

CHAPTER TWO

OFFICER AND DEPARTMENT DUTIES

I. OFFICERS

A. PRESIDENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The President shall:

1. preside at the meetings of the Executive Committee, Board of Directors and conventions;
2. be an ex-officio member of all committees except the Nominating Committee;
3. coordinate the appointment of committee chairmen, committee members, appointed officers and appointed personnel with the approval of the Executive Committee;
4. be responsible for implementing the resolutions of the Executive Committee, Board of Directors and conventions;
5. send a summary of District Executive Committee meetings and pertinent LWML Board of Directors information to members of the District Board of Directors;
6. be an authorized signatory of the District Treasurer's bank account, and sign all expense vouchers for payment;
7. secure a fiduciary bond for the District financial officers and those who handle moneys;
8. represent the District or appoint a member of the Executive Committee to attend zone meetings at District expense;
9. furnish a report to the district convention;
10. serve, by virtue of the office, as a member of the LWML Presidents Assembly; and
11. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 1

Duties in Detail

- a) District Meetings:
 - Call meetings of the Executive Committee, as necessary, to conduct the business of the district.
 - Call meetings of the Board of Directors, as necessary, to conduct the business of the district.
 - Prepare agendas and make committee assignments (devotions, Bible studies, prayers, etc.) for all district meetings.
 - Keep members of Executive Committee and Board of Directors informed through frequent mailings or email.
 - Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- b) Ex-Officio Membership:
 - Be an ex-officio member of all committees except the Nominating Committee.
 - Keep informed of committee activities through the committee chairmen.
 - Receive copies of all important correspondence and materials of the committees.
- c) Appointments:
 - Contact appointed officers and appointed personnel regarding their appointment to the Executive Committee and/or Board of Directors.
 - Assign Vice Presidents to contact each person chosen for appointment in their departments.
 - Inform the Recording Secretary and Directory Manager when appointments are accepted so officer and committee lists may be kept current.
 - Inform appropriate Standing Committee Chairmen and appointed personnel when appointments are accepted so necessary materials can be transferred.

- d) Vouchers:
 - Supervise the credit card account to be used by District President and person(s) designated by the Executive Committee for district expenses.
 - Receive, approve and sign vouchers for expenses incurred and forward vouchers to the Treasurer.
 - Issue a voucher for payment of 25% of mite receipts to be paid to national on a monthly basis.
 - Receive, approve and sign vouchers for expenses incurred by District President (not covered by national), Pastoral Counselor, two Young Woman Representatives (YWRs), and anyone else approved by the Executive Committee for national conventions and forward vouchers to the Treasurer.
- e) Fiduciary Bonds:
 - Work with the Executive Committee to assure that the positions of District Financial Secretary and District Treasurer are secured by fiduciary bonds at District expense.
- f) Financial Review:
 - Approve qualified individual(s) to conduct a financial review of the books of the Financial Secretary and the Treasurer at the end of each biennium according to generally accepted practices of accounting.
 - Approve qualified individual(s) to conduct a financial review of the records of the Convention Treasurer and Convention Registrar after each convention according to generally accepted practices of accounting.
 - Engage qualified individuals who will volunteer to do the work for a reduced rate or as a gift.
 - Instruct the financial reviewers to send their written report to the President and the applicable officer(s) within 30 days of completion of the review.
- g) Zone Events:
 - Contact each Zone President about the date, time and location of zone events so the District President, other member of the Executive Committee, or another appointee may attend.
 - Prepare a President's Report to be distributed at each zone meeting.
- h) National Meetings:
 - Attend all LWML Presidents Assembly meetings at the call of the national president (or designate a representative to attend in her place), with expenses to be paid by the LWML.
 - In the year prior to a national convention, distribute delegate credentials forms to Zone Presidents, with instructions to return completed forms by a designated deadline.
 - Forward delegate credentials forms to national by the designated deadline.
- i) Pastoral Counselor Vacancies:
 - In case of a Pastoral Counselor vacancy the President shall solicit names for replacement, one of which shall be the opposing candidate, at the time of election, of the counselor being replaced.
 - Upon approval of Pastoral Counselor candidates by the President of the LCMS Kansas District, the Executive Committee shall name the successor.
- j) New Groups:
 - Upon request to affiliate, provide the proposed new group with:
 - Application for membership
 - District bylaws
 - Zone bylaws
 - Sample copy of group bylaws
 - Current issue of *Lutheran Woman's Quarterly*
 - Current issue of *The Kansas Sonshine*
 - Upon receipt of completed application for membership:
 - Provide Recording Secretary with proper information on new group
 - Assign the official date of the membership certificate based on the date all materials are received from the new group
 - Secure signature of the District Recording Secretary and present certificate to the new group at the next district convention, if possible.
 - Notify the LWML President of group's acceptance into membership using New Group Report Form (found in the LWML Leader's Manual).

- k) Individual Membership:
 - Send an Individual Membership Form to the applicant to complete and return (see Appendix).
 - Upon receipt of the Individual Membership Form, send a letter of welcome, a Mite Box, and other pertinent LWML materials to the member.
 - Provide the individual member with general LWML information: addresses of LWML Office and district website, how to order the *Lutheran Woman's Quarterly*, how to subscribe to *The Kansas Sonshine*, names and addresses of current zone and district officers, etc.
 - Include individual members in district communications, and encourage attendance at zone meetings and events, district retreats and district and national conventions.
 - Notify the president of the zone in which the member's congregation lies so the individual member may be informed about zone LWML functions.
 - Inform the group president, if there is an LWML group in the congregation in which the individual member holds membership, so the individual member may be included in local activities.
 - Maintain a list of current individual members.
 - Provide information regarding the number of individual members in the district, upon request.
- l) *The Kansas Sonshine*:
 - Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
 - Write articles for each issue.
 - Forward news items pertinent to the district, zones and groups to *The Kansas Sonshine* editor.
 - Proofread each issue before publication.
- m) Crisis Management Team:
 - Appoint members of this team consisting of a Vice President or other Executive Committee member (President and Recording Secretary are excluded), Meeting Manager and a Pastoral Counselor (additional members may be added at the discretion of the President), with names and cell phone contact information listed in all meeting agendas and printed programs.
- n) Nominating Committee:
 - Appoint a Nominating Committee, with the approval of the Executive Committee, at least 12 months prior to a district convention. The committee will consist of a chairman and four additional committee members, each of whom shall represent one of four zones of the district, selected on a non-consecutive rotating basis. The immediate Past District President shall serve as a non-voting consultant to the Nominating Committee for the four years immediately following her term as District President.
 - Solicit nominations for Pastoral Counselor at least 12 months prior to a district convention from the Executive Committee and the President of the LCMS Kansas District.
- o) District Conventions:
 - See Chapter 4 of these *Leadership Guidelines* for detailed information related to the District President's responsibilities for district conventions.
- p) District Convention Sites:
 - Host zones for district conventions will be announced at the Board of Directors meeting four years prior to the proposed convention, based on a convention site rotation approved by the Executive Committee (see rotation schedule in Appendix).
 - Together with the District Meeting Manager, vice presidents in office for the applicable convention year (as they are able), and the Junior Pastoral Counselor, inspect proposed convention facilities four years before a district convention to determine if the site has acceptable space for general convention sessions, interest sessions, worship services, servant events, ingathering collections, exhibitor displays, meals and fellowship activities, rooms to house delegates and guests, and has adequate insurance coverage.
 - Invite host Zone President(s) to accompany the group on the inspection tour, if feasible.
- q) Other Responsibilities:
 - Review the Code of Ethics with the Executive Committee at the first meeting of a new biennium (see Appendix).

- At the beginning of each biennium, appoint a member of the Executive Committee to be responsible for the Christian Copyright License International (CCLI) license procedures. Preference should be given to the VP of Organizational Resources or the VP of Christian Life as the skills and interests of the individual dictate.
- Working with the Vice President with oversight of the CCLI, verify that CCLI copyright reports are submitted as requested.
- Refer to the LWML website for forms and additional information.
- Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V, Section 5*).

B. VICE PRESIDENT OF CARING SERVICE

General Guidelines as Shown in the LWML Kansas District Bylaws

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

1. coordinate the Caring Service Department;
2. serve on the District Convention Planning Committee;
3. furnish a report to the district convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 2

Duties in Detail

- a) Coordinate the Caring Service Department:
 - Serve as an ex-officio member of the Caring Service Committee.
 - Present committee reports to the Executive Committee as prepared by the Committee Chairman.
- b) Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- c) Appoint a member of the Caring Service Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
- d) Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
- e) Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- f) Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
- g) Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- h) Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District, and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- i) Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

C. VICE PRESIDENT OF CHRISTIAN LIFE

General Guidelines as Shown in the LWML Kansas District Bylaws

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

1. coordinate the Christian Life Department;
2. serve on the District Convention Planning Committee;
3. furnish a report to the District convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 3

Duties in Detail

- a) Coordinate the Christian Life Department:
- b) Serve as an ex-officio member of the Christian Life Committee.
- c) Present committee reports to the Executive Committee as prepared by the Committee Chairman.
- d) Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- e) Appoint a member of the Christian Life Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
- f) Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
- g) Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- h) Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
- i) Oversee the Christian Copyright License International (CCLI) license procedures and submission of required reports, if this responsibility has been delegated by the President.
- j) Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- k) Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- l) Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

D. VICE PRESIDENT OF COMMUNICATION

General Guidelines as Shown in the LWML Kansas District Bylaws

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

1. coordinate the Communication Department;
2. serve on the District Convention Planning Committee;
3. furnish a report to the District convention, including departmental activities; and
4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 4

Duties in Detail

- a) Coordinate the Communication Department:
 - Serve as an ex-officio member of the Communication Committee.
 - Present committee reports to the Executive Committee as prepared by the Committee Chairmen.

- b) Proofread each issue of *The Kansas Sonshine* before publication.
- c) Review and update the website as needed.
- d) Review and update the Facebook page as needed.
- e) Prepare evaluation forms for use at KAOL meetings and district conventions.
- f) Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- g) Appoint a member of the Communication Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
- h) Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
- i) Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- j) Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
- k) Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- l) Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- m) Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

E. VICE PRESIDENT OF GOSPEL OUTREACH

General Guidelines as Shown in the LWML Kansas District Bylaws

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

- 1. coordinate the Gospel Outreach Department;
- 2. present to the Executive Committee the proposed mission grants and God's Gracious Gift Fund grants (hereinafter referred to as GGGF) for the District Convention ballot(s);
- 3. serve on the District Convention Planning Committee;
- 4. furnish a report to the district convention, including departmental activities; and
- 5. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 5

Duties in Detail

- a) Coordinate the Gospel Outreach Department:
 - Serve as an ex-officio member of the Gospel Outreach Committee.
 - Present committee reports to the Executive Committee as prepared by the Committee Chairman.
- b) Serve as the District LWML Representative to the LCMS Kansas District Guinea Task Force, as requested.
- c) Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- d) Appoint a member of the Gospel Outreach Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
- e) Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
- f) Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- g) Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the

"Zone Event Statistical Report" found on the Organizational Resources page

([www.kansaslwml.org/Organizational Resources](http://www.kansaslwml.org/OrganizationalResources)).

- h) Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- i) Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- j) Within 30 days following elections, present to successor all material pertaining to the office. (*Bylaws, Article V – Section 5*).

