

## **CHAPTER FOUR**

### **CONVENTION GUIDELINES**

#### **General Guidelines as Shown in the LWML Kansas District Bylaws**

A convention of the District shall be held biennially, in the even-numbered years.

*Bylaws, Article VIII, Section 1*

- A. Convention sites are determined based on a "District Convention Rotation Schedule" approved by the Executive Committee.

*Bylaws, Article VIII, Section 2*

The District Convention Chairman shall be appointed from the host zone in accordance with the schedule set forth in the *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*

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#### **I. PURPOSE**

The LWML Kansas District is a vital link between the individual member of the LWML and the national organization. The District shall meet in convention for the purpose of making a forceful impact on the spiritual life of each person who attends while also disseminating information, creating enthusiasm, and promoting fellowship among fellow Christians.

#### **II. DISTRICT RESPONSIBILITIES**

##### **A. DISTRICT CONVENTION PLANNERS**

1. The District Convention Planners are selected members of the District Executive Committee, and include:
  - District President
  - All Vice Presidents
  - Meeting Manager
  - Pastoral Counselors, who will serve in an advisory capacity
2. Responsibilities:
  - Attend all meetings of the Convention Host Committee, including a post-convention wrap-up meeting to be held 30-60 days following the close of the convention.
  - Serve as a liaison between the Executive Committee and the Convention Host Committee.
  - With cooperation with the Convention Chairman, arrange for a local LWML group to host the pre-convention Board of Directors' dinner.
  - Validate all plans and arrangements presented by the Convention Host Committee.
  - Proofread the Convention Manual.
  - Convey to the District VP of Organizational Resources any suggested changes or revisions to the *Leadership Guidelines* that are received from the Convention Host Committee so the guidelines may be kept up-to-date with current practices.

##### **B. EXECUTIVE COMMITTEE**

1. Approve convention location, date, and site facilities:
  - The convention site and host zones 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).
  - Approve the dates of the convention, taking into consideration the dates of Palm Sunday and Easter.

- Inspect proposed convention facilities three to four years before a District Convention. If available, the District President, Meeting Manager, vice presidents in office for the applicable convention year, and the junior Pastoral counselor will determine if the site has acceptable space for general convention sessions, worship services, servant events, Gifts from the Heart (ingatherings), interest sessions, meals and fellowship activities, rooms to house delegates and guests, and has adequate liability insurance coverage.
2. Adopt convention theme, logo and goal statement:
    - Solicit proposed convention themes to be adopted by the Board of Directors at its pre-convention meeting two years prior to a convention.
    - Solicit proposals for a logo to depict the convention theme, to be adopted by the Board of Directors at its first meeting of the new biennium.
    - Adopt a convention goal statement early in the biennium.
  3. Plan convention program and agenda, including but not limited to:
    - Bible study
    - Devotions
    - Speakers
    - Interest sessions, if space is available
    - Business sessions
    - Worship services
    - Offerings, in accordance with the number of offerings and recipient(s) as determined by the Board of Directors. The Opening Worship Service offering is designated for current Mission Grants.
    - Music/Song breaks
    - Meals
    - Banquet program
    - Designate a host congregation for the Communion worship service, upon recommendation from the Pastoral Counselors.
    - Provide entertainment for the convention banquet.
  4. Approve official guests and speakers:
    - Official guests will include:
      - LWML National President or her representative
      - Any past LWML Kansas District President
      - LCMS Kansas District President
      - Lutheran Laymen's League (LLL) Kansas District President
      - Designate what portion of past president expenses will be complimentary as per convention section of page E-6 in Leadership Guidelines. (Non-resident past president's mileage will be paid up to 350 miles one way.)
    - Designate additional speakers and guests, as appropriate to develop and enhance the convention theme.
    - Designate what portion of each official guest's expenses will be complimentary (registration, housing, transportation, meals, etc.).
    - Approve honorariums for speakers, special guests, musicians, etc.
    - The Vice-President of Organizational Resources will maintain a record of all approved honorariums and will prepare vouchers for such honorariums.
  5. Authorize and supervise convention budget:
    - Based on the expenses of the previous convention, approve the convention budget and present it to the convention chairmen.
    - Provide start-up funds for the convention and the initial order of convention t-shirts by transferring \$2,500.00 from the District treasury, payable to LWML Kansas District Convention, when requested by the Convention Treasurer. (Any surplus funds after the close of a convention shall flow into the

