist-Historians and offer training assistance.

- G. Submits an up-to-date history to the LWML upon request.
- H. Prepares a report for the OK District LWML Convention Manual.
- I. Prepares a display at the District Conventions.
- J. Submits articles for *The Voice of Service*, *The Lutheran Witness* or Concordia Historical Institute upon request.
- K. Maintains records and files for successor.
- L. Submits biennial report to national LWML Archivist-Historian at the end of the OK District LWML Biennium.
- M. Attends national LWML training events as requested by national LWML Archivist-Historian.

2. Items Kept in District Archives

- A. One copy of the Minutes from the Executive and Board meetings of the district.
- B. Names of elected and appointed officers and their office.
- C. All reports of district officers elected and appointed.
- D. One copy of each issue of the Voice of Service.
- E. One copy each of the LWML district news from *The Lutheran Witness*.
- F. All printed materials from District Events.
- G. Reports from all Zone Archivists.
- H. One copy of the District Convention Manual and any other printed materials for the convention.
- I. One copy of the District Biennium Report.
- J. One copy of the District Bylaws.

5. Zone Archivist Sends to the District Archivist after a Zone Rally

- A. Signed copies of Executive and Board Minutes.
- B. Zone Newsletters.
- C. Summary sheet from LWML zone activities that lists date, activity and numbers of attendees.

6. Items Kept in Zone Archives

- A. Signed copies of Executive and Board Minutes.
- B. Names of elected and appointed officers and their office.
- C. Reports of Zone officers.
- D. One copy of each issue of the zone newsletter.
- E. One copy each of the LWML district news from *The Lutheran Witness*.
- F. Printed materials from zone events.
- G. Pictures from special events, labeled with who, what, when, and where.
- H. History of the zone.
- I. Current copy of zone Bylaws.

7. Biennium Report

- A. A Biennium Report is sent to the national LWML archivist-historian within 30 days of the District Convention.
- B. The report includes the following:
 1. Signed Minutes of the Executive Board and board meetings.
 2. Names of newly elected and appointed officers and their office.
 3. Each issue of *The Voice of Service*.
 4. LWML district news from *The Lutheran Witness*.
 5. Summary sheet listing all LWML district events and the attendance for each.
 6. District Convention Manual.
 7. District Bylaws after any update.

PARLIAMENTARIAN

Read Bylaws of Oklahoma District LWML, Article IX, Section 5

1. Responsibilities of the office

- A. Reports to the District President.
- B. Attends all BOD related meetings and events as a non-voting member.
- C. Be responsible to advise the President or members on parliamentary procedure upon request.
- D. Attends as many District LWML functions and national Conventions as possible.
- E. Is an Ex-officio member of the Structure (Bylaws) Committee.
- F. Prepares a report for the OK District Convention manual.
- G. Maintains records and files for successor.

MEETING MANAGER

Read Bylaws of Oklahoma District LWML, Article IX, Section 6

1. Responsibilities of the office

- A. Reports to the District President.
- B. Attends all BOD related meetings and events as a non-voting member.
- C. Attends as many District LWML functions and national Conventions as possible.
- D. Is a member of the District Convention Planning Committee.
- E. Develops and administers meeting service support arranging for site, meals and housing as necessary for all district events as directed by the president. Maintains and provides reusable name tags and place cards at each meeting as appropriate.
- F. Seeks, negotiates, and reserves sites of District conventions, retreats and other events as directed by the president. Serves as the liaison with the site personnel making requests known to meet what is necessary the event to transpire.
- G. Maintains Acknowledgement Release Forms of attendees at various functions and events.
- H. Prepares a report for the OK District Convention Manual.
- I. Maintains records and files for successor.