F. VICE PRESIDENT OF ORGANIZATIONAL RESOURCES

General Guidelines as Shown in the LWML Kansas District Bylaws

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

- 1. assist the President in the duties pertaining to the office;
- 2. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until the office is filled by the Board of Directors (see Article X, Section 1.C.9);
- 3. coordinate the Organizational Resources Department;
- 4. serve on the District Convention Planning Committee;
- 5. facilitate interdepartmental meetings and focus the LWML vision through the planning process;
- 6. facilitate the development and focus of organizational goals approved by the Board of Directors;
- 7. oversee the on-going review of the *Leadership Guidelines*;
- 8. furnish a report to the District convention, including departmental duties; and
- 9. perform all other duties pertaining to the office.

Bylaws, Article VI – Section 6

Duties in Detail

- a) Coordinate the Organizational Resources Department:
 - Serve as an ex-officio member of the Organizational Resources (formerly Structure) Committee.
 - Present committee reports to the Executive Committee as prepared by the Committee Chairman.
- b) Assist the Executive Committee, district departments and committees, as requested, in developing goals and objectives related to each group's specific areas of responsibility.
- c) Assist the Executive Committee in planning goals and objectives for interdepartmental meetings such as the Leadership Training for officers and committees held following a district convention, and Kansas Assembly of Leaders (KAOL) held in off-convention years.
- d) Oversee the Christian Copyright License International (CCLI) license procedures and submission of required reports, if this responsibility has been delegated by the President.
- e) Purchase District Past President pin and District Counselor pin/tie tack from the LWML office at district expense.
- f) The District Past President pin will be presented to the retiring President by the newly elected District President at the district convention.
- g) The District Counselor pin/tie tack will be presented to the incoming District Pastoral Counselor by the retiring Pastoral Counselor at the district convention.
- h) Provide the District Convention Treasurer with a list of officers, committee members and appointed personnel, showing convention expenses for each position that may be reimbursed, and the amount of reimbursement.
- i) Following the close of the district convention, send the applicable portion of the Convention Guidelines to each convention chair, asking her to review the Guidelines and recommend changes before the convention wrap-up meeting.
- j) Update the *Leadership Guidelines* as the Executive Committee, departments, committees and convention chairs make recommendations for changes. Post a revised set of Guidelines on the website following KAOL held in even-numbered years.

- k) Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- l) Appoint a member of the Organizational Resources Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
- m) Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
- n) Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- o) Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page ([www.kansaslwml.org/Organizational Resources](http://www.kansaslwml.org/OrganizationalResources)).
- p) Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- q) Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

G. VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES

General Guidelines as Shown in the LWML Kansas District Bylaws

The Vice President of Special Focus Ministries may perform the duties of the President in the absence of or at the request of the President, and shall:

- 1. coordinate the Special Focus Ministries Department;
- 2. serve on the District Convention Planning Committee;
- 3. furnish a report to the district convention, including departmental activities; and
- 4. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 7

Duties in Detail

- a) Coordinate the Special Focus Ministries Department:
 - Serve as an ex-officio member of the Special Focus Ministries Committee.
 - Present committee reports to the Executive Committee as prepared by the Committee Chairman.
- b) Provide a ribbon or other designation for name badges of first-time attendees at district conventions.
- c) Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- d) Appoint a member of the Special Focus Ministries Committee to attend a meeting of the Executive Committee in her stead if she is unable to attend. (The committee member shall have voice but no vote.)
- e) Submit, or delegate to the committee chairman responsibility for, articles for *The Kansas Sonshine*.
- f) Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- g) Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page ([www.kansaslwml.org/Organizational Resources](http://www.kansaslwml.org/OrganizationalResources)).
- h) Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
- i) Review the Leadership Guidelines annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- j) Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

H. RECORDING SECRETARY

General Guidelines as Shown in the LWML Kansas District Bylaws

The Recording Secretary shall:

1. record meetings of the Executive Committee and the Board of Directors and the proceedings of the District Convention;
2. provide each member of the Executive Committee with a copy of the minutes of its meetings;
3. provide each member of the Board of Directors with a copy of the minutes of its meetings and the District Convention;
4. manage the notification and certification of group delegates to District convention;
5. furnish a report to the District convention; and
6. perform all other duties pertaining to the office.

Bylaws, Article VI, Section 8

Duties in Detail

a) Record meeting minutes:

- Executive Committee Meetings
 - Within two weeks of an Executive Committee meeting, email draft copies of the minutes to all members of the Executive Committee for their review. Compile any comments or requested changes into a final draft to be approved at the next meeting of the committee.
 - Within two weeks of approval, email copies of the approved minutes to the Executive Committee, to the LWML President, and to the District Archivist/Historian.
 - Maintain a hard copy file of all minutes (with reports attached) of the Executive Committee meetings for the immediate past biennium.
- Board of Director Meetings
 - Within two weeks of a Board of Directors meeting, email draft copies of the minutes to all members of the Board of Directors for their review. Compile any comments or requested changes into a final draft to be approved at the next meeting of the board.
 - Within two weeks of approval, email copies of the approved minutes to the Board of Directors, to the LWML President, and to the District Archivist/Historian.
 - Maintain a hard copy file of all minutes (with reports attached) of the Board of Directors meetings for the immediate past biennium.
- District Convention Proceedings
 - Within two weeks of the close of a district convention, email draft copies of the minutes of convention proceedings to all members of the Board of Directors for their review. Compile any comments or requested changes into a final draft to be approved at the first Board of Directors meeting of the new biennium.
 - Within two weeks of approval, email copies of the approved minutes of convention proceedings to the Board of Directors, to the LWML President, and to the District Archivist/Historian.
 - Maintain a hard copy file of the minutes of convention proceedings for the immediate past biennium.

b) Serve as the Credentials Chairman for the district convention:

- These women are eligible to vote at the district convention provided they are registered and in attendance at the convention:
 - Group delegates
 - Elected and appointed district officers
 - Zone Presidents
 - District standing committee chairmen
 - Past District Presidents
 - Active Individual Members (in accordance with their local bylaws).

- In the event there are no local bylaws, up to two (2) individual members/congregation may vote individually. If there are three (3) or more individual members/congregation, only two (2) may vote.
- Determine number of group delegates
 - By January 15 of a convention year, obtain from the District Directory Manager (a member of the Communications Committee) an updated Group Directory which lists the President, Treasurer, Pastoral Counselor, number of members and meeting schedule for each group in the District.
 - Eight weeks prior to the convention, contact each group president (by email or postal mail with a copy to the Zone President), indicating the number of voting delegates it may send to the convention. (See Appendix for sample letter to group presidents.) The number of eligible delegates is based on the membership of each congregational unit (all groups within a congregation form one unit) as of January 1 of the convention year, and in accordance with the LWML Kansas District Bylaws.

Number of Members	Number of Delegates	Number of Members	Number of Delegates	Number of Members	Number of Delegates
1-30	2	71-90	5	131-150	8
31-50	3	91-110	6	151-170	9
51-70	4	111-130	7	171-190	10

- Eight weeks prior to the convention, send a letter to each Zone President, outlining the procedure for delegate registration at the convention and the voting protocol that will be followed during the convention sessions. (See Appendix for sample letter to zone presidents.)
- Four weeks prior to the convention, each group will let its Zone President know the number of delegates it will send to the convention.
- Two weeks prior to the convention, Zone Presidents will tell the Recording Secretary the number of delegates which will represent each group.
- The Recording Secretary will inform the Convention Registrar of the number of delegates representing each Zone.
- Increases or decreases in the number of delegates from a group can be made until the Board of Directors meeting prior to the convention. Group presidents are responsible for informing the zone president of the change in numbers, who will verify the group has no more delegates than the number allotted.
- At the Board of Directors meeting prior to the convention the Recording Secretary will:
 - Review the voting procedures.
 - Give each Zone President a packet of ballots. Ballots will include Mission Grants, God's Gracious Gift proposals, and Officer Candidates. The number of ballots in the packet will be based on the total number of group delegates provided by the zone president two weeks prior to the convention. If there is an increase in the number of group delegates, adjustments in the number of ballots will be made at the BOD meeting.
 - With help as needed from the Convention Registrar, verify the attendance of Past Presidents, Executive Committee, and other board members with voting privileges.
- At Convention Registration:
 - At the registration table, and in cooperation with a member of the registration committee, each delegate will print her name and sign the respective Zone Delegate Registration Sheet. Each

registration sheet will be sub-categorized by group, with the correct number of signature lines based on the number of eligible delegates allowed to each group.

- Delegates must have signed in at the registration table prior to the published time in the convention manual. NO changes in delegates can be made after that time.
- Delegates will receive a ribbon or other designation for their name badge, indicating she has delegate status. The Recording Secretary is responsible for having these available at the registration table.
- The First Convention Session and Procedures for Balloting:
 - Zone Presidents will pick up the Zone Delegate Registration Sheets from the registration table at the beginning of the first convention session. If there is an increase in the number of delegates who have signed the Zone Delegate Registration Sheet since the Board of Directors meeting, and the Zone President approves the change in numbers, additional ballots will be obtained from the Recording Secretary.
 - Delegates will be seated by Zone.
 - Delegates must have the delegate designation ribbon or sticker on her badge prior to being seated.
 - The Recording Secretary will provide color-coded containers for deposit of completed ballots (white for Mission Grants, lavender for God's Gracious Gift Fund, and yellow for Officers and District Pastoral Counselor candidates).
 - The Recording Secretary will review the voting procedures with the convention delegates as indicated in the convention business meeting agenda.
 - The Zone President will distribute ballots to the delegates from her zone and will vote with her zone.
 - The Recording Secretary, or her designee, will distribute ballots to the Past Presidents, Executive Committee, and other board members with voting privileges.
 - Delegates should read each ballot carefully before marking it. A ballot will be illegal if more than the specified number of Mission Grants or God's Gracious Gift Fund grants is marked.
 - After voting, each delegate will place her unfolded ballot in the respective color-coded container (Officers and District Pastoral Counselors, Mission Grants, and God's Gracious Gift Fund).
 - The Zone President will:
 - Sign the cover of her ballot packet.
 - Indicate how many ballots were distributed (based on the number of registered delegates shown on the Zone Delegate Registration Sheet).
 - Indicate the number of blank ballots remaining in the ballot packet.
 - Return the signed ballot packet to the Recording Secretary.
- c) Kansas Assembly of Leaders (KAOL):
 - Perform duties at KAOL as requested by the President and Meeting Manager.
 - Assist with registration and attendance as requested.
 - Provide the necessary district, zone and group forms ready for distribution as directed.
- d) New LWML Group:
 - Upon notification by the President of a new group, collect the required information for the Group Directory and email the information to the District Directory Manager.
 - Sign Certificate of Membership for newgroups.
 - Inform the new group of the following information:
 - Name and contact information of the Zone President
 - How they can order subscriptions to the *Lutheran Woman's Quarterly*
 - How they can receive *The Kansas Sonshine*
 - Where to request Mite Boxes and remittance vouchers
 - That they may elect or appoint additional leaders in their group

- That sample sets of Group Bylaws and directives are available through the District Organizational Resources Committee or www.lwml.org.
- e) Other Responsibilities:
 - Handle any correspondence requested by the District President.
 - Send a card of sympathy, encouragement, or get well to Executive Committee members, LWML Kansas District personnel and Board of Directors when appropriate. Voucher expenses for cards and stamps for reimbursement.
 - Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
 - Submit articles for inclusion in *The Kansas Sonshine* if requested.
 - Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
 - Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
 - Within 60 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

I. FINANCIAL SECRETARY

General Guidelines as Shown in the LWML Kansas District Bylaws

The Financial Secretary shall:

1. be secured by a fiduciary bond at district expense;
2. receive all moneys and deposit them in a financial institution approved by the Executive Committee;
3. keep an accurate record of all receipts and transfers made to the Treasurer;
4. be an authorized signatory of the District Treasurer's and Financial Secretary's bank accounts;
5. supply Mite Boxes and remittance vouchers to groups upon request;
6. furnish income reports to the Executive Committee, President and the Treasurer as requested by the President;
7. provide a detailed biennial report to the District convention; and
8. submit records for financial review at the end of each biennium.