- District's Leader Development Fund; likewise, any convention deficit shall be covered by District funds.)
- In collaboration with the Convention Chairman, provide the Convention Host Committee with a list of official guests and other speakers, estimated speaker honorariums, travel expenses, and housing requirements.
  - Within 30 days of the close of convention, the District Treasurer will remit checks for the convention ingathering recipients to the Vice President of Caring Service, who will prepare appropriate cover letters and remit to the designated recipients if necessary.
6. The District Technology Manager, in coordination with the Convention Properties Chair, the District President, and the District Meeting Manager, will arrange for all necessary audio/visual equipment, screens, etc., to be used during the convention, including microphones, projectors, computers, and screens required by presenters of Round Table Bible-Study Samplers and Interest Sessions.
  7. The District Vice President of Organizational Resources will provide the Convention Treasurer a list of Executive Committee, Standing Committee members, Zone Presidents, and other personnel eligible for reimbursement of convention expenses.
  8. Approve and advise on convention exhibits and sale of merchandise:
    - Provide to the Exhibits Committee Chairman a list of authorized exhibitors eligible to have an exhibit at the convention.
    - District policy prohibits solicitation or sale of any merchandise at a District Convention except by:
      - An approved Christian bookstore
      - The LWML Store under the direction of the District Communication Committee
      - Any other group specifically authorized by the Executive Committee
  9. Plan the convention banquet:
    - Approve the menu and determine cost of additional banquet tickets.
    - Arrange for a speaker or entertainment following the dinner (the Music Committee Chairman may assist with these arrangements at the discretion of the Executive Committee).
    - Designate a Master of Ceremonies if necessary.
  10. Present Convention Chairman:
    - The Convention Chairman will be appointed from the Host Zone, with her appointment announced at the Board of Directors pre-convention meeting two years prior to the convention to be hosted.
    - When two or more zones co-host a convention with co-chairs, one woman will be named lead chair. The host zones will then divide up the duties of chair and co-chair(s).
- C. DISTRICT PRESIDENT
1. Convention site/hotel contract(s) shall be signed by the District President and/or the District Meeting Manager upon approval.
  2. Be responsible, with the Executive Committee, for planning the convention program:
    - Contact speakers and special guests, as recommended by the Executive Committee, to determine their interest and availability to participate in portions of the convention.
    - Invite official guests for District conventions, as determined by the Executive Committee.
    - Liaison with speakers for information regarding travel plans, hotel arrangements, transportation while in Kansas (if required), equipment needed, etc. Forward the information to the Convention Chair(s) and the District Meeting Manager.
  3. Prepare official call to convention meetings.
  4. Email copies of all pertinent convention information/reports to all convention co-chairmen and the convention secretary.
  5. Plan and organize the District Convention Manual:
    - Request and receive all materials for the convention manual (EC, BOD, and ZP reports, Bible studies, speaker information, mission and GGGF grant information, interest session speakers, financial reports, convention invitations, etc.) and coordinate its preparation and publication.

- Arrange for a person to become the Printing and Publicity Chairman with expertise in document formatting and layout to prepare the Convention manual for publication.
  - Have all material for the convention manual in the hands of the Printing and Publicity Chairman beginning at least January 1 before the convention and completed prior to the date designated by the Printing and Publicity Chairman.
  - Provide proof copies to the District Convention Planners prior to the printing deadline.
  - Following proofing by the District Convention Planners, in cooperation with the Printing and Publicity Chairman, forward the Convention Manual (in the printer's preferred document format), to the printer for final printing.
6. Designate assistants for the worship service(s) in consultation with the Host Congregation Pastor and the Pastoral Counselors:
    - Crucifer
    - Acolytes
    - Candle and banner bearers
    - Ushers (Young Woman Representatives [YWRs] may serve in this capacity)
  7. Appoint a Convention Teller Committee for each ballot of the convention, at least three months prior to a District convention. Designate one member of each committee as chairman. Nominating Committee Chairman and committee members are not to be tellers for officer elections.
  8. Issue invitations to the pre-convention Board of Directors' dinner, as determined by the District Convention Planners. Note that spouses or other guests may attend.
  9. Designate members of the Crisis Management Team with the input of the Hospitality Chairman. The Hospitality Chairman is a member of the Crisis Management Team.
  10. Designate the President's Personal Page.
  11. Pick up YWR pins to give to Zone Presidents at pre-convention Board of Directors meeting for the ceremony during convention. (This is a District convention expense.)
  12. Select and purchase gifts for the guest speakers and assure that they are ready to present from the stage. This task may be delegated to the Meeting Manager or the President's Page.
  13. Approve qualified individual(s) to conduct a financial review of the records of the Convention Treasurer and Convention Registrar after the convention according to generally accepted practices of accounting, and request that written reports be submitted to the President and applicable officer(s) within 30 days of completion of the review.

#### D. DISTRICT MEETING MANAGER

1. Convention Planning Meetings
  - a. Make note of attendees at each meeting (district convention planners, pastoral counselors, convention host committee chairmen and members), and determine housing needs, special dietary requirements, etc.
  - b. Serve on the Crisis management Team. Maintain a Participant Information and Release Form for all participants in LWML events or activities for the current biennium. (See also Crisis Management Team and Emergency Plan In Chapter 3).
  - c. Coordinate with Convention Registrar to have copies of Participant Information and Release Form on file for all in attendance.
  - d. Arrange with the host site (a church or the convention center) for any special accommodations and supplies required.
2. Coordination with Executive Committee and Convention Committee Chairs:
  - a. Send invitations for BOD Dinner per District President instructions/approval (District Convention covers cost of the meal). Work with host congregation regarding menu selection and special dietary requirements.
  - b. Assist convention planners with menu selections and pricing for convention meals.
  - c. Coordinate with the Hospitality Committee and the District President any transportation needs requested by speakers and other special guests.

