



## **ABBREVIATED JOB DESCRIPTIONS FOR OFFICES**

### **VICE PRESIDENT OF CHRISTIAN LIFE (4 year term)**

- A. VP of CL will perform the duties of and represent the office of President in the absence of or at the request of the President.
- B. VP of CL will serve on the Board of Directors and the Executive Committee.
- C. VP of CL will attend and report at all Executive Committee and Board of Directors' meetings, as well as at the District Convention.
- D. VP of CL will make recommendations for Department Committee appointments.
- E. VP of CL will arrange and preside at Departmental meetings.
- F. VP of CL will discuss Christian Life Committee plans for retreats, conventions, and other special meetings.
- G. VP of CL and their Committee will plan Joy Shops, Bible Studies, and Retreats if requested.
- H. VP of CL will keep records of Department expenditures and will submit expense vouchers.
- I. VP of CL will serve as a liaison between the Executive Committee and Department Committees for Convention Assignments.
- J. VP of CL will submit a written report for the Convention Manual.
- K. VP of CL will encourage new ideas for reaching out in Mission and Ministry.

### **VICE PRESIDENT OF GOSPEL OUTREACH (4 year term)**

- A. VP of GO will perform the duties of the office of President in the absence of or at the request of the President.
- B. VP of GO will attend and report at all Executive Committee and Board of Directors' meetings, as well as at the District Convention.
- C. VP of GO will serve as Coordinator of the Department of Gospel Outreach, Mission Servants Committee, Scholarship Committee, and Short Term Missions Committee.
- D. VP of GO will serve as Chairman of the Mission Grants Committee.
- E. VP of GO will receive Mission Grant proposals for the district ballot.
- F. VP of GO will send Mission Grant monies to recipients during the biennium.
- G. VP of GO will submit a written report for the Convention Manual.

### **RECORDING SECRETARY (4 year term)**

- A. The RS will record the proceedings of the conventions and meetings of the Executive Committee and Board of Directors, as well as at the District Convention.
- B. The RS will provide each member of the Executive Committee and Board of Directors with a copy of the minutes of its meetings and the convention.
- C. The RS will submit a report for the convention manual.
- D. The RS will compile the convention manual under the direction of the President;
- E. The RS will provide a copy of the convention minutes to each society, member of the Board of Directors, and Past District Presidents.
- F. The RS will report at all Executive Committee and Board of Directors' meetings, as well as at the District Convention.
- G. The RS will be competent in computer skills necessary to qualify to serve in this office.

### **TREASURER (4 YEAR TERM)**

- A. Treasurer will attend and report at all Executive Committee and Board of Directors' meetings, as well as at the District Convention.
- B. Treasurer will keep detailed expense records.
- C. Treasurer will maintain files of all information, actions, and correspondence.
- D. Treasurer will prepare a workable file for her successor.
- E. Treasurer will, with the President, compute travel for all conventions.
- F. Treasurer will immediately coordinate with the Financial Secretary to be added to all Banks Accounts and Signature Cards.
- G. Treasurer will receive duplicate deposit slips from the Financial Secretary.
- H. Treasurer will transfer monies from one fund to another with the approval of the President and Executive Committee.
- I. Treasurer will forward to the Financial Secretary all checks or monies received from individuals, committees, or societies regarding interest. (Please see detailed job description.)
- J. Treasurer will manage investment accounts. (see details)
- K. Treasurer will keep all financial records current and recorded. (see details)
- L. Treasurer will make payment for expenses for vouchers. (see details)
- M. Treasurer will make payment on adopted Mission Grants. (see details)
- N. Treasurer will send monthly financial statements and reports to President ... (see details)
- O. Treasurer will prepare a financial statement after the close of the biennium ,, (see details).
- P. Treasurer will submit records for financial review. (see details)
- Q. Treasurer will submit a written report and financial review, for approval, for the Convention Manual.

### **PASTORAL COUNSELOR WEST (4 year term)**

- A. The Counselor will serve the District in an Advisory capacity.
- B. The Counselor will serve as Spiritual Leader to officers and members of the District.
- C. The Counselor will prepare devotions and worship services as requested.
- D. The Counselor will serve as Doctrinal Advisor to Committees as appointed by the President.
- E. The Counselor will attend all Executive Committee and Board of Directors' meetings, District Conventions, and the District Retreats.
- F. The Counselor will be responsible for the installation and/or rededication of elected officers prior to the close of the Convention.
- G. The Counselor will attend the LWML Convention, on an alternating basis, with preference given to the junior Pastoral Counselor.
- H. The Counselor will be ineligible to vote.

### **NOMINATING COMMITTEE (2 year term)**

- A. The Chairman serves on the Board of Directors as a voting member.
- B. The Committee will submit a report for the convention manual.
- C. The Committee receives nominations for elective offices from individual members, societies, or zones within the district by a set deadline.
- D. The Committee selects candidates who are active in a society, a zone, and/or the district.
- E. The Committee will obtain written consent of all candidates to serve, if elected;
- F. The Committee will submit the names of at least two (2) candidates, if possible, for each elective office to be filled for the biennium.
- G. The Committee will submit seven (7) candidates for the Nominating Committee.
- H. The Committee will submit a report of the candidates for publication in the *Evergreen Echoes* prior to convention.
- I. The Committee will prepare printed ballots with names of Candidates listed in alphabetical order.