Bylaws, Article VI, Section 9

Duties in Detail

- a) Checking Account:
 - Open checking account in local bank; if possible the account should have no fees, no minimum balance.
 - Arrange for the Financial Secretary and Treasurer to be signatories on the account.
 - Order checks imprinted with the words "Lutheran Women's Missionary League Kansas District."
 - Submit an expense voucher to the President to cover the cost of the new checks.
 - Maintain a minimum balance in the account at all times as required by the financial institution.
- b) Post Office Box:
 - If deemed necessary, establish a P.O. Box address for use in remittance of all moneys due the district.
 - Publicize the P.O. Box address in *The Kansas Sonshine* and on the Kansas District website.
- c) Remittance Vouchers:
 - Verify that a dated remittance voucher accompanies each check; complete a voucher for any check received without one.
 - Verify that the check dollar amount equals the voucher total remittance.

- Alphabetize remittance vouchers and checks according to city/location of zone or group.
- d) Process checks:
 - Post checks according to the categories for which moneys have been designated:
 - Mites
 - *Quarterly*/Newsletter/Web Hosting
 - Day of Prayer
 - God's Gracious Gift Fund
 - Student Financial Aid
 - District Projects
 - Memorials
 - Miscellaneous
 - Calculate total check amount remitted in each category.
 - Calculate total remittance shown on remittance vouchers. Total check amount and total voucher amount must equal.
- e) Compile reports:
 - Compile reports of "Today's Totals," "Quarter-to-Date Totals," and "Biennium Totals" on the 15th and last day of each month, and send report to District President and Treasurer.
 - Record each contribution by zone, group or category.
 - File original copy of remittance voucher.
- f) Deposit receipts:
 - Endorse each check "FOR DEPOSIT ONLY." If check is made payable to Financial Secretary or the secretary's name, endorse as "PAYABLE TO LWML KANSAS DISTRICT."
 - Deposit checks in checking account; the deposit amount will match "Today's Totals" unless interest income is credited to the account.
 - Write check from checking account in the amount of the deposit, payable to LWML Kansas District. Endorse the back of the check "For Deposit Only," but do not sign. Mail the check and a copy of each remittance voucher to the Treasurer by First Class Mail. (Treasurer will sign checks before depositing.)
- g) Acknowledgements:
 - Respond to requests for Mite Boxes and remittance vouchers upon receipt.
 - Send acknowledgement receipts to the donor for all gifts and memorials given to God's Gracious Gift Fund, Student Financial Aid, or District Projects, and enclose a gift envelope with each acknowledgement.
 - Reroute requests for *Lutheran Woman's Quarterly* increases/decreases to Distribution Manager.
- h) Other Responsibilities:
 - Send a monthly report to the Distribution Manager listing receipts from groups for *Lutheran Woman's Quarterly* subscriptions.
 - Submit income reports for Executive Committee and Board of Director meetings, including the report that will be included in the district convention manual.
 - Together with the District Treasurer, assist the Convention Treasurer with counting of district convention offering receipts at the time of collection.
 - Submit articles for inclusion in *The Kansas Sonshine*.
 - Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page (www.kansaslwml.org/OrganizationalResources).
 - Maintain a current list of the named honorees of memorials, gifts and/or honorariums given to the LWML Kansas District Special Funds and/or Mission Grants, along with the names of the donors. Publish the list for the district convention in the manner directed by the District President.
 - Arrange to have remittance vouchers and gift envelopes printed as needed at district expense.

- Maintain a record of postage expenditures with post office receipts, and submit for reimbursement in accordance with current policies. Check postal rates for the best postage rate for mailing vouchers and Mite Boxes to groups.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices;
- Within 60 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

J. TREASURER

General Guidelines as Shown in the LWML Kansas District Bylaws

The Treasurer shall:

1. be secured by a fiduciary bond at district expense;
2. receive moneys from the Financial Secretary, and deposit them in a financial institution approved by the Executive Committee;
3. keep an accurate record of all receipts and disbursements;
4. be an authorized signatory of the District Treasurer's and Financial Secretary's bank accounts, and make all payments authorized through expense vouchers signed by the President;
5. retain God's Gracious Gift Funds to be disbursed at the direction of the district convention;
6. retain Student Financial Aid Funds to be disbursed at the direction of the Gospel Outreach Department with the approval of the Executive Committee;
7. furnish financial reports to the Executive Committee, President and the Financial Secretary as requested by the President;
8. provide a detailed biennial report to the district convention; and
9. submit records for financial review at the end of each biennium.

Bylaws, Article VI, Section 10

Duties in Detail

a) Accounts:

- Open checking account in local bank; if possible the account should have no fees, no minimum balance.
- Arrange for the Treasurer, Financial Secretary and President to be signatories on the checking account.
- Order checks imprinted with the words, "Lutheran Women's Missionary League Kansas District."
- Submit an expense voucher to the President to cover the cost of the new checks.
- Arrange with the LCMS Church Extension Fund (LCEF) for the Treasurer, Financial Secretary and President to be authorized signatories on the LWML Kansas District Student Financial Aid Fund and God's Gracious Gift Fund accounts.
- Notify credit card company of changes in card holders as they occur, e.g., President, Treasurer, Meeting Manager, etc.

b) Authorized Disbursements:

- Issue checks only upon receipt of expense vouchers signed by the President.
- Issue checks in the amount shown on the expense voucher. Complete all copies of the voucher showing the date and check number, and send both the check and a copy of the voucher to the proper recipient. Retain the original of the voucher with the Treasurer's records.
- Issue a check to the LWML for 25% of mite receipts on a monthly basis. Send the check and original remittance voucher to the LWML office. Email a copy of the remittance voucher to the LWML Treasurer, and retain the copy in the District Treasurer's files.
- Send all moneys for the Student Financial Aid Fund and for God's Gracious Gift Fund to the LCEF at least once each quarter.

- Following each District event where there is an ingathering, issue checks to ingathering recipients, equivalent to monetary donations received by the Caring Service Committee, if necessary. Gift cards will be divided equally among the recipients (based on number of cards received if face value cannot be determined), and mailed.
 - Following the close of a district convention and after verification from the Gospel Outreach Committee that the projects are viable, issue checks to God's Gracious Gift Fund recipients as selected by the convention voting body.
- c) Reports:
- After checking with the records of the Financial Secretary to see that records are in accord, prepare a report of the District Operating Fund for Executive Committee and Board of Director meetings. Include "balance on hand" statements for God's Gracious Gift Fund and the Student Financial Aid Fund. Retain one copy of each report for the file, and send one copy each to the President and Financial Secretary.
 - Submit a biennial report that will be printed in the district convention manual.
- d) Other Responsibilities:
- Keep electronic expense voucher updated and available on the website. Have printed copies available as needed.
 - Together with the Financial Secretary, assist the Convention Treasurer with counting of district convention offering receipts at the time of collection.
 - Submit articles for inclusion in *The Kansas Sonshine*.
 - Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page ([www.kansaslwml.org/Organizational Resources](http://www.kansaslwml.org/OrganizationalResources)).
 - Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
 - Within 60 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

K. PASTORAL COUNSELORS

General Guidelines as Shown in the LWML Kansas District Bylaws

1. The Pastoral Counselors shall attend, in an advisory capacity, the meetings of the Executive Committee, the Board of Directors, conventions and committees to which they are assigned.
2. The Pastoral Counselor most recently elected shall attend the LWML convention at district expense.

Bylaws, Article VII, Section 3

Duties in Detail

- a) Serve on committees as directed by the Executive Committee, lending counsel in an advisory capacity.
 - The Senior Counselor will serve on the Christian Life, Special Focus Ministries, Nominating and District Convention Committees.
 - The Junior Counselor will serve on the Gospel Outreach, Caring Service, Communication, Organizational Resources and District Convention Committees.
- b) Review each issue of *The Kansas Sonshine* prior to publication and write messages for the newsletter, alternating issues.
- c) Complete convention responsibilities as shown in the Convention Guidelines.
- d) As non-voting members, attend district conventions and all meetings of the Executive Committee, Board of Directors and Standing Committees as requested by the President or Standing Committee Chairmen.
- e) Lead group devotions and prayers at the request of the President or Standing Committee chairmen.

- f) Promote and encourage pastors of the Kansas District LCMS to attend LWML zone and local meetings, and lend their counsel in an advisory capacity.
- g) Other Responsibilities:
 - Attend all planning meetings of the District Convention Host Committee, including the post-convention wrap-up meeting.
 - Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices;
 - Within 30 days following elections, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

II. DEPARTMENTS

A. CARING SERVICE DEPARTMENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The Caring Service Department shall include the Caring Service Committee. The Vice President of Caring Service shall be the coordinator of the Caring Service Department. The Caring Service Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:

1. encourage active participation in caring service in the church, community, and world;
2. present suggestions and offer advice for developing caring service opportunities in the district, zones and groups.

Bylaws, Article XI, Section 3.A

Duties in Detail

- a) Servant Events:
 - Select, organize and supervise servant events at district conventions, KAOL and other LWML district events when program and facilities permit these activities.
 - Coordinate with the recipients for pick-up or delivery of items at the close of each event.
- b) In-gatherings:
 - Select, promote, organize and supervise in-gatherings at district conventions, KAOL and other LWML district events when program and facilities permit these activities.
 - Coordinate with the recipients for pick-up or delivery of items at the close of each event.
 - Monetary gifts (checks and cash) are given to the Financial Secretary to deposit; amount totals are given to the Treasurer who will issue checks payable to the recipients. The checks will be given to the VP of Caring Service, who will prepare appropriate cover letters and mail to the designated recipients within 30 days of the close of each applicable district event.
 - In coordination with the Treasurer, the VP of Caring Service will verify that gift cards are divided equally among the recipients (by number of cards if face value cannot be determined), and mail them within 30 days of the close of each applicable district event.
- c) Other Responsibilities:
 - Invite the District President, Department Vice President, and Junior Pastoral Counselor to attend all committee meetings.
 - Appoint a secretary to record minutes of all meetings and provide a copy to the committee, District President, Department Vice President and Pastoral Counselor. Record any decisions made by email, telephone or other communications and attach to minutes.
 - Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
 - Actively use LWML Mission Servants resources when available.