- d. Work with hotel/convention center to negotiate any contract amendments (either personally or through a third-party negotiator) that may be required. Changes are reviewed by EC and signed by District President.
  - e. Work with Convention Co-Chairs to determine number of meals purchased, special dietary needs, handicap accommodations, large-print materials, break-out sessions, etc.
  - f. In consultation with the hotel banquet manager, devise procedure for indicating dietary restrictions for plated meals. It may be that you prepare a table tent or card to be included with name tag.
  - g. Send Participant Information and Release Form to Registrar, Exhibitor Chairman, and Special Focus Ministries Chairman in November preceding the convention.
  - h. Work with District President to determine reserved seating needs for special guests during convention sessions and banquet.
3. Convention Facility—Coordinate with the hotel liaison as needed to:
- a. Arrange hotel rooms for EC, YWRs, speakers and other special guests. Work with Convention Chair and Special Focus Ministries Committee Chair to determine YWR hotel expense reimbursement amount for each Zone. Send invoices to Zone Presidents 2 weeks before Convention and collect reimbursement checks to be given to Convention Treasurer.
  - b. Arrange with hotel for late check-out at the conclusion of the convention for EC members and others requiring that courtesy.
  - c. Communicate dietary requirements for each meal to the Convention Sales Manager so kitchen staff can make adequate preparations.
  - d. Obtain from the District Recording Secretary the number of anticipated voting delegates and YWRs from each zone to aid in determining seating arrangements for each zone during the voting session.
  - e. Work with the Convention Chair and hotel liaison to determine final room set-up for main convention hall with zone delegate tables (including zone YWRs) and EC, District Committees, and special guests seating.
  - f. Coordinate with hotel liaison to schedule a final walk-through of the convention center about six (6) weeks before the convention (include President, convention planning committee members, and convention chairs) to verify final arrangements.
4. Following the Convention
- a. Retain Participant Information and Release Form to maintain the record for the upcoming biennium. (See also Crisis Management Team and Emergency Plan in Chapter 3).
  - b. Review the Leadership Guidelines as they pertain to the responsibilities of the Meeting Manager, 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.

E. PASTORAL COUNSELORS

1. Senior Pastoral Counselor:

- Coordinate arrangements for the Communion Worship Service in consultation with:
  - Host Zone(s) Pastoral Counselor(s)
  - Host Congregation Pastor
  - Music Committee Chairman
  - LWML District President
- Designate the host congregation in consultation with the Host Zone(s) Pastoral Counselor(s) and the District President.
- Assign worship service responsibilities in consultation with the host congregation Pastor, including:
  - Preparation and production of the worship folder in cooperation with the Music Committee Chairman and the Printing and Publicity Committee (cost to be paid from the convention budget)
  - Provision of Communion ware and Communion elements; requests for supplies should be made in consultation with the Convention Chairman.
    - Could be provided by congregations within the hosting zones. If a member of each providing congregation could volunteer to help wash communion ware after the service it would assure the pieces get back to the correct congregation (see III, I.5.);

- Convention Chairman could direct requests to the Properties Chairman (see III, I. 4.);
  - Cost to be paid from the convention budget
  - Solicitation of host zone pastors and zone pastoral counselors to assist with the distribution of Holy Communion
  - Selection of lectors
  - Instructions to ushers regarding duties during the service (in coordination with Special Focus Ministries if YWR's are used as ushers)
  - Work in collaboration with the Music Committee and/or the Properties Committee to secure organ/keyboards.
  - Together with the Junior Pastoral Counselor, be in regular contact with the Prayer Committee to collect prayer requests that have been submitted in the Prayer Room. Include those prayers during specified prayer times in the convention sessions.
2. Junior Pastoral Counselor:
- Plan the Sunday Worship Service in consultation with:
    - LWML District President
    - Music Committee Chairman
    - Printing and Publicity Committee
  - Prepare and produce the worship folder in cooperation with the Music Committee Chairman and the Printing and Publicity Committee (cost to be paid from the convention budget).
  - Plan the Service of Installation for the newly-elected officers.
  - Together with the Senior Pastoral Counselor, be in regular contact with the Prayer Committee to collect prayer requests that have been submitted in the Prayer Room. Include those prayers during specified prayer times in the convention sessions.

F. DISTRICT RECORDING SECRETARY

Refer to Leadership Guidelines, Chapter Two, H., Duties in Detail, Page B-9 for specific Convention duties.

G. CRISIS MANAGEMENT TEAM

The Crisis Management Team will consist of at least four members, including a Pastoral Counselor (usually the Senior Counselor), District Meeting Manager, EMT/Nurse (a member of LWML in attendance at the convention), and the Convention Hospitality Chairman. The team members' names and cell phone contact information will appear in the convention manual.

1. The team shall be familiar with the District Crisis Management and Emergency Plan. (Chapter 3, Article IV)
2. The team shall be familiar with the emergency plans established by the management of the host site in the event of an illness, injury, fire, or weather-related emergency.
  - In the event of an injury or illness, the District Meeting Manager will notify the site manager of the emergency and request EMS care via a 911 call.
  - In the event of a fire or weather-related emergency, the team will work with the site manager to provide emergency instructions and precautions to the attendees.
3. The District Meeting Manager will provide complete written documentation of the 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.

H. CONVENTION NEWSLETTER

1. The Vice President of Communication, in cooperation with the Newsletter Editor, will prepare the Convention Issue of *The Kansas Sonshine* for distribution following the close of Convention.