SPECIAL GIFTS CHAIRMAN

Read Bylaws of Oklahoma District LWML, Article IX, Section 7

1. Responsibilities of the office

- A. Reports to the District President.
- B. Attends all BOD related meetings and events as a non-voting member.
- C. Attends as many district LWML functions and national conventions as possible.
- D. Receives special gifts and bequests.
- E. Promotes the Special Gifts Fund.
- F. Submits a Financial Report to the District Treasurer at the end of each quarter.
- G. Submits an annual Financial Statement of the Fund to the Board of Directors at its first meeting of the fiscal year
- H. Prepares a report for the OK District Convention Manual.
- I. Maintains records and files for successor.

WEB SERVANT

Read Bylaws of Oklahoma District LWML, Article IX, Section 8

1. Responsibilities of the office

- A. Actively participates as a member of the Communication Committee.
- B. Reports to the VP of Communication.
- C. Attends all BOD related meetings and events as a non-voting member.
- D. Attends as many district LWML functions and national conventions as possible.
- E. Creates and maintains the Oklahoma District LWML website.
- F. Updates the website after each board meeting.
- G. Updates the website when there are officer changes, special events, etc.
- H. Posts LWML forms on the website.
- I. Posts and prepares a link to *The Voice of Service* on the website and sends link to editor.
- J. Prepares a Report for the District Convention Manual.

2. Domain Name:

- A. The domain name of the Oklahoma District LWML Web page is oklwml.org.
- B. The right to this domain name must be paid for each year.
- C. An Internet Service Provider (ISP) host must be contacted and arrangements made to host the Web page.

DISTRICT PLANNING FACILITATOR

1. Responsibilities of the office

- A. Reports to the District President.
- B. Attends all BOD related meetings and events as a non-voting member.
- C. Attends as many district LWML functions and national conventions as possible.
- D. Conduct planning workshops as directed by the District President.
- E. Serve on the District Convention Planning Committee.
- F. Prepares a report for the OK District Convention Manual.
- G. Maintains records and files for successor.

Oklahoma District LWML Guidelines for Committees

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STANDING COMMITTEES

1. Read Bylaws of LWML, Oklahoma District, Article XII

2. The Standing Committees shall be:

- Christian Life Committee
- Communication Committee
- Heart to Heart Sisters Committee
- Leader Development Committee
- Mission Grants Committee
- Mission Servants Committee
- Structure Committee
- Young Women Committee
- Teen LWML Committee

CHRISTIAN LIFE COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 2

The Vice President of Christian Life will serve as chairman with two (2) or more members.

COMMUNICATION COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 3

The Vice President of Communication will serve as chairman. Members include the Editor, Public Relations Director, and the Web Servant. Optional members may include Graphic Designers and Proof Readers.

HEART TO HEART SISTERS COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 4

The District President shall appoint a chairman and two (2) members. The Vice President of Special Focus Ministries shall serve as an ex-officio member.

LEADER DEVELOPMENT COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 5

The Vice President of Servant Resources will serve as chairman with two (2) or more members.

MISSION GRANTS COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 6

The Vice President of Gospel Outreach will serve as chairman with two (2) or more members.

MISSION SERVANTS COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 7

The District President shall appoint a chairman and two (2) or more members. The Vice President of Gospel Outreach shall serve as an ex-officio member.

1. Responsibilities of the committee

- A. Encourages zones and societies to participate in Mission Projects.
- B. Assist zones and societies with ideas for Mission Projects and helps coordinate activities as needed.
- C. Manages the Disaster Relief Fund. Coordinates the collection and distribution of funds collected for the purpose of providing financial aid to those who experience a disaster. Presents approval for payout of funds to the Vice President of Gospel Outreach and President as they are received. Prepares a report for each BOD meeting regarding funds collected and disbursed for each reporting period.
- D. Manages Gifts from the Heart and oversees Lutheran World Relief drives (see below).

Gifts from the Heart

1. Obtains information on Gifts from the Heart at District and national LWML Conventions.
2. Presents this information to the BOD for approval.
3. Publicizes Gifts from the Heart at District Convention with Communication Department.
4. Coordinates collection and proper distribution of District Convention Gifts from the Heart.
5. Assists Zone PR Reps in publicizing Gifts from the Heart for zone events.