- Forward reports on the work of the LWML Kansas District to the LWML Mission Servants Committee, as requested.
- KAOL Participation: In even-numbered years, become better acquainted as a committee and participate in leadership training as a group. In odd-numbered years, conduct the Caring Service section of the KAOL meeting for the purpose of training Zone Caring Service chairmen to carry out the proposed workshop program.
- At the invitation of the Executive Committee, set up a display table or prepare a "sectional" for KAOL and district conventions.
- Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Caring Service.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman (*Bylaws, Article V, Section 5*).

B. CHRISTIAN LIFE DEPARTMENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The Christian Life Department shall include the Christian Life Committee. The Vice President of Christian Life shall be the coordinator of the Christian Life Department. The Christian Life Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:

1. provide resources and training to enable women of the church to grow spiritually;
2. encourage active participation in spiritual development programs; and
3. present suggestions and offer advice for conducting Christian Life programs in the district, zones and groups.

Bylaws, Article XI, Section 3.B

Duties in Detail

a) Provide Christian Life resources and training to women in the Kansas District:

- Actively use LWML Christian Life resources when available.
- Encourage groups to participate in the annual Day of Prayer Service, as publicized on the LWML website.
- Consider other means, with the approval of the Executive Committee, to further spiritual growth in the district, such as retreats, seminars and rallies.
- Promote the use of LWML materials such as:
 - *Lutheran Woman's Quarterly*
 - Bible studies
 - LWML Catalog
 - LWML videos
 - Supplementary materials provided by LCMS and its agencies
- Encourage members to subscribe to the District P-mail (distributed through emails), and to uphold fellow Christians in prayer and praise.

b) Kansas Assembly of Leaders (KAOL) meetings:

- In even-numbered years, become better acquainted as a committee and participate in leadership training as a group. In odd-numbered years, conduct the Christian Life section of the KAOL meeting for the purpose of training Zone Christian Life chairmen to carry out the proposed workshop program.
- Plan and provide a prayer opportunity (walk, labyrinth, stations, etc) to all KAOL attendees.
- Consult the LWML Catalog and/or national website for resources and materials to use at the KAOL meeting.
- As resource materials for fall workshops, strongly encourage zones to use Bible Studies and program materials made available at leadership training events and KAOL.

- c) Plan and promote a biennial District Christian Life Retreat with the approval of the Executive Committee:
 - Select a theme.
 - Select a speaker and negotiate date, travel, fees, etc.
 - Select date and location for a weekend retreat beginning on Friday evening and ending on Saturday afternoon, traditionally held in November of odd-numbered years (opposite years of district conventions).
 - Arrange for hotel accommodations. Hotels offer complete retreat packages including lodging, meals and meeting facilities. Room reservations will be a block reservation with individual rooms assigned by the committee.
 - Meet with hotel staff to plan menus for meals and breaks, special equipment needs, tables for CPH booth and LWML store, etc.
 - Design and distribute brochures with registration information; handle all registrations and fees.
- d) Responsibilities at district convention:
 - 1. Plan and implement a Christian Life meal
 - Choose and carry out a theme which correlates with the convention theme.
 - Select a speaker in cooperation with the Executive Committee.
 - Select a menu in cooperation with the Convention Host Committee.
 - Open the meal with prayer.
 - Introduce the speaker.
 - Provide table favors for attendees in cooperation with the Convention Decorations Committee. Cost of favors will be covered using excess funds from the previous year's Christian Life Retreat. (If use of those funds is not an option, cost will be included as a line item in the convention budget.)
 - 2. Plan indoor and/or outdoor prayer and reflection opportunities (walk, stations, labyrinth) for all district convention attendees in coordination with the Gospel Outreach Committee.
- e) Other Responsibilities:
 - Forward reports on the work of the LWML Kansas District to the LWML Christian Life Committee, as requested.
 - Encourage support of the LCMS Kansas District clergy, and keep them fully informed of the goals of the LWML.
 - Invite the District President, Department Vice President, and Senior Pastoral Counselor to attend all committee meetings.
 - Appoint a secretary to record minutes of all meetings and provide a copy to the committee, District President, Department Vice President and Pastoral Counselor. Record any decisions made by email, telephone or other communications and attach to minutes.
 - Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
 - At the invitation of the Executive Committee, set up a display table or prepare a "sectional" for KAOL and district conventions.
 - Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Christian Life.
 - Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
 - Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
 - Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman (*Bylaws, Article V, Section 5*).

C. COMMUNICATION DEPARTMENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The Communication Department shall include the Communication Committee. The Vice President of Communication shall be the coordinator of the Communication Department. The Communication Committee, consisting of a chairman, four (4) or more members and a Pastoral Counselor, shall:

1. be alert for news of the district and make it known to the membership, the church at large, and to the general public;
2. serve in an advisory capacity to the district by developing publicity and promoting LWML goals and actions;
3. cooperate with the District Convention Publicity Committee regarding responsibilities;
4. maintain the district display and represent the district in exhibit areas of conventions and gatherings when asked to do so by the President;
5. have charge of the publication and distribution of *The Kansas Sonshine*;
6. review annually the *Lutheran Woman's Quarterly* subscriptions mailing list and submit changes to the LWML;
7. review annually the district newsletter mailing list and make appropriate corrections;
8. coordinate and keep the district website information current;
9. coordinate with the webmaster who serves as an advisory member of the Communication Committee.

Bylaws, Article XI, Section 3.C

Duties in Detail

The Communication Committee consists of the Newsletter Editor, the Distribution Manager, the Store Manager, the Social Media Manager, the Technology Manager, the Directory Manager, and additional members as needed. In addition, a webmaster may be contracted, as approved by the Executive Committee, to perform specific duties related to the LWML Kansas District website.

a) **The Newsletter Editor shall:**

- Compile and prepare issues of *The Kansas Sonshine* newsletter quarterly, saving them into a pdf format to send to the webmaster for posting on the website (refer to the Publication Schedule in the Appendix).
- Email proof copies of each issue of the newsletter to the LWML Kansas District President, VP of Communication, and both Pastoral Counselors for proofreading and approval prior to publication.
- Regularly contact district officers, committee chairmen, and zone presidents to obtain all available news.
- Seek news of district, zone and local LWML events to inspire readers.
- Announce coming events and provide information.

b) **The Distribution Manager shall:**

- Be in charge of the distribution of *The Kansas Sonshine* and the *Lutheran Woman's Quarterly*.
- After downloading the newsletter issues when available, mail one black and white copy to each name on the postal mailing list.
- Keep accurate records on costs of printing and mailing of each newsletter issue. Mail an invoice to the VP of Communication and the District President after each mailing for reimbursement.
- Continually update distribution lists.
- Review and update the *Lutheran Woman's Quarterly* subscription mailing list and submit changes to the national *Lutheran Woman's Quarterly* Manager in keeping with the deadline set for the district.
- Make groups in the district aware of when increases and decreases can be made in the subscription numbers to the *Lutheran Woman's Quarterly*.
- Make groups aware of the cost per copy of the *Lutheran Woman's Quarterly* and when increases in that cost occur.

- Remind groups of their obligation to pay the LWML Kansas District for their subscriptions to the *Lutheran Woman's Quarterly* and for website management fees by providing information at events, in the newsletter, and through social media.
 - Keep an accurate accounting of which groups have paid for their subscriptions.
 - Mail all payments received for *Quarterly* subscriptions and website maintenance fees to the District Financial Secretary on a regular basis, using the Distribution Manager voucher.
- c) **The Store Manager** shall:
- Be in charge of the LWML Store at all district events, namely the LWML Kansas District Convention, KAOL meetings, and the Christian Life Retreat.
 - Order items from Concordia Publishing House (CPH) in St. Louis, with approval from the District President and VP of Communication.
 - Maintain inventory and transport items to and from events.
 - Set up tables, mark the items with the sale price, and display items on the tables.
 - Procure a cash box and change for the store.
 - Schedule at least two volunteers to be present at all times when the store is open.
 - Maintain a file of invoices for items purchased and provide a copy to the District President and VP of Communication.
 - Track beginning and ending inventory from each event.
 - Turn in the receipts of sales and all money to the Financial Secretary.
 - Arrange to keep and store inventory between events.
 - Maintain a list of items that were requested, but not available, to aid in future planning.
- d) **The Social Media Manager** shall:
- Keep the LWML Kansas District Facebook page updated at www.facebook.com/KS.LWML and explore other current social media outlets.
 - Post text, photos and links on the wall as appropriate.
 - Encourage interaction with LWML fans both on the district and the national level.
 - Delegate administrative responsibilities to one or more fellow Communication Committee members to assist in monitoring posts and comments.
 - Follow Social Media guidelines as distributed by LWML.
 - Assist with photography and taking pictures at LWML Kansas District events.
- e) **The Technology Manager** shall:
- Assist with technology at all LWML Kansas District events, namely conventions, KAOL, and the Christian Life Fall Retreat.
 - Assist with PowerPoint presentations and other computer material at all district events.
 - Assist with photography and taking pictures at LWML Kansas District events.
- f) **The Directory Manager** shall:
- Make additions and corrections regularly to the LWML Kansas District Directory to keep it updated, especially after a district convention, KAOL, and spring and fall zone events.
 - Distribute the LWML Kansas District Directory via email at least twice per year, or more often as directed by the LWML Kansas District President or VP of Communication.
 - Distribute the updated directory to the Executive Committee members, the Zone Presidents, the District Committee Chairmen and committee members, and the Appointed Personnel and Committees, at least twice per year.
- f) **Other Responsibilities for the Committee Members:**
- Invite the District President, Department Vice President, and the Junior Pastoral Counselor to attend all committee meetings.
 - The VP of Communication will appoint a committee chairman to conduct committee meetings.
 - The Communication Committee Chairman shall appoint a secretary who will record the minutes of all

meetings, provide a copy to the committee members, District President, Department Vice President and Pastoral Counselor, and also record any decisions made by email, telephone or other communications and attach to the minutes.