I. CONVENTION EVALUATION

1. The Vice President of Communication will prepare an evaluation form for distribution at the convention.

2. Compiled results will be provided to the Executive Committee and to the previous and newly appointed Convention Chairman.

J. CONVENTION PHOTOGRAPHER

1. The Vice President of Communication will secure photography services, and coordinate and plan photo opportunities during the convention.
2. With appropriate discretion, the photographer may take photos during worship services.

K. DISTRICT STORE MANAGER

1. The District Store Manager will be in charge of all convention store inventory, getting it to the exhibit hall or arranging for its transport.
2. Coordinate with the District Convention Treasurer for change to operate the store. Store receipts and expenses will flow through the LWML district treasury, separate from the District Convention account.
3. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Convention Store Coordinator at the post-convention wrap-up meeting.
4. Review the *Leadership Guidelines* as they pertain to the responsibilities of the District Store Manager, 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.

### **III. CONVENTION HOST COMMITTEE RESPONSIBILITIES**

The District Convention Co-Chairs and the Host Zone(s) Executive Committee(s) shall be responsible for the formation of the Convention Host Committee, with appointments of committee chairmen made within 60 days following the close of the previous convention. The presidents of the Host Zones shall also be members of the Convention Host Committee. This committee shall be responsible for carrying out the directives of the District Executive Committee and District Convention Planners.

A. CONVENTION CHAIRMAN

1. Two or more co-chairs will be designated from the zones co-hosting the convention, with one person named as Convention Chairman.
2. Report to the District Convention Planners.
3. Conduct all meetings of the Convention Host Committee, including a post-convention wrap-up meeting to be held 30-60 days following the close of the convention.
4. Serve as an ex-officio member of all convention sub-committees.
5. Serve on the Crisis Management Team for all Convention Host Committee meetings.
6. Email copies of all pertinent convention information/reports to the District President, convention co-chair(s), and the convention secretary.
7. With input from the District President, design the convention expense voucher. Line items to include on the voucher form:
  - Name, address, phone number, and email address of person requesting reimbursement
  - Committee incurring expense
  - Toll fees; mileage @\$0.20/mile
  - Itemized expenses (with receipts)
8. The Convention Chairman approves, numbers, and signs all convention expense vouchers, and forwards to Convention Treasurer for payment, including:
  - Honorariums for speakers, as determined by the District Executive Committee.
  - Registration, mileage, meals and lodging for members of the Executive Committee, Pastoral Counselors, Standing Committees, Appointed Personnel, official guests, speakers, and other guests as determined by the District Executive Committee.

- Registration, mileage, meals and lodging during the convention for the two pastors nominated as District Pastoral Counselors.
  - Transportation to and from pre-convention Board of Directors meeting, plus the current lodging percentage as approved by the District Executive Committee, for all Zone Presidents or their alternates. (Convention registration and convention expenses are paid by the respective zones.)
  - Worship service folders and Communion elements.
  - Materials and reports necessary for convention business, including printing of convention manuals, official ballots, group delegate credential forms, envelopes, and postage.
  - Designated meals and special activities planned for Zone YWRs. (Zones are responsible for registration, housing, convention meals, and transportation.)
  - Financial review of income and expense records maintained by Convention Treasurer and Convention Registrar.
  - Refund of registration fees (to be remitted only in extenuating circumstances), as requested by the Convention Registrar.
9. With the District President and Meeting Manager, design the Convention Registration Form. Include input from the convention co-chairs regarding meals and prices.
  10. With the District President and Special Focus Ministries Chairman, design the YWR Convention Registration Form.
  11. With the District President, approve the Exhibitor Convention Registration Form.
  12. Send approved Convention Registration Form to the Vice President of Communications and the *Sonshine* editor for placement on the website and in the Winter Issue of the *Sonshine* preceding the convention.
  13. Send District Directory to Host Committee Chairmen.
  14. Record recommendations for the next convention in the convention committee book (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the District President within two weeks of close of convention with a copy given to the incoming Convention Chair at the post-convention wrap-up meeting.
  15. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Convention Chairman 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.

#### B. CONVENTION CO-CHAIRS

1. With the exception of the duties specifically designated for the Convention Chairman, convention responsibilities will be divided among the co-chairs.
2. Email copies of all pertinent convention information/reports to the District President, the convention chair, and the convention secretary.
3. Attend all meetings of the Convention Host Committee, including the post-convention wrap-up meeting.
4. Preside in the absence of the Convention Chairman.
5. Verify with the hotel that the block of guest rooms will be held under the name of Lutheran Women's Missionary League and LWML.
6. Negotiate with the hotel for tax-exempt services and meals wherever possible.
7. Make necessary arrangements for meals before and during convention sessions.
8. Make necessary arrangements for meeting rooms for all convention functions including, but not limited to, delegate voting, interest sessions, teller committees, prayer chapel, hospitality, banner storage, servant events, ingathering, convention exhibits, etc.
9. Serve as liaison between the District Meeting Manager and hotel/convention center staff to develop and administer meeting service support needed for the physical well-being of all participants and all convention meeting functions.
10. Provide a listing and cost of auxiliary housing facilities as needed to the District Communication Committee for publication in the winter issue of *The Kansas Sonshine* preceding the convention.
11. Provide information about meal choices and meal costs to District President and Meeting Manager for registration form by the end of October preceding the convention.



