

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

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:
 - a. District President
 - b. All Vice Presidents
 - c. Meeting Manager
 - d. Pastoral Counselors, who will serve in an advisory capacity
2. Responsibilities:
 - a. 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.
 - b. Serve as a liaison between the Executive Committee and the Convention Host Committee.
 - c. With cooperation from the Convention Chairman, plan the pre-convention Board of Directors dinner. Arrange for a local LWML group to host the dinner if possible. (Article III.B.15.)
 - d. Validate all plans and arrangements presented by the Convention Host Committee.
 - e. Proofread the Convention Manual.
 - f. 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:
 - a. 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 convention rotation schedule in Appendix).
 - b. Approve the dates of the convention, taking into consideration the dates of Palm Sunday and Easter.

- c. 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 (GFTH), 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:
 - a. Solicit proposed convention themes to be adopted by the Board of Directors at its pre-convention meeting two years prior to a convention.
 - b. 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.
 - c. Adopt a convention goal statement early in the biennium.
3. Plan convention program and agenda, including but not limited to:
 - a. Bible study
 - b. Devotions
 - c. Speakers
 - d. Interest sessions, if space is available
 - e. Business sessions
 - f. Worship services
 - g. 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.
 - h. Music/Song breaks
 - i. Meals
 - j. Banquet program
 - k. Designate a host congregation for the Communion worship service, upon recommendation from the Pastoral Counselors.
 - l. Provide entertainment for the convention banquet.
4. Approve official guests and speakers:
 - a. Official guests will include:
 1. LWML National President or her representative
 2. Any past LWML Kansas District President
 3. LCMS Kansas District President
 4. Lutheran Laymen's League (LLL) Kansas District President
 5. Designate what portion of past president expenses will be complimentary as per Appendix page F-2 in *Leadership Guidelines*. (Non-resident past president's mileage will be paid up to 350 miles one way.)
 - b. Designate additional speakers and guests, as appropriate to develop and enhance the convention theme. Keep Convention Chairman, registrar, and registration chairman updated with these details.
 - c. Designate what portion of each official guest's expenses will be complimentary (registration, housing, transportation, meals, etc.). Keep Convention Chairman, Registrar, and Registration Chairman updated with these details.
 - d. Approve honorariums for speakers, special guests, musicians, etc. Keep Convention Chairman, Registrar, and Registration Chairman updated with these details.
 - e. 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:
 - a. Based on the expenses of the previous convention, approve the convention budget and present it to the convention chairmen.
 - b. Provide start-up funds for the convention and the initial order of convention t-shirts by transferring \$2,500.00 from 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.) (LG Chapter 1 Sec 3c)
- c. 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.
 - d. Within 30 days of the close of convention, the District Treasurer will remit checks for the convention Gifts from the Heart 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:
 - a. Provide to the Exhibits Committee Chairman a list of authorized exhibitors eligible to have an exhibit at the convention.
 - b. District policy prohibits solicitation or sale of any merchandise at a District Convention except by:
 1. An approved Christian bookstore
 2. The LWML Store under the direction of the District Communication Committee
 3. Any other group specifically authorized by the Executive Committee
 9. Plan the convention banquet:
 - a. Approve the menu and determine cost of additional banquet tickets.
 - b. 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).
 - c. Designate a Master of Ceremonies if necessary.
 10. Present Convention Chairman:
 - a. 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.
 - b. 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:
 - a. Contact speakers and special guests, as recommended by the Executive Committee, to determine their interest and availability to participate in portions of the convention.
 - b. Invite official guests for District Conventions, as determined by the Executive Committee.
 - c. 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.
 - d. Send current lists of special convention attendees (speakers, presenters, visiting dignitaries, etc.) regularly to the Registrar, Meeting Manager, convention chair(men) and appropriate convention committee chairmen.
 3. Prepare official call to convention meetings.
 4. Purchase District Past President pin and District Counselor pin/tie tack from the LWML office in St Louis at district expense.
 5. The District Past President pin will be presented to the retiring President by the newly elected District President at the district convention.

6. Email copies of all pertinent convention information/reports to all convention co-chairmen and the Convention Secretary.
 7. Plan and organize the District Convention Manual:
 - a. 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.
 - b. Have all material for the convention manual in the hands of *The Kansas Sonshine* Editor beginning at least January 1 before the convention and completed prior to the date designated by the Printing and Publicity Chairman.
 - c. Provide proof copies to the District Convention Planners prior to the printing deadline.
 - d. 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.
 8. Designate assistants for the worship service(s) in consultation with the Host Congregation Pastor and the Pastoral Counselors:
 - a. Crucifer
 - b. Acolytes
 - c. Candle and banner bearers
 - d. Ushers (Young Woman Representatives [YWRs] may serve in this capacity)
 9. Appoint a Convention Teller Committee for each ballot of the convention, at least three months prior to a District convention. Tellers are chosen from District committee members, zone presidents, and appointed personnel.
 - a. Mission Grant Teller Committee has six (6) members, with one member designated as chairman.
 - b. God's Gracious Gift Fund Teller Committee consists of six (6) members, with one member designated as chairman.
 - c. Officer Teller Committee consists of four (4) members, with one designated as chairman.
(NOTE: Nominating Committee chairman and Nominating Committee members are not eligible to be tellers for officer elections.)
 10. 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.
 11. 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.
 12. Designate the President's Personal Page.
 13. 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.)
 14. 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.
 15. 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. Determine (or obtain) and accommodate housing needs and special dietary needs of all convention meeting attendees.
 - b. Serve on the Crisis Management Team. Maintain a copy of Participant Information, Acknowledgement, Assumption of Risk and Release Form for all participants in LWML events or activities for the current biennium. (See Crisis Management Team and Emergency Plan in Chapter 3