- Forward reports on the work of the LWML Kansas District to the national Communication Committee as requested.
- Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- The other responsibilities of this committee (as listed below) will be overseen by the VP of Communication and the appointed committee chairman, with input by the District President.
- KAOL Participation: In even-numbered years, become better acquainted as a committee and participate in KAOL leadership training as a group. In odd-numbered years, lead sectionals or assist with segments of KAOL as requested by the President.
- At the invitation of the Executive Committee, set up a committee display table and booth for KAOL and the district conventions, as well as other requested events.
- Design, maintain and update material for use at LWML and LCMS related events as appropriate or as requested by the LWML District President.
 - Communicate with the VP of Communication that a display is registered as necessary for appropriate events.
 - Make arrangements for the transportation to and from, set-up, maintenance, and take-down of the display at events.
 - Voucher any registration or supply expenses for the display.
- Prepare annually a one-page, front and back, LWML Sunday church bulletin insert or a brochure-type document. Include Kansas District projects, national and Kansas District mission statements, break out of how mites are split (75%/25%), focus areas, and other information as appropriate.
- Keep the LWML Kansas District brochure updated, for use at conventions and other district events.
- Assist all committees in developing and designing handouts, documents, forms, posters, and event evaluation forms.
- Post calendar updates on the website.
- Coordinate publicity for various events, using the website and calendar, social media, and the newsletter.
- Keep the District Leaders Directory document up-to-date, and distribute to the EC and BOD members at each KAOL. This document can be downloaded from the website Contact Us page.
- Coordinate the Church Workers in Mission project.
 - Seek information about pastors and deaconesses coming into the state of Kansas either as newly ordained or installed, or when a pastor new to Kansas accepts a call to serve.
 - Follow the "Guide to Welcoming New Church Workers into the Kansas District" (see appendix).
 - Coordinate with district, zone and group leaders to make a "Welcome!" presentation to the new church worker.
 - Order and assemble gift bag items, then mail or deliver the gift bag and scripts to the appropriate Zone President.
 - Gather follow-up information from the presenters.
 - Update the guidelines and scripts (see appendix) as needed.
- Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- Any document, form, picture, or information that needs to be posted on the website, must first meet approval of the District President and/or VP of Communication, who will then forward the information to the Webmaster to be posted on the website.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of the LWML Kansas District and provide input to the District VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following appointments of successors, present all material pertaining to this committee to

the outgoing chairman who is responsible for presenting it to the new committee chairman. (Bylaws, Article V, Section 5)

D. GOSPEL OUTREACH DEPARTMENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The Gospel Outreach Department shall include the Gospel Outreach Committee. The Vice President of Gospel Outreach shall be the coordinator of the Gospel Outreach Department. The Gospel Outreach Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, shall:

1. Provide resources and suggestions to encourage greater mission consciousness and active participation among the women of the district;
2. Investigate, evaluate, and select proposed mission grants to be submitted to the Executive Committee and the Board of Directors for their approval prior to presentation to the district convention:
 - give special consideration to mission needs of the Kansas District LCMS and
 - give information regarding the proposed mission grants for the District Convention, listing them according to their application date, to the Parliamentarian for the preparation of ballots;
3. Investigate, evaluate and select proposed God's Gracious Gift Fund (GGGF) grants to be submitted to the Executive Committee and the Board of Directors for their approval prior to presentation to the district convention:
 - give special consideration to mission needs of the Kansas District LCMS and
 - give information regarding the proposed GGGF grants for the District Convention, listing them according to their application date, to the Parliamentarian for the preparation of ballots;
4. Receive applications for student financial aid, and, with the approval of the Executive Committee, determine distribution of any financial aid from the Student Financial Aid Fund which is over and above the amount included in the biennial mission goal; and
5. Investigate, evaluate, and select proposed Day of Prayer and convention offering recipients to be submitted to the Executive Committee and Board of Directors for their approval:
 - give special consideration to the mission needs of the Kansas District LCMS and
 - prepare ballots of the proposed offerings for the Board of Directors meeting.

Bylaws, Article XI, Section 3.D

Duties in Detail

- a) Encourage greater mission consciousness and active participation among all women of LCMS Kansas District:
 - Keep membership informed of grants completed and those in progress through articles in each issue of *The Kansas Sonshine* and on the website.
 - Prepare a file on viable projects to be available for group use.
 - The "outgoing" Gospel Outreach Committee will develop posters with printed prayers for each mission project selected and design a one page summary of all projects to be paid. These will be posted on the website as soon as possible following the district convention.
- b) Investigate, evaluate, and select proposed LWML Mission Grants and God's Gracious Gift Fund (GGGF) grants, giving special consideration to mission needs of the Kansas District LCMS. Proposals must be from individuals or groups affiliated with LCMS or a Recognized Service Organization (RSO). See the Lutheran Church — Missouri Synod website (www.LCMS.org) for RSO listing.
 - Solicit grant suggestions from the various LWML units in the district, from persons with individual LWML membership status, the Kansas District LCMS, the LWML Gospel Outreach Committee Chairman, LCMS World Mission, and Recognized Service Organizations.
 - Place notices requesting proposals for grants in the winter issue (odd-numbered years) of *The Kansas Sonshine*, as well as in the Kansas supplement of the *Lutheran Witness*, with deadline for submission being September 1 (odd-numbered years).
 - Secure approval for proposed grants from LCMS World Mission or the synodical district in which the

projects would be funded.

- Present LWML Mission Grant and God's Gracious Gift Fund proposals to the Executive Committee for review and recommendation prior to final approval by the Board of Directors at its meeting held in odd-numbered years.
- Following Board of Directors' approval of the convention ballot(s), send written notice to all who submitted mission grant or GGGF grant proposals, advising whether or not the proposal will be voted on at the next convention.
- Publicize proposed mission grants and God's Gracious Gift Fund grants approved for the convention ballot(s) in *The Kansas Sonshine* at least two months prior to the convention.
- Prepare presentation of grant proposals for the district convention.
- Delegates will have the direction to vote for grant proposals based on the following criteria: 1 to 7 proposals, three votes; 8-15 proposals, four votes; 16-22 proposals, five votes. In the event of a tie vote, the proposal with the earliest submission date will receive the higher rank. If both have the same submission date, re-balloting is required for the tie vote.
- Following convention, send written notice to all who submitted grant proposals advising whether or not projects were selected.
- Following convention, notify the LWML Gospel Outreach Committee and the LCMS World Mission of selected projects.

c) Disbursement of mission grant funds:

- All proposed grant recipients must be affiliated with LCMS or Recognized Service Organizations (RSOs).
- Mission grants shall be funded in the order of convention selection.
- When the Executive Committee determines that funds are available, the VP of Gospel Outreach or a designated member of the committee will contact the recipient to determine whether the project remains viable, if the funds are needed, and if the monies can be used at this time.
- After receiving confirmation of the need for funds, the VP of Gospel Outreach or a designated member of the committee will submit a voucher to the District President, and remit payment when checks are received from the Treasurer.
- If receipt of funding is not acknowledged, the VP of Gospel Outreach or a designated member of the committee will contact the recipient to determine whether the check was received.
- If the project is not viable or if the funds are not needed at this time, the next project recipient shall be paid, with the initial recipient being notified when funds are again available.
- If the grant recipient has a valid request for a change in the use of the funds before funds are allocated, the change must be approved by the Executive Committee and by LCMS World Mission or the synodical district in which the project is to be funded. If the request for change is NOT approved and the recipient does not wish to continue with the original project, the project will be considered no longer viable.
- If funds cannot be disbursed to a project during the biennium in which it was selected, those funds shall be allocated to complete a partial grant (if the whole amount requested was not able to be granted), or be allocated to the mission project that received the next highest number of votes that was not adopted at the district convention in that biennium.
- If the total amount of money necessary for the grants is not available by the end of a biennium, the amount needed to complete the unpaid grant(s) shall become a part of the mission grant allocation for the next biennium. The project grant(s) carried over shall be paid first.

d) God's Gracious Gift Fund:

- All proposed grant recipients must be affiliated with LCMS or Recognized Service Organizations.
- The Financial Secretary shall maintain a record of gifts and contributions with copy filed with Archivist-Historian each Biennium. Acknowledgements will be issued according to IRS guidelines.
- The assets of GGGF may be delivered to the LCEF or another professional investment firm for investment and management as approved by a two-thirds majority of the District Board of Directors.
- Amounts in excess of \$10,000 in GGGF as of May 31 of odd-numbered years (including principal and interest) will be disbursed following each biennial convention. Each selected grant recipient will receive

no more than \$5,000 of the available funds. This will allow distribution of GGGF funds to a greater number of recipients.

- Delegates will be directed to vote for grant proposals based on the following criteria: 1 to 7 proposals, three votes; 8-15 proposals, four votes; 16-22 proposals, five votes. In the event of a tie vote, the proposal with the earliest submission date will receive the higher rank. If both have the same submission date, re-balloting is required for the tie vote.
- The VP of Gospel Outreach or a designated member of the committee will contact the recipient and request a statement as to whether or not the funds are needed and can be used at this time, including a proposed timeline for initiating the project.
- After receiving confirmation of the need for funds, the VP of Gospel Outreach or a designated member of the committee will submit a voucher to the District President, and remit payments when checks are received from the Treasurer.
- If receipt of funding is not acknowledged, the VP of Gospel Outreach or a designated member of the committee will contact the recipient to determine whether the check was received.
- If project is no longer viable within the Biennium in which it is selected, the money will remain in the GGGF account. If, after disbursing funds to a viable GGGF project, the project later becomes not viable (the funds have not been spent within a biennium), the money shall be returned to GGGF account.

e) Student Financial Aid Fund:

- Application for Financial Aid
 - Publicize in the winter and spring editions of *The Kansas Sonshine* and the Kansas supplement of the *Lutheran Witness* the availability of student financial aid (SFA) for communicant members of Kansas District LCMS congregations enrolled in any LCMS synodical school to prepare for church work and advanced degrees in church work:
 - Pastor
 - Teacher
 - Director of Christian Education
 - Director of Christian Outreach (Evangelism)
 - Director of Parish Music
 - Director of Family Life Ministry
 - Parish Assistant
 - Lay Minister
 - Deaconess
 - Applications shall be made annually. Deadline for applying for financial aid shall be June 1, to coincide with LLL and synodical district grant application deadlines.
 - Require confirmation that the student has been accepted into the school of choice.
 - Process the applications at committee meetings or by mail or email, arriving at the recommendations on the basis of completion of financial aid application and confirmation of acceptance at school of choice.
 - Present the recommendations for approval to the Executive Committee. This may be done at an Executive Committee meeting or by mail or email.
 - The approved applicants shall be notified by the Gospel Outreach Committee Chairman.
 - Applicants not approved shall be informed by the Gospel Outreach Committee Chairman.
- Disbursement of Student Financial Aid (SFA):
 - A financial aid formula for disbursement of funds will be based on the number of eligible students in each class, multiplied by an increasing sliding scale for the grade level.
 - Freshman and Sophomore –\$700 per year or \$350 per semester
 - Junior and Senior - \$900 per year or \$450 per semester
 - Internship year - \$450 per year or \$225 per semester
 - First and Second Seminary year - \$1200 per year or \$600 per semester

- Vicarage year - \$750 per year or \$375 per semester
 - Third and Fourth Seminary year - \$1500 per year or \$750 per semester
 - Annual SFA total will be paid as follows: the first \$20,000 paid from mites (or as designated in the District biennial work program), and the balance paid with interest and principal from the SFA fund until the fund is near, but not less than, \$10,000.
 - As financial aid payments become due (one half for first semester and one half due for second semester), the VP of Gospel Outreach or a designated member of the committee will submit a voucher to the District President and payments will be made to the school(s) when checks are received from the Treasurer. Any money for financial aid that is not used as allocated to a student at any time during the biennium shall be re-deposited to the SFA fund.
- f) Day of Prayer Offerings:
- Investigate, evaluate, and select proposed Day of Prayer recipients, giving special consideration to mission needs of the Kansas District LCMS. Recipients must be an LCMS entity or Recognized Service Organization (RSO).
 - Present at least two Day of Prayer recommendations for the coming biennium to the Executive Committee for approval prior to final approval by the Board of Directors at its meeting held in conjunction with the pre-convention Board of Directors meeting. Day of Prayer recipients will be selected for both years of the coming biennium.
 - Publish approved Day of Prayer offering recipient(s) in *The Kansas Sonshine*.
 - Day of Prayer offerings will be credited by fiscal year (April 1-March 31).
 - In the event current recipient's project is no longer viable, the recommendation that received the next highest vote will become the recipient if that project is still viable. In the event the project is no longer viable, the Gospel Outreach Committee will present another recommendation to the Executive Committee for approval before presentation to the Board of Directors for final approval.
- g) District Convention Offerings (Communion Service, Mission Walk, Closing Service):
- Present proposed district convention offering recipients to the Executive Committee for approval prior to final approval by the Board of Directors at its meeting held in odd-numbered years.
 - Publicize approved convention offering recipients in *The Kansas Sonshine*.
 - The communion worship service offering shall be applied to the current district mission grants. The Convention Treasurer will forward the offering receipts to the District Financial Secretary.
 - Additional convention offerings (mission walk, closing service, etc.) shall be forwarded to recipients within 30 days of the close of the convention. The Convention Treasurer will forward checks to the VP of Gospel Outreach who will prepare cover letters and remit to the designated recipients.
- h) Other Responsibilities:
- Invite the District President, Department Vice President, and Junior Pastoral Counselor to attend all Committee meetings.
 - Keep a record of district Mission Grants, God's Gracious Gift Fund grants, and recipients of Financial Aid, Day of Prayer and convention offerings during the Chairman's term of office.
 - Work closely with the LCMS Kansas District Scholarship Committee.
 - Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, Department Vice President and Pastoral Counselor, and also record any decisions made by email, telephone or other communications and attach to the minutes.
 - Forward reports on the work of the LWML Kansas District to the national Gospel Outreach Committee as requested.
 - Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
 - KAOL Participation: In even-numbered years, become better acquainted as a committee and participate in KAOL leadership training as a group. In odd-numbered years, conduct the Gospel Outreach section of

the meeting for the purpose of training Zone Gospel Outreach chairmen to carry out the proposed workshop program.