12. If desired, research cost of convention tote bags and place order so they are available to the Registration Committee at least a month in advance of the convention.
13. Confer with the audio-visual/music chairman to determine audio-visual, piano and/or organ needs, and contract with the hotel/convention center or appropriate outside source for necessary equipment. Also refer to II.B.6.
14. Research closed captioning services and/or availability of deaf interpreters for convention three–six months in advance.
15. Prior to the convention, confer with next Convention Chairman to secure transportation and storage after the convention for banner poles and stands.
16. In cooperation with the District Convention Planners arrange for a local LWML group to host the pre-convention Board of Directors' dinner.
17. Enforce District LWML policy that prohibits solicitation or sale of any merchandise except by those on a list provided by the District Convention Planners.
18. Communicate with Zone Presidents of Host Zones to recruit volunteers especially for Hospitality, Registration, and Properties (help with taking down a/v equipment after convention).
19. Perform additional duties as requested by the Convention Chairman.
20. Immediately following the close of the convention, inventory and secure storage locations for all convention-related items owned by the District: banner poles, offering baskets, candles, paraments, pastors' stoles, hospitality identifiers, etc. Ask Properties Chairman to update an Inventory Tracker with notes about who is storing which items. The Inventory Tracker should be given to the Convention Chairman and the Convention Properties Chairman.
21. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a complete report, including reports from all sub-committee chairmen, to the District President with a copy to the incoming Convention Co-Chairs.
22. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Convention Co-Chairs 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.

C. CONVENTION SECRETARY

1. Attend all meetings of the Convention Host Committee, including the post-convention wrap-up meeting.
2. Record minutes of all Convention Host Committee meetings, including the post-convention wrap-up meeting.
3. Distribute minutes to the District Convention Planners, and all Convention chairs.
4. Prepare a list of names, telephone numbers and email addresses of all members of the Convention Host Committee; distribute to the District Convention Planners and all convention chairs.
5. Perform additional duties as requested by the Convention Chairman.
6. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of close of convention, with a copy given to the incoming Convention Secretary at the post-convention wrap-up meeting.
7. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Convention Secretary, 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.

D. CONVENTION TREASURER

1. Attend all meetings of the Convention Host Committee, including the post-convention wrap-up and transition meeting.
2. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
3. Work directly with the Convention Budget Analyst, as designated by the EC.
4. Provide the Budget Analyst all copies of vouchers and deposits.

5. Submit a voucher to the District President, signed by the Convention Chairman, to advance \$2,500.00 for opening a checking account in the name of LWML Kansas District Convention.
  - The Convention Treasurer and the District President should be signors on the account.
  - If online access is granted, it should be granted to all signors.
6. Have copies available of the convention expense voucher at Convention Planning Meetings, at the Convention, and at the Convention Wrap-Up meeting.
7. Obtain from the VP of Organizational Resources a list of Executive Committee, Standing Committee members, Zone Presidents, and other personnel eligible for reimbursement of convention expenses. (Note: A person is only eligible to be reimbursed for the highest position held, not all positions held; i.e., District committee position and zone president is paid for district committee position only.)
8. Provide change, if requested, for the District LWML Store
9. Receive all incoming funds during the convention, including convention offerings, Mission Walk pledges, decorations/music sales, convention t-shirt sales, Caring Service Department monetary donations, etc.
  - Arrange for locked safe facilities and bring three–four bank bags.
  - Count offering receipts at time of collection with the assistance of the District Financial Secretary and District Treasurer.
  - Carry extra Ziplock-style baggies, Post-It notes, and pen so keep track of monies given throughout the convention.
  - Bring a calculator with print capabilities (so you can run a tape) and deposit stamp (purchased, if necessary) for counting and check deposits.
10. Zone YWR 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.
11. Issue checks upon receipt of vouchers properly signed by the Convention Chairman.
  - Pay all convention expenses, unless otherwise specified.
  - Pay all approved vouchers for refunds of registration fees.
  - Remit all monies collected for specified offering(s) and mission walk proceeds to the District Financial Secretary for distribution to the designated recipients within seven (7) days of the convention
12. Prepare a financial statement within 60 days of the close of convention to account for all receipts and disbursements.
13. Remit excess funds, payable to "LWML Kansas District," to the District Financial Secretary. In the case of a convention fund deficit, notify the District President as soon as possible and submit a voucher, signed by the Convention Chairman, requesting that the District treasury cover any deficit amount.
14. Convention wrap-up meeting expenses are included as a convention expense. The Treasurer's books cannot be closed, or a final financial review completed, until a period of time after the wrap-up meeting.
15. Close account books and submit for financial review to a qualified reviewer approved by the District President. Any costs associated with the financial review will be paid by the District LWML as the account books and bank account are closed by the time the financial review is done.
16. Provide a final financial statement to the outgoing Convention Chairman and the District President, with copies given to the incoming Convention Chairman and the incoming Convention Treasurer.
17. Perform additional duties as requested by the Convention Chairman.
18. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.) to be turned in with the final report after the books are closed.
19. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Convention Treasurer 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.