Lutheran World Relief Drive

1. Distributes "LWR Society Tally Form" to Zone Presidents at Spring/Summer BOD meeting.
2. Provides Zone Presidents and societies with information on proper packing, weighing, and labeling of LWR items.
3. Offers ideas on funding zone transportation of items to LWR pick up locations.
4. Provides locations, times and pick up information to Zone Presidents and societies.
5. Presents a District Tally Sheet Report at the Winter BOD meeting.
6. Works with the VP of Communication to publish reports in *The VOS* and on website.

STRUCTURE COMMITTEE

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 8

The District President shall appoint a chairman and one (1) member. The Vice President of Organizational Resources shall serve as an ex-officio member.

1. Responsibilities of the committee

- A. Encourages zones and societies to review their Bylaws regularly.
- B. Assist zones and societies regarding changes to Bylaws.
- C. Keep an Official copy and back up disk of each Zone's Bylaws.
- D. Keep Bylaws resources available for use by District, Zone, and Society officers.

2. Board of Director Meetings

- A. Chairman attends District Board of Directors noting Bylaws that may not be meeting the needs of the organization.
- B. Research Bylaws topics as requested by the President, Counselors or Board of Director members.
- C. Observe the impact of current LWML Bylaws and be prepared to explain needed revisions.

3. Revisions

- A. Prepare a draft copy of suggested changes
- B. Send draft to committee members and affected BOD members for input.
- C. Rewrite proposed changes and send for final approval to the committee members.
- D. Submit proposal to Board of Directors for action.
- E. Send seven (7) copies of proposed Bylaws to the Chairman of the national LWML Structure Committee for their approval and/or suggestions. These may be submitted electronically.
 - 1. The national Structure Committee desires two months to answer.
 - 2. When changing District Bylaws to comply with national Bylaw changes, expedience is important to have proposed Bylaws ready for District Convention.
- F. Using national LWML Structure Committee suggestions, prepare final draft for BOD approval.
- G. Publish proposed changes and/or amendments in the convention issue of *The Voice of Service* and include in delegate packet.
- H. Approval by a two-thirds (2/3) majority is required to pass Bylaw changes.
- I. Prepare copies of revised Bylaws and distribute to BOD members.
- J. Send an electronic copy of revised Bylaws to VP of Communication for publication on the website.
- K. Send seven (7) copies of revised Bylaws to the national LWML Structure Committee. These may be submitted electronically.
- L. Keep an official copy of the national LWML and District LWML Bylaws in the Structure Committee Handbook.

COMMITTEE ON YOUNG WOMEN

Read Bylaws of the LWML, Oklahoma District, Article XII, Section 9

The District President shall appoint a chairman and two (2) members. The Vice President of Special Focus ministries shall serve as an ex-officio member.

1. Responsibilities of the committee

- A. Publicize Young Women program.
 1. Inform Zone Presidents, Societies and Pastors of Young Women's program and encourage dissemination of this information to young women of the district.
 2. Provide materials for publicity purposes to the Vice President of Communication.
- B. Direct the election of YWRs for the national LWML Convention.
- C. Plan special activities for all young women who attend the District Fall Retreat.
- E. Plan special activities for all young women who attend the District Convention.
- F. Plan special activities for all women, especially the young women of the district.
- G. Prepare a Young Woman's Packet that can be shared upon request.
- H. Report to Oklahoma LWML Board of Directors at regular meetings.
- I. Write articles as requested for *The Voice of Service*.
- J. Share copies of the national LWML newsletters and any other pertinent information to the new YWRs.
- K. Keep an updated communication list of potential and active young women in the district. COMMITTEE ON YOUNG WOMEN

2. Election of District YWR for national LWML Convention

- A. Review and update YWR application available on the district web site.
- B. Solicit YWR applicants through *The Voice of Service*, social media, the Oklahoma LWML webpage, officers, pastors and Zone PR Reps.
- C. Receive and screen applications for District YWR by January 1 of odd numbered years.
- D. Prepare information on candidates and send to the Board of Directors before Winter BOD meeting.
- E. Election shall be by the Board of Directors at the Winter BOD, odd calendar year. The two (2) candidates receiving the highest number of votes shall be the YWRs. If a YWR is unable to attend, the one with the next highest number of votes shall attend.