- Coordinate with the Christian Life Committee regarding the planning and implementing of a mission and/or prayer walk.
- At the invitation of Executive Committee, set up a display table or prepare a "sectional" for the district convention.
- Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Gospel Outreach.
- Any material to be published (hardcopy, posted via social media, texted, etc.), or disseminated in any way, will be submitted to a Pastoral Counselor for doctrinal review prior to printing.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.

E. ORGANIZATIONAL RESOURCES DEPARTMENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The Organizational Resources Committee, consisting of a chairman and two (2) or more members and a Pastoral Counselor, plus the Parliamentarian as ex officio member, shall:

1. Examine and evaluate the Bylaws of the District;
2. Submit proposed amendments to the District Board of Directors for consideration and approval;
3. Send the required number of copies of proposed amendments to the national Structure Committee for its approval prior to adoption by the District membership;
4. Submit approved proposed amendments to the District convention;
5. Receive and examine Zone bylaws and proposed amendments and approve those not in conflict with the District bylaws; and
6. Be responsible for updating the District Bylaws and *Leadership Guidelines*.

Bylaws, Article XI, Section 3.E

Duties in Detail

a) District Bylaws:

- Proposed amendments may be submitted to the District Organizational Resources Committee by any member or group of members of the LWML Kansas District.
- Initiate any amendments under consideration and submit to the Executive Committee for its review prior to seeking approval of the LWML Structure Committee.
- Upon consensus from the Executive Committee, submit required number of copies of any proposed amendments to the LWML Structure Committee for approval.
- After receiving approval from the LWML Structure Committee, publish proposed amendments two months prior to submitting them to the district convention for adoption.
- If adopted by the district convention, post the amended set of bylaws on the district website, and inform LWML Kansas District officers, committees, appointed personnel, and zone presidents that they are available to download.
- Forward copies of the newly adopted LWML Kansas District Bylaws to the LWML Structure Committee Chairman as outlined in LWML procedures.

b) Zone Bylaws:

- Inform zones that sample bylaws guidelines are in the Appendix of these *Leadership Guidelines*, and are also available at www.lwml.org.
- Receive and examine zone bylaws and proposed amendments and approve those not conflicting with the

LWML Kansas District Bylaws.

- If approval cannot be given, notify the Zone Bylaws Committee and suggest necessary changes, amendments or clarifications. Ask that a revised edition be prepared and returned to the District Organizational Resources Committee for further study.
- Request the zone Bylaws Committee to submit a copy of the dated bylaws within 30 days after adoption by the zone for inclusion in the LWML Kansas District Zone Bylaws files maintained by the Committee.
- Notify the Zone Bylaws Committee in writing that their bylaws have been received and placed on file.

c) *Leadership Guidelines:*

- Each section of the *Leadership Guidelines* shall be reviewed annually for corrections and additions by the officer or chairman to whom it pertains so as to provide specific details and directions necessary to implement the district's program in accordance with its bylaws.
- After revisions are approved by the Executive Committee, the VP of Organizational Resources will update the Master Copy.
- The latest version of *Leadership Guidelines* will be posted on the LWML Kansas District website in even-numbered years following KAOL. A printed copy will be made available to the District Archive committee.

d) *Other Responsibilities:*

- Invite the District President, Department Vice President, and the Junior Pastoral Counselor to attend all committee meetings.
- Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, Department Vice President, and Pastoral Counselor, and also record any decisions made by email, telephone or other communications and attach to the minutes.
- Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- Copy and pass on to the Organizational Resources Committee members and to the District Parliamentarian, any articles or portions of articles that pertain to Bylaws received in any special LWML publications.
- Upon request, provide guidelines for Group Bylaws for new groups from guidelines furnished by the LWML, noting that the LWML states there are three Articles in bylaws which must be in agreement with LWML. They are Object, (mission education, mission inspiration, mission service, and financial grants for mission needs), Members and Parliamentary Authority. The only stipulation for membership is that a woman who is a communicant member of an LCMS congregation is eligible for membership in a group or as an individual.
- KAOL Participation: In even-numbered years, become better acquainted as a committee and participate in KAOL leadership training as a group. In odd-numbered years, lead sectionals or assist with segments of KAOL as requested by the President.
- At the invitation of the Executive Committee, set up a display table or prepare a "sectional" for KAOL and the district convention.
- Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Organizational Resources.
- Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.

F. SPECIAL FOCUS MINISTRIES DEPARTMENT

General Guidelines as Shown in the LWML Kansas District Bylaws

The Special Focus Ministries Department shall include the Special Focus Ministries Committee and the Heart to Heart Sisters District Leader and committee. The Vice President of Special Focus Ministries shall be the coordinator of the Special Focus Ministries Department. The Special Focus Ministries Committee, consisting of a chairman, two (2) or more members and a Pastoral Counselor, shall:

1. provide resources and training to enable each LWML member to increase her skills, develop her potential, and become a more mature Christian woman in her service for Jesus Christ;

2. encourage active participation in developing leaders through quality mentoring programs;
3. plan and implement programs for Young Woman Representatives (YWRs) and first-time convention attendees;
4. implement mentoring programs for YWRs during the following biennium; and
5. submit names of women with leadership potential to the Executive Committee and the Nominating Committee Chairman.

Bylaws, Article XI, Section 3.F

Duties in Detail

1. The Special Focus Ministries Committee will:
 - a) Provide resources and training to enable each LWML member to increase her skills, develop her potential, and become a mature Christian woman in her service for Jesus Christ:
 - Actively use national Special Focus Ministries resources when available.
 - Forward reports on the work of the LWML Kansas District to the LWML Leader Development Committee when requested.
 - Submit original program materials to the LWML Leader Development Committee for possible addition to its Servant Resources Department's Lending Library.
 - b) Encourage active participation in developing leaders through quality mentoring programs:
 - Encourage use of materials available from the LWML Office so that each member can learn how to discover, develop and use the gifts God has given her.
 - In even-numbered years, become better acquainted as a committee and participate in leadership training as a group. In odd-numbered years, conduct the Special Focus Ministries section of the KAOL meeting for the purpose of training Zone Special Focus Ministries chairmen to carry out the proposed workshop program.
 - Present suggestions, provide resources and offer advice for conducting Special Focus Ministries programs on the district, zone and group levels, such as workshops, retreats and servant events.
 - Be alert to leadership needs in the LWML Kansas District and forward names of potential leaders to the VP of Special Focus Ministries.
 - In cooperation with the District President, make updates to the Personnel Resource Profile, and distribute to all attendees at KAOL and district convention.
 - c) Coordinate and publicize the Young Woman Representative (YWR) application process for LWML conventions:
 - Prepare YWR guidelines and application forms, and give to Zone Presidents at KAOL in even-numbered years for distribution at fall workshops.
 - Receive applications and make selection of up to two YWRs and one alternate from the Kansas District to attend the LWML convention at district expense.
 - Forward names of the district's YWRs and alternate to the District President.
 - Inform the selected YWRs 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 YWR experience at the next year's district convention.
 - Develop a mentoring program for the national YWRs:
 - Keep YWRs updated on Special Focus Ministries programs on the district level
 - Invite YWRs to assist in planning activities for the district convention
 - Encourage participation at events in their respective zones and groups
 - Send courtesy cards of special events
 - d) Coordinate and publicize the YWR application process for the LWML Kansas District Convention:
 - Prepare District YWR guidelines and application forms, and give to Zone Presidents for distribution at fall workshops in odd-numbered years.

- Publicize the District YWR application process in the fall issue of *The Kansas Sonshine* (odd-numbered years).
 - Design a special Convention Registration form to be used by the YWR applicants. Submit to the District Executive Committee for its approval at the fall Executive Committee meeting prior to the District Convention. Encourage each zone to select one or two YWRs to attend the district convention at zone expense.
 - Prepare invoices for YWR hotel expenses using information received from Vice President of Special Focus Ministries and the District Meeting Manager, to be distributed to Zone Presidents. The invoices shall be sent either electronically or by mail two to three weeks prior to the Pre-Convention Board of Directors' meeting. Invoices will be paid to the Convention Treasurer at the Pre-Convention Board of Directors' meeting if possible, but no later than the close of convention.
 - Communicate to Zone Presidents that zones are responsible for the cost of convention registration, transportation, hotel and all convention meals included on the YWR convention registration form.
 - Prepare an agenda for YWRs at the district convention and communicate all scheduled activities to YWRs in advance of the convention. Address banner rehearsal, meals, mentor luncheon, servant events, prayer/mission walk, and other special activities planned.
 - Identify which meals are paid by District and which meals are paid by the YWR or her zone.
 - Notify Convention Chairman of meeting rooms needed during convention for YWR activities.
 - Prepare an evaluation form and distribute to YWRs for completion.
 - Develop a mentoring program to follow up with YWRs after the district convention:
 - Compile and evaluate YWR survey results
 - Compile and evaluate YWR Committee Appointment-Personnel Profile (CAPP) forms
 - Send a post card follow-up
 - Have resources available
 - Encourage participation at events in their respective zones and groups
- e) Coordinate Convention T-shirt sale:
- Choose design, style and color of T-shirt, using the convention logo selected by the Board of Directors.
 - Obtain bids from suppliers, and set price for T-shirts.
 - Requisition funds for the initial T-shirt order from the Convention Treasurer by submitting a voucher to the Convention Chairman.
 - Place an initial order for T-shirts.
 - Publicize T-shirt sales by including order forms in *The Kansas Sonshine*, indicating that they will be available for purchase at KAOL and the district Christian Life Retreat.
 - Arrange a work schedule for the T-shirt table at KAOL and Christian Life Retreat. Ask national YWRs to help, if possible.
 - Publicize T-shirt order form before the district convention, indicating that pre-ordered shirts will be available for pick-up at the convention.
 - Reorder T-shirts as necessary and arrange for delivery at the district convention.
 - Coordinate location for pick-up of T-shirts at convention with the Convention Planning Committee.
 - Arrange a work schedule for the T-shirt table at convention, including the national YWRs, if possible.
- f) Identify and encourage first time district convention attendees:
- Coordinate first time attendees' registration information with convention committee.
 - Provide a special memento and distribute at convention.
 - Recognize first time attendees during the convention.
 - Encourage first time attendees to complete the Committee Appointment-Personnel Profile (CAPP) forms.
 - Develop a mentoring program to follow up with first time attendees after the convention:
 - Collect, compile and evaluate first time attendees CAPP forms.
 - Send a post card follow-up.
 - Suggest possible activities for future involvement based on information from the CAPP forms.