#### E. CONVENTION REGISTRAR

1. Attend all meetings of the Convention Host Committee, including the post-convention wrap-up meeting.
2. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.

3. Receive the Convention Registration Form from the Convention Chairman after approval by the District Executive Committee.
4. A separate registration form designated for Young Woman Representatives will be designed for the Special Focus Ministries Department, and one for the Exhibitors will be designed for the Exhibitor Chairman. The YWR Form will be returned to the Special Focus Ministries Chairman and she will forward them to the Registrar. The Exhibitor Registration Form will be returned directly to the Registrar.
5. Receive and record all registrations, including interest sessions, meals, special needs, and other activities.
6. Provide a registration confirmation (including a registration number) to each registrant via e-mail or regular mail.
7. Forward registration moneys and a copy of registration records to the Convention Treasurer on a regular basis.
8. Prepare regular updates of registration sub-group numbers for the Convention Chairman to aid in efficient facility planning.
9. Obtain from the District Directory Manager a list of all members of the elected and appointed district officers, zone presidents, district standing committee chairmen, and past district presidents.
10. Obtain from the District Recording Secretary the number of anticipated delegates representing each zone as of two weeks prior to the convention. This number, including the Zone President, Zone Pastoral Counselor, and Young Woman Representatives, will determine the required zone seating capacity for the convention sessions and should be given to the District Meeting Manager.
11. Obtain a list of all official guests from the District President, including the portion of each guest's registration to be recorded as complimentary (registration, housing, meals, etc.).
12. Prepare badges for all in attendance, with color-coded symbols indicating special interest sessions, meals, etc. List names of Crisis Management team members and cell phone contact information on the reverse side of the name badge.
13. Be available at registration on first day (normally Friday) and the next morning (normally Saturday).
14. Maintain an accurate record of the number of delegates registered and attending as of one hour prior to balloting.
15. Present a registration report to the convention body at specified times each day of the convention, and prior to balloting.
16. Prepare vouchers for refunds of registration fees (to be remitted only in extenuating circumstances), and forward to the Convention Chairman for approval.
17. Prepare an income statement within 30 days of the close of convention to account for all registration receipts and submit to Convention Treasurer. Records will be included in the financial review of convention income and expenses to be conducted by a qualified reviewer approved by the District President; cost to be paid by the District LWML.
18. Perform additional duties as requested by the Convention Chairman.
19. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to outgoing Convention Chairman within two weeks of the close of the convention, with a copy given to the incoming Convention Registrar at the post-convention wrap-up meeting.
20. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Convention Registrar, 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.

F. REGISTRATION COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including the post-convention wrap-up meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.

3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Recruit volunteers to work registration.
5. Receive materials for convention bags, including convention manual, two weeks prior to convention and assemble them into convention tote bags or insert them into plastic sleeves for distribution.
6. Be in charge of the registration table at the convention, including distribution of name tags, convention manuals, evaluation sheets, and other materials as provided.
7. Verify with each registrant if they are a group delegate and direct her to the certification sign in sheets.
8. Have the registration table open at all times while the convention is in session, or at the times designated by the District Convention Planners.
9. Contact and create a schedule of people to work shifts at registration tables.
10. Perform additional duties as requested by the Convention Chairman.
11. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Registration Committee Chairman at the post-convention wrap-up meeting.
12. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Registration Committee 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.

G. PRINTING AND PUBLICITY COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Obtain at least two estimates for printing of the Convention Manual and Board of Directors reports (with printer's preferred document format) three to four months prior to Convention. Consideration should be given to the quoted price as well as the location of the printer. The printer's location should be convenient for consultation without the chairman or committee having to travel a great distance. Submit estimates to the District President.
5. Arrange for printing and delivery of the Convention Manual after receiving final authorization from the District President. Confirm with the printer when final copy needs to be available to allow for adequate printing time. Convention manuals should be delivered to Registration Committee two weeks prior to convention. Board of Directors reports should be delivered to the District Meeting Manager.
6. Formatting of the convention manual may be done by the District Newsletter Editor, as designated by the EC.
7. Be sure to have the convention agenda and Bible study formatted in large print and have available at the registration table for those who requested one on their registration form.
8. Arrange for printing of worship folders, if requested by the Pastoral Counselors; include the Sunday worship service in the convention manual if possible. As worship folders may not be available until several days prior to the convention, arrange for printing by a church rather than a commercial printer when necessary.
9. Prepare a list of restaurants, sites of special interest in the community, etc., and have available at the convention site, if requested by the District Convention Planners.
10. Perform additional duties as requested by the Convention Chairman.
11. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman, with a copy given to the incoming Printing and Publicity Committee Chairman at the post-convention wrap-up meeting.

12. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Printing and Publicity Committee 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.