3. Duties of Committee on Young Women Chairman

- A. Coordinate and publicize the YWR Program for Oklahoma.
- B. Establish guidelines to select qualified representatives for Oklahoma District YWRs.
- C. Maintain and resource library of young women's Bible studies, programs and ideas.
- D. Prepare a young women's packet that can be shared upon request.
- E. Report to each regular meeting of the LWML Oklahoma District Board of Directors.
- F. Write articles as requested for *The Voice of Service*.
- G. Share copies of the national LWML newsletters and other pertinent information with new YWRs.
- H. Keep a communications list of young women in the district.
- I. Prepare materials and programs for district conventions.
- J. Assist in choosing new YWRs to send to national convention.

Teen LWML Committee

(no guidelines currently available)

SPECIAL COMMITTEES

The Special Committees shall be:

- Financial Review
- Special Gifts
- Minutes Review
- Recycling
- Blitz Team

Financial Review Committee

Read Bylaws of the LWML, Oklahoma District, Article XIII, Section 1

Special Gifts Committee

Read Bylaws of the LWML, Oklahoma District, Article XIII, Section 2

1. Name

The name of this fund shall be called Oklahoma District Lutheran Women's Missionary League Special Gifts Fund. It shall be the Endowment Fund of this District.

2. General Purpose of this Special Gifts Committee

- A. Receive gifts and bequests for use in the mission and ministry of the LWML, Oklahoma District.
- B. To allow for both principal and income from unrestricted gifts and bequests to be used for the purposes, projects and programs recommended by the Special Gifts Fund Committee and approved by the LWML Oklahoma District Board of Directors retaining the greater of the original investment plus 20% of income earned or \$20,000.
- C. Recommend distribution of income and/or principal of the Fund.
- D. Gifts and bequests may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, the use or accumulation of the income, provided that such are acceptable to the LWML Oklahoma District BOD.

3. Duration

The Oklahoma District LWML Special Gifts Fund shall continue in existence and be used as herein provided, unless earlier revoked, so long as the Oklahoma District LWML shall continue to exist. If the Oklahoma District LWML shall cease to exist, then the assets constituting the Fund when the Oklahoma District LWML ceases to exist shall become the property of the national LWML.

4. Governing Committees and Officers

- A. The District President shall appoint a Chairman. The Vice President of Organizational Resources, and the District Treasurer are members of this committee.
- B. The Oklahoma District Financial Secretary of the LWML shall receive the funds for the Special Gifts and deposit in the General account of the district. The District Treasurer shall transfer the

funds quarterly to the approved Professional Investment and management Firm.
(LCEF – Steward Account)

5. Responsibilities of the Committee

- A. Promote and manage the Fund.
- B. Maintain complete and accurate records.
- C. Provide a written financial report of the Fund at each BOD meeting.
- D. A change in the Professional Management Firm is valid only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Oklahoma District LWML BOD.
- E. Meet annually, and more frequently, if deemed for the best interests of the Fund.
- F. A quorum of the Special Gifts Fund Committee shall consist of two (2) members.
- G. Other members of the of the Oklahoma District LWML may serve as advisory members and may employ, at the expense of the Fund income, such professional counseling on investments and legal matters as deemed to be in the best interest of the Fund.
- H. No member of the Special Gifts Fund Committee shall engage in any self-dealing or transactions with the Fund in which the member of the committee has direct or indirect financial interest and shall at all times refrain from any conduct in which her personal interests would conflict with the interest of the Fund.