g) Other Responsibilities:

- Invite the District President, Department Vice President, and the Senior Pastoral Counselor to attend all Committee meetings.
- Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, department Vice President and Pastoral Counselor, and also record any decisions made by email, telephone or other communications and attach to the minutes.
- Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- KAOL Participation: In even-numbered years, become better acquainted as a committee and participate in KAOL leadership training as a group. In odd-numbered years, conduct the Special Focus Ministries section of the meeting for the purpose of training Zone Special Focus Ministry chairmen to carry out the proposed workshop program.
- Encourage local groups to send reports of their activities, such as rallies, retreats, etc., to the District Newsletter Editor, along with pictures if available, for publication in *The Kansas Sonshine*;
- At the discretion of the Executive Committee, set up a display and prepare a sectional for KAOL and the district convention.
- Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Special Focus Ministries.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.

2. The Heart to Heart Sisters District Leader and Committee shall develop and facilitate the District Heart to Heart Sisters program as per training and guidelines received from LWML and/or direction from the District Executive Committee. Other responsibilities:

- Invite the District President, Department Vice President, and the Senior Pastoral Counselor to attend all Committee meetings.
- Appoint a secretary who will record the minutes of all meetings, provide a copy to the committee, District President, department Vice President and Pastoral Counselor, and also record any decisions made by email, telephone or other communications and attach to the minutes.
- Committee Chairman is responsible for submitting a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- KAOL Participation: In even-numbered years, become better acquainted as a committee and participate in KAOL leadership training as a group. In odd-numbered years, conduct the Special Focus Ministries section of the meeting for the purpose of training Zone Special Focus Ministry chairmen to carry out the proposed workshop program.
- Encourage local groups to send reports of their activities, such as rallies, retreats, etc., to the District Newsletter Editor, along with pictures if available, for publication in *The Kansas Sonshine*;
- At the discretion of the Executive Committee, set up a display and prepare a sectional for KAOL and the district convention.
- Submit articles for inclusion in *The Kansas Sonshine* when requested to do so by the VP of Special Focus Ministries.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following appointments of successors, present all material pertaining to this committee to the outgoing chairman who is responsible for presenting it to the new committee chairman.

III. APPOINTED OFFICERS

A. MEETING MANAGER

General Guidelines as Shown in the LWML Kansas District Bylaws

The Meeting Manager shall:

1. Provide for the physical well-being of participants by assisting the President and other district officers in developing and administering meeting service support as needed for district meeting functions;
2. Make necessary arrangements for food, lodging, and meeting rooms before and during district meeting functions;
3. Serve as liaison in handling any questions with facilities or other arrangements.

Bylaws, Article XI, Section 5.B

Duties in Detail

a) District Meeting Functions:

- Make necessary arrangements for food, lodging, and meeting rooms.
- Make room reservations, as directed by the Executive Committee, using the district credit card to guarantee reservations.
- Provide necessary announcements regarding arrangements, including meal times and room assignments.
- Serve as liaison in handling any questions or concerns related to facility services and arrangements.
- Together with the District President, vice presidents in office for the applicable convention year, and the Junior Pastoral Counselor (as available), inspect proposed convention facilities four years before a district convention to determine if the site has acceptable space for general convention sessions, interest sessions, worship services, servant events, ingatherings, meals and fellowship activities, rooms to house delegates and guests, and has adequate liability insurance coverage.
- Voucher a \$50 donation to the host church when district meetings (E.C., Board of Directors, KAOL, etc.) are held at that facility.

b) Crisis Management:

- Become familiar with the district Crisis Management Guidelines and Emergency Plan (see Crisis Management Guidelines).
- Maintain confidential files of PAW (formerly Health and Emergency) Forms for Executive Committee, Standing Committees and Board of Directors. (See sample form in Appendix.) Update as necessary, and have the file on site at all district-sponsored events and meeting.
- Serve on the Crisis Management Team for all meetings.
- Provide complete written documentation of any emergency, including implementation of the emergency plan, using the LWML Crisis Incident Report Form (found in the Appendix of the *Leadership Guidelines*). She will retain a file of the crisis incident report forms (either paper or digital) for a period of eight years.

c) Other Responsibilities:

- Submit a report for Executive Committee and Board of Director meetings, including the report that will be printed in the district convention manual.
- Represent the LWML Kansas District at zone events at the request of the President. Following the event, email a summary report to the Executive Committee and the District Archivist-Historians. Utilize the "Zone Event Statistical Report" found on the Organizational Resources page of the website: ([www.kansaslwml.org/Organizational Resources](http://www.kansaslwml.org/Organizational%20Resources)).
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.

- Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

IV. APPOINTED PERSONNEL

A. ARCHIVIST/HISTORIAN

General Guidelines as Shown in the LWML Kansas District Bylaws

The Archivist/Historian shall:

1. write a history of the district for the biennium; and
2. gather and preserve records and other material of significance of the district.

Bylaws, Article XI, Section 6.B

Duties in Detail

- a) Gather and preserve Kansas District records, including:
 - Minutes of all meetings of Executive Committee and Board of Directors
 - Minutes of the proceedings of the district convention
 - Each issue of *The Kansas Sonshine*
 - Kansas Assembly of Leader (KAOL) manual
 - District Convention manual
 - District Bylaws and amendments
 - *Leadership Guidelines*
- b) Maintain a scrapbook of LWML items of interest, including:
 - Newspaper clippings
 - Photos
 - Articles appearing in Kansas District LCMS publications, such as the Kansas District supplement of the *Lutheran Witness*.
 - Concise summaries of significant events which may not be included elsewhere.
- c) At the close of the district convention, send to the LWML Archivist/Historian:
 - Convention manual
 - Minutes of convention proceedings, including programs and scripts (where used)
 - Minutes of Board of Directors meetings held during the biennium
 - Minutes of Executive Committee meetings held during the biennium with any potentially sensitive material redacted
- d) At the close of the biennium prepare a historical summary of the LWML Kansas District, stating facts and figures of progress for the biennium and concluding with the district convention. Send summary to:
 - LWML Archivist/Historian
 - Kansas District LWML President
 - LCMS Kansas District Archivist/Historian
- e) Records Storage:
 - Current materials may be kept with historian until complete and ready for archive.
 - Archival materials are maintained at the LCMS Kansas District office in Topeka, with storage arrangements made through LCMS District personnel.
 - Maintain a current inventory of records in storage.
- f) Other Responsibilities:
 - Have a display of historical items of interest at each district convention.
 - Preserve records on acid-free paper whenever possible.
 - Write descriptive captions for photos and identify people shown.
 - Verify that all items are dated.

- Submit a report for Board of Directors meetings, including the report that will be printed in the district convention manual.
- Attend meetings in an advisory capacity at the request of the District President.
- Pass on to Zone Archivist/Historians any information that would be helpful on the zone and/or group level. Information may be distributed through Zone Presidents.
- Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the District VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
- Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

B. PARLIAMENTARIAN

General Guidelines as Shown in the LWML Kansas District Bylaws

The Parliamentarian shall:

1. serve as an advisor in parliamentary procedure upon request; and
2. be an ex officio member of the Organizational Resources Committee (see Article XI, Section 3.E.1)
3. prepare convention ballots for Mission Grant proposals, GGGF proposals, and election of officers and pastoral advisor.

Bylaws, Article XI, Section 6.C

Duties in Detail

- a) Serve as advisor in parliamentary procedure upon request to:
 - District President
 - District LWML officers and individual LWML members
- b) Serve as an ex-officio member of the Organizational Resources Committee.
- c) See that *Robert's Rules of Order Newly Revised* (RONR) governs the proceedings of the district in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the LWML, applicable law, or Christian principles (*Bylaws, Article XVI*).
- d) Prepare convention ballot(s) for proposed mission grants, GGGF grants, candidates for office, and pastoral advisor.
 - Print a ballot of approved Mission Grant proposals on white paper for the District Convention, listing them according to the date received by the committee.
 - Print a ballot of approved God's Gracious Gift proposals on lavender paper for the District Convention, listing them according to the date received by the committee.
 - Prepare printed ballots on yellow paper, listing the candidates in alphabetical order for each office, with space allowed for possible nominations from the floor. Include candidates for pastoral advisor on this ballot with notice that nominations from the floor for this position are not allowed.
 - Present sample ballots of proposed mission grant proposals, God's Gracious Gift Fund proposals, and proposed candidates for offices and pastor advisor along with tally sheets to the convention Printing and Publicity Committee for the convention manual.
- e) Provide each Teller Committee with an adequate supply of Tally Sheets and Report of the Tellers forms (see Appendix) for each item on the convention ballot to use in recording votes cast.
- f) Review the responsibilities of the Teller Committees at the Board of Directors meeting held prior to the convention (see guidelines for Convention Teller Committees in Chapter 3, Section III).
- g) Other responsibilities:
 - Submit a report for Board of Director meetings, including the report that will be printed in the district convention manual.
 - Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the VP of Organizational Resources when changes

or revisions are needed to keep the guidelines up-to-date with current practices.

- Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

C. DISTRICT CONVENTION CHAIRMAN

General Guidelines as Shown in the LWML Kansas District Bylaws

The District Convention Chairman shall be appointed from the host zone in accordance with the schedule set forth in these *Leadership Guidelines* and shall be responsible to the District Convention Planners, consisting of the District President, all Vice Presidents and Meeting Manager.

Bylaws, Article XI, Section 6.D

Duties in Detail

See the Convention Guidelines chapter of the *Leadership Guidelines* for detailed responsibilities pertaining to this office.

D. SHORT-TERM MISSION COORDINATOR

General Guidelines as Shown in the LWML Kansas District Bylaws

The Short-Term Mission Coordinator shall:

1. Publicize opportunities for short-term mission trips;
2. Assist the mission teams with pre-trip planning; and
3. Provides reports to the Executive Committee and the Board of Directors.