#### H. HOSPITALITY COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. The Chairman will be a member of the Crisis Management Team (see also II.C.9.) and will maintain cell phone contact information with other team members in case of an emergency.
5. Suggest ways that hostesses could be visually identified during the convention.
6. Recruit volunteers and set up schedule in shifts, beginning the morning of the first day of convention (normally Friday).
7. Station hostesses at various locations throughout the convention center at all times during the convention, and especially to assist during meals. Provide information and directions as necessary.
8. Greet special guests (from a list supplied by the District President), providing them with registration materials, complimentary tickets, directions for special seating arrangements, locations of interest sessions, etc. as directed by the District President.
9. If necessary, direct pastors to the designated room where they can robe prior to the worship service.
10. Coordinate with the District President for transportation arrangements of speakers and guests while in attendance at the convention, if requested by the District Convention Planners.
11. Provide a gift bag/basket for VIP rooms, as suggested by the District Convention Planners. Ideas for gift bags include, but are not limited to: bottled water and snacks, i.e. nuts, fruit, granola bars, etc.
11. Arrange for Floor Pages and give instructions as to their responsibilities during all convention meetings. (Pages receive written notes from members of the assembly for the president; these notes are forwarded to the president's page, who will forward them on when warranted).
12. Provide a hospitality/information booth for the welcome and comfort of those attending the convention.
13. Provide for a Hospitality (First Aid) room, and have a basic first-aid kit, diabetic snacks, etc. available. Check with hotel/convention center on their medical emergency protocols. Post contact information for the Crisis Management Team in the room.
14. Perform additional duties as requested by the Convention Chairman.
15. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.) Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Hospitality Committee Chairman at the post convention wrap-up meeting.
16. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Hospitality Committee, 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.

#### I. PROPERTIES COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, mailing addresses, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.

4. Provide communion ware and elements for the opening worship service (if requested by the Pastoral Advisor or Host Congregation Pastor).
5. Provide at least three women to help with communion clean up following evening service. (Suggestion: A person from each congregation donating communion ware for use during the service would be helpful in verifying pieces get back to the correct congregation.)
6. Have a small projection monitor on the stage, facing the table where the Recording Secretary, Vice President and Parliamentarian are seated, so they are able to view any videos, Bible studies, etc., being projected to the assembly.
7. Freshen and have available at convention all podium paraments, pastors' stoles, items to identify hospitality hostesses, etc. owned by the District.
8. Print signs and facility maps as needed.
9. In coordination with the District Technology Manager and District Meeting Manager, provide equipment for special interest sessions, as requested.
10. Make offering baskets available for ushers.
11. Perform additional duties as requested by the Convention Chairman.
12. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Properties Committee Chairman at the post-convention wrap-up meeting.
13. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Properties Committee 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.

J. DECORATIONS COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Work closely with the District President to coordinate colors, size, etc.
5. Provide flowers for the rostrum, communion worship service, etc. To eliminate interference with computers, notebooks, etc., there will be no decorations on the table where Recording Secretary, Parliamentarian and Vice President are seated.
6. Coordinate and provide convention table decorations and table favors.
  - Includes special table decorations and favors for the Saturday Banquet.
  - Includes the BOD dinner as coordinated with the BOD Dinner hosts and the Convention Chairmen.
  - Possibly Includes the Christian Life Breakfast as coordinated with the Christian Life Committee.
  - Assist with all table decorating and clean up.
7. Provide a president's candle (6"x9" with 3 wicks), plus a candle stand. An LED 3-wick candle with remote control was purchased in 2022. Verify its location and functionality.
8. Handle placement of all decorations, president's candle, worship candelabra and lighter, etc. Verify with the convention center/hotel that lighted candles will be allowed under fire code.
9. Perform additional duties as requested by the Convention Chairman.
10. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.) Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Decorations Committee Chairman at the post-convention wrap-up meeting.

11. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Decorations Committee, 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.

K. MUSIC COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. Receive contact information for anyone in the host zone(s) who might be interested in serving on the music committee. She shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Recruit choir members if used in worship services.
5. Arrange for members of the host zone(s) to serve as Convention Organist, Choir Director (if necessary), Song Leader, and Accompanist, with their appointments approved by the District Executive Committee.
6. Work closely with the Convention Choir Director and Pastoral Counselors to select anthems for the worship services, and in planning choir rehearsals (if necessary).
7. Work closely with the Convention Song Leader to select 14-18 songs to be published in the Convention Manual.
8. Work with the District Vice President who has oversight of the CCLI (Christian Copyright License International) licensing to obtain all required copyright permissions.
9. When the equipment (e.g., piano, keyboard, organ) and sound needs have been determined, work with the Convention Co-Chairs and/or the District Meeting Manager to contract with the hotel/convention center or appropriate outside source for necessary equipment.
10. Communicate and coordinate with the A/V sound person the needs of musicians, song leaders, etc. during convention and worship services.
11. Offer for sale at the close of the convention any music purchased for use by the choirs.
12. Perform additional duties as requested by the Convention Chairman.
13. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Music Committee Chairman at the post-convention wrap-up meeting.
14. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Music Committee, 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.

L. BANNER COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Send a letter or email to Zone Presidents 9-12 months in advance of the Convention (with a copy to the District President) giving detailed guidelines for construction of the zone banner. Include such information as banner dimensions, length of cord (wire is not allowed), and the need for a tag identifying the zone.
5. Follow up with Zone Presidents to gather descriptions of zone banners for the convention manual – deadline of March 1 – and send to District President.