6. Fiscal Year

- A. For tax, accounting, distribution or other purposes, this account will follow the fiscal year of the Oklahoma District LWML.
- B. An annual Financial Statement of the Fund shall be submitted to the Oklahoma District LWML Board of Directors at the first meeting of the fiscal year.

7. Gifts and Contributions

- A. Gifts and contributions from any individual, firm or corporation, in money, in securities, or in any other form of property, including, by way of explanation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under Will or Trust Instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, may be received by the Fund at any time.
- B. Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including whenever feasible; a designation of the value ascribed to each gift.
- C. Gifts and contributions may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, the use or accumulation of the income provided that such are acceptable to the BOD.

8. Powers

- A. Accept and acknowledge any testamentary or other transfer of property to the fund.
- B. Hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the Fund or in the name of a nominee(s) without disclosing any fiduciary relationship.
- C. Allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss or expenditure incurred.
- D. Vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same.

- E. Make division and distribution of property held in the fund (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the fund;
- F. Protect the Fund and its property by insurance against damage, loss or liability.
- G. Establish checking account(s) in which may be deposited income and/or corpus cash.
- H. Employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets or other agents and employees.

MINUTES REVIEW COMMITTEE

Two (2) members of the Board of Directors shall be appointed by the District President to be responsible for Minutes review at each board meeting.

1. **Responsibilities of the Committee**

- A. Keep notes, much as the Recording Secretary, of motions, resolutions, and pertinent business transacted at the meetings.
- B. Compare notes with a rough draft of the Minutes received from the Recording Secretary making additions, corrections and clarifications where necessary.
- C. Return corrected draft to Recording Secretary within five (5) days.

RECYCLING COMMITTEE

1. **Responsibilities of the Committee**

- A. Promote Recycling.
- B. Secure a company which pays for recycled items.
- C. Receive funds and deposit into the LWML, Oklahoma District treasury, to be tracked in a separate accounting section.
- D. Maintain complete and accurate records.
- E. Provide a written financial report of the Recycling Fund at each BOD meeting.

2. **Disbursements**

- A. Twenty-five percent (25%) of proceeds are sent to national LWML Mites.
- B. Ten percent (10%) of proceeds are given to the OK District Special Gift Fund.
- C. Remaining proceeds are available to be disbursed.
 - 1. Requests are received by the Cartridge Recycling Committee Chairman at least 10 days prior to scheduled Board of Directors Meetings.
 - 2. The Cartridge Recycling Committee will process the requests based on established criteria and Board recommendations for the expenditure of funds.
 - 3. The Board of Directors will have final decision as to the disbursement of these funds.

BLITZ TEAM

(no guidelines currently available)

DELEGATES to NATIONAL LWML CONVENTIONS

Read Bylaws of the Oklahoma District LWML, Article V, Section 2

The following is a detailed explanation of requirements of Delegates to the national LWML Conventions.

1. Election

- A. Delegates and Alternates are elected at the last Zone Rally prior to the national LWML Convention. National conventions are held in odd numbered years.
- B. Method of nomination and election shall be left to the discretion of the zone.
- C. Nominee must give consent to be nominated.
- D. Delegate must be active in her society. Preference is given to those willing to serve as a zone officer, giving the Zone President first recognition. Attending the national LWML Convention will be beneficial in the performance of her duties.

2. Duties of the Delegate

- A. Prior to convention, she shall acquaint herself with proceedings and resolutions to be presented.
- B. Attend all sessions and worship services while at the convention.
- C. Report to each society in the zone she represents.
- D. Keep a record of travel expenses incurred when reporting to local societies within her zone. It is recommended that local units pay her mileage, if financially feasible.

3. Record of Expenses

- A. Record expenses incurred to the national LWML Convention (travel, registration cost, meals and lodging) that are to be paid by the OK District LWML.
- B. District Board of Directors makes an estimate of the cost of attending the convention. This amount is given to the delegate in advance. Expenses incurred above this estimate and the mileage for reporting to local societies shall be submitted to the District President.
- C. Mileage paid is the customary rate for all LWML mileage expenses.