Bylaws, Article XI, Section 6.E

Duties in Detail

- a) Publicize opportunities for short-term mission trips:
 - Distribute to all Zone Presidents and LWML groups opportunities for short-term mission trips with LCMS World Mission or other Recognized Service Organization ministries. (Some ministries may be contacted directly without going through LCMS; notify the LCMS World Mission when such trips are planned.)
 - Speak about mission trip opportunities at district events such as conventions, KAOL, and retreats.
 - Be available to speak at zone rallies and workshops.
 - Confirm placement of mission teams with LCMS World Mission.
- b) Assist the mission teams with trip planning:
 - International Trips – LCMS World Mission assigns a placement counselor to provide logistical assistance and guidance.
 - United States Trips – The team will work directly with the ministry they are serving. LCMS is available to suggest ministries and provide logistical assistance if requested.
- c) Follow-up with mission teams at conclusion of trip:
 - Contact teams upon return from trip, requesting a trip summary and pictures that may be publicized in *The Kansas Sonshine* and on the district website.
 - Encourage zones and groups to request presentations from mission teams.
- d) Report to the Executive Committee, Board of Directors and the district convention:
 - Coordinate convention activities to promote future short-term mission teams.
 - At the discretion of the Executive Committee, set up a display for the district convention.
- e) Other responsibilities:
 - Review the *Leadership Guidelines* annually to remain familiar with the scope of information pertaining to the work of LWML Kansas District and provide input to the District VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices;

- Within 30 days following expiration of appointment, present to successor all material pertaining to the office (*Bylaws, Article V – Section 5*).

E. NOMINATING COMMITTEE

General Guidelines as Shown in the LWML Kansas District Bylaws

1. The Executive Committee shall appoint a Nominating Committee of five members, of which at least four zones of the district shall be represented.
2. Appointments shall be made at least 12 months prior to the district convention.
3. The immediate Past District President shall serve as a non-voting consultant to the Nominating Committee for the four years immediately following her term as District President.

The Nominating Committee shall:

- Submit a slate consisting of at least two candidates, if possible, for each elective office;
- Select candidates who have served in the zone and who are active in their group or as an individual member;
- Select candidates for President and Vice President of Organizational Resources who have served as members of the District Board of Directors; and
- Obtain the written consent of all candidates to serve, if elected.

Bylaws, Article V, Sections 2 and 3

Duties in Detail

- a) At least twelve months prior to a district convention, the District President will contact the committee members appointed by the Executive Committee, designating one person as chairman, and provide the committee with:
 - The names of the pastoral counselor and the immediate Past District President who will serve in an advisory capacity.
 - A list of officers to be elected, with sections of the Bylaws and *Leadership Guidelines* related to the qualifications and duties of each office. Elected officers are eligible for one (1) nonconsecutive reelection to the same office (*Bylaws, Article V, Section 5.A*).
 - Consent Forms for each nominee to sign.
 - Expense vouchers, stationery and envelopes.
 - File of information from the previous Nominating Committee.
- b) Solicitation of names:
 - Prepare an article for the Spring issue (odd-numbered years) of *The Kansas Sonshine*, asking for submission of names for each office to be filled. Any LWML group or LWML member may recommend nominees.
 - Contact Zone Presidents and the District Executive Committee, asking for submission of names.
 - Contact each person whose name has been submitted to determine their interest in having their name considered, and to obtain information about eligibility, qualifications, and past experience on the group, zone or district level, or as an individual member.
 - The District President shall solicit Pastoral Counselor nominees from the District Executive Committee and the President of the Kansas District LCMS (*Bylaws, Article VII, Section 2.B*).
- c) Candidate Selection Process:
 - Select a date and convenient location when all committee members, the immediate Past District President, and Pastoral Counselor can meet.
 - Openly discuss the qualifications of each nominee. Consider candidates who have served in zone LWML, are active in their LWML group, and whose talents, qualifications and experience fit the requirements of the office.
 - If there are three or more nominees for an office, cast votes to narrow the selection to two candidates.

- Notify each candidate, in writing, of the office to which she has been nominated. Include the section of Bylaws and *Leadership Guidelines* pertaining to the office, and a "Consent to Serve" form to be signed and returned to the Nominating Committee Chairman.
 - Notify the District President of the names of all candidates, who will then obtain Executive Committee approval of the list of candidates before names are publicized in *The Kansas Sonshine*.
 - Send letters to all nominees whose names were not selected, thanking them for their willingness to serve.
- d) Publicity:
- Submit officer candidate biographical information and photo to Newsletter Editor for printing in the winter issue of *The Kansas Sonshine*.
 - Submit officer candidate biographical information and photos to the District President for printing in the Convention Manual.
 - Submit report of the Nominating Committee to the District President for printing in the Convention Manual.
- e) Chairman Responsibilities at District Convention:
- Introduce the candidates to the convention body at a time designated in the convention program.
- f) Other Responsibilities:
- Review the *Leadership Guidelines* and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up-to-date with current practices.
 - Following the close of the convention, give all material pertaining to the committee to the District President who will forward the information to the next Nominating Committee.
- F. LUTHERAN WORLD RELIEF COORDINATOR
1. Serve as area contact for Lutheran World Relief (LWR) personnel.
 2. Receive updates to kit and packaging information from LWR.
 3. Set annual pick-up dates with four church locations (usually the first full week in October):
 - Wichita – Tuesday – Risen Savior
 - Hays – Wednesday – Trinity (ELCA)
 - Salina – Thursday --Trinity
 - Topeka – Friday -- Christ
 4. Approximately two weeks before pick-up dates, complete Bill of Lading forms (one for each pick-up location) and email to trucking company representative. Provide trailer drop-off location for each pick-up site.
 5. Day of Pick-Up:
 - Provide hand-out forms with dates for next year to pass out to all donators (include dates, pick-up times, and coordinator contact information).
 - Bring two copies of Bill of Lading form, one for truck driver and one for LWML file.
 - Input manual count sheets into Excel spreadsheet to determine count for total number of boxes and total weight. These totals are recorded on the Bill of Lading form.
 6. When trailer is packed:
 - Call trucking company for trailer pick-up.
 - Put Bill of Lading form in trailer. Close and lock door.
 7. Submit article for the winter edition of the district newsletter, giving total number of boxes and total weight gathered at each pick-up location. Include pictures or other information of interest.
- G. PRAYER MAIL COORDINATOR
- Send prayer requests and prayers of thanksgivings in email format through the LWML Kansas District prayer mail network, using "blind copy" fashion to protect individual email addresses.
- H. TRAVEL CHAIRMAN
- Explore options for transportation to the national convention.

1. One year Prior to LWML Convention:

- a) Select tentative route(s) to reach planned destination.
- b) If possible, contact at least two (2) or more agencies to acquire bids, taking into consideration condition of bus to be used, and company policy for handling unforeseen problems such as mechanical break downs, air conditioning, restroom malfunctions, etc.
- c) Provide agencies with convention dates, destination, and any additional sight-seeing and/or entertainment activities planned along the way.
- d) Alternately, a private (church-owned) bus may be considered, provided:
 - Organization owning the bus carries \$5 million liability coverage,
 - Bus driver(s) are CDL licensed
- e) Confirm that the bus agency will provide shuttle service to and from hotel to convention center while at the convention city.
- f) Obtain quotes from hotels where en-route overnight stops may be required.
 - Make sure motels have ground floor, handicapped rooms available or an elevator to upper rooms. Prefer hotels with on-site restaurants or continental breakfasts included in the room price.
 - Determine if hotel offers free room(s) for the bus driver(s).
- g) Determine dates when deposits or cancellations will be required by the bus agent, hotels or tours/entertainment venues.
- h) Determine the minimum number of passengers required at the maximum quoted price. Include postage, administrative expenses and travel expenses for the travel chairman in the overall travel costs.
- i) Verify with the charter company any driver's expenses that will be incurred over and above the bid quoted.
- j) If a private bus is used, in addition to administrative costs and travel chairman expenses, calculate cost based on:
 - Number of miles traveled and cost of fuel using a ratio of average miles/gallon.
 - Total compensation for the driver(s), including cost of all hotels, meals, and daily honorarium for round-trip travel time.
- k) Verify admission fees and other costs for additional sight-seeing or entertainments activities planned pre- or post- convention, and include those costs in the registration estimate.
- l) Submit a planned itinerary, estimated itemization of costs, and draft of registration form to the Executive Committee for its approval prior to any promotional publicity. (Bus reservation form should emphasize that this form is for the bus only and a convention registration form is still required.)

NOTE: travel reservation costs include: basic travel to and from the convention city, admission costs to sightseeing venues (if applicable), and hotel room costs to and from convention site (if necessary). Each participant is responsible for convention registration, all meals, and hotel costs during the convention itself.

2. Six to Eight Months Prior to Convention

- a) Arrange for reservation form and preliminary information to be published in the fall edition of *The Kansas Sonshine*. Include itinerary, estimated costs, date when initial deposit is due, last date for cancellations (when deposits—less expenses already incurred—will be returned), and a copy of the Acknowledgement, Waiver and Release Form (PAW). (This is a required form; passengers will not be allowed on the bus without the form.)
- b) Recommend an early reservation deadline of March 1. If bus is not half full at that time, district arranged transportation may be cancelled.
- c) Reserve a block of rooms at any hotels used en-route, and confirm room rates.

3. Four Months Prior to Convention

- a) Contact Bus Travel Agency to establish a pick-up schedule, including times and locations the bus will depart each site. A general rule is to estimate fifty (50) miles per hour for bus trips, plus additional time allowed for rest stops and/or lunch breaks).

- b) Contact the National Travel Chairman to confirm which hotel the Kansas group will be assigned while at the convention. National Travel Chairman will make room reservations at assigned hotel; each person will be responsible for hotel costs at time of check-out.
- c) Prepare room assignment list.
- d) Contact participants to do the following duties:
 - Lead daily devotions;
 - Serve as song leader;
 - Lead the group in entertainment while on a bus trip (games, story telling time, etc.).
- e) Prepare article for Spring edition of *The Kansas Sonshine* (if necessary).

4. Two Months Prior to Convention

- a) Confirm reservations with hotels where overnight stops are planned; make deposits from checking account if required by hotel.
- b) Contact each person registered:
 - Include itinerary with addresses of motels, departure and arrival times
 - Date when final payment is due
 - Luggage limits (one large suitcase and one tote per passenger)
 - For travel enjoyment and comfort, bring needlework, reading materials, lap robes, pillows and small coolers with water and snacks
- c) Confirm room assignments
- d) Remind each passenger to complete the Participant Acknowledgement, Waiver and Release Form (PAW) if they have not already done so. It can be returned with final payment. (This is a required form; passengers will not be allowed on the bus without the form.)
- e) If a second bus is used, appoint a Bus Leader for the second bus. That person will check passenger list, assist with boarding, relay announcements, and assist the Travel Chairman with other duties as requested.

5. One month prior to LWML Convention

- a) Confirm with participants:
 - Location and time the bus will depart each site
 - Names of passengers at each pick-up site
- b) If a second bus is used, provide bus leader with a passenger list and a copy of the PAW form for each passenger on the bus.
- c) Prepare one (1) first aid kit to take on the trip for each bus.
- d) Make nametags for each passenger, with number assigned to correspond with the master list.
- e) Plan rest stops and breaks for meals (about every two hours). Call ahead to restaurants with number of people expected. (Avoid fast food restaurants if possible.)

6. Following the Convention

- a) Request comments and evaluations from each passenger.
- b) Prepare a written report for the District Executive Committee for review at its first EC meeting following the conclusion of the convention. Summarize what worked well, and make recommendations for future tours.
- c) Review *The Leadership Guidelines* and provide input to the VP of Organizational Resources when changes are needed to keep the guidelines up to date with current practices.