6. Send an email to Zone Presidents and Special Focus Ministries Chairman about a month before convention to remind them about the banner procession rehearsal (time, location, instructions about banners, etc.).
7. Provide a designated location, with an attendant on duty, for storage of the banners until needed for the opening procession of the convention.
8. Have available glue, tape, needles and thread for emergency repairs, as well as an ironing board and iron or steamer so banners may be pressed by members of the Banner Committee.
9. Check each banner to verify that the cord for hanging is not over 36 inches long, and that there is a tie eight inches from the bottom of the banner to secure it to the banner pole.
10. Place standards for the convention theme banner, the District banner used at the previous national convention, LWML Seal, YWR banner, and Zone banners in the convention hall prior to the opening processional.
11. Press and hang the convention theme banner, the District banner used at the previous national convention, the LWML Seal, and the YWR banner in preparation for the opening processional.
12. Assist with the banner procession rehearsals, the processional for the opening worship service, and the processional opening the first convention session.
13. Press and distribute the sashes to be worn by the Zone Presidents in the opening processional.
14. Perform additional duties as requested by the Convention Chairman.
15. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Banner Committee Chairman at the post-convention wrap-up meeting.
16. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Banner Committee, 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.

M. EXHIBIT COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Send "Save the Date" postcards approximately 7-8 months prior to the convention to approved exhibitors (names approved by the District Executive Committee)
5. Send letters (including an Exhibit Reservation Form) to approved exhibitors 4-6 months prior to the convention inviting them to have an exhibit at the convention. The Exhibit Reservation Form and reservation fee is to be received by the Exhibit Chairman three months prior to the convention.
6. As reservation forms and fees are received, send confirmation emails to the exhibitors.
  - Include an Exhibitor Registration Form (usually available 2-3 months prior to the convention) with details about meals, hotels, special interest sessions, etc.,
  - Include a Participant Information and Release Form available from the District Meeting Manager.
  - ALL forms will be returned to the Exhibit Chairman.
7. Work closely with the District President to know which exhibitors are also special convention guests. Being a special guest will most likely affect the registration fees due. Proceed under the direction of the District President for these guests.
8. Forward all exhibitor reservation fees and registration fees to the Convention Treasurer on a regular basis.
9. Send final exhibitor list, a list of exhibitor payments (reservation fees and registration forms) to the Registrar one month prior to the convention. Follow-up as need be with slow registrants.



10. Send a final exhibitor list to the Publicity Chairman two months prior to the convention for inclusion in the convention manual.
11. Verify with the Convention Chairman the display tables needed for District Committees and Appointed Personnel and assign their locations, along with the exhibitors and LWML Store. Give the diagram(s) of the table set up to the Convention Chairman and District Meeting Manager.
12. Inform exhibitors as to when exhibits may be set up, when they are to be open, and when they are to be disassembled, as designated by the District Executive Committee via the Convention Chairman.
13. Assist with removal of exhibits, as requested.
14. Perform additional duties as requested by the Convention Chairman.
15. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Exhibit Committee Chairman at the post-convention wrap-up meeting.
16. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Exhibit Committee 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.

#### N. PRAYER COMMITTEE

1. The Chairman shall attend all meetings of the Convention Host Committee, including a post-convention wrap-up and transition meeting. Committee members may attend Convention Host Committee meetings at the invitation of the Convention Chairman.
2. The Chairman shall submit names, telephone numbers and email addresses of committee members to the Convention Secretary.
3. Email copies of all pertinent convention information/reports to the District President, all convention co-chairmen, and the convention secretary.
4. Pray for the District Executive Committee, District Convention Planners, host committees and convention assembly in advance of the convention and through the post-convention time frame.
5. Arrange the Prayer Nook or Prayer Room's seating and décor and make it available for use by all in attendance at the convention.
6. Have the Legacy Book and instructions available.
7. Have prayer request cards available, with a box for private prayer requests, and a board for posting public prayer requests.
8. Pass all prayer request cards to a Pastoral Counselor.
9. Recruit volunteers as necessary. Give them instructions and a schedule.
10. Check the Prayer Nook or Room regularly during the convention, keeping décor in order and discarding any waste material that may have been left.
11. Perform additional duties as requested by the Convention Chairman.
12. Record recommendations for the next convention (what worked well, suggestions for improvement, list of items requested, etc.). Provide a report to the outgoing Convention Chairman within two weeks of the close of convention, with a copy given to the incoming Prayer Committee Chairman at the post-convention wrap-up meeting.
13. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Prayer Committee 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.

#### O. CONVENTION STORE COORDINATOR

1. Live in the zone of the host site. The District Vice President of Communications and the District Store Manager will be notified of the store coordinator's name and address.
2. Schedule volunteers to staff the store at the convention in coordination with the District Store Manager. Cashier experience helpful. If possible, work with the District Store Manager at the LWML Store at a district event prior to convention.

## *LWML Kansas District Leadership Guidelines*

*"Serve the Lord with Gladness!" Psalm 100:2*

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3. Serve under the direction of the District Store Manager and perform additional duties as requested, including being in charge of the Store when the District Store Manager is not available.
4. Share recommendations for the next convention with the District Store Manager (what worked well, suggestions for improvement, list of items requested, etc).
5. Review the *Leadership Guidelines* as they pertain to the responsibilities of the Convention Store Coordinator and provide input to the LWML Store Manager or the District VP of Communication when changes or revisions are needed to keep the guidelines up-to-date with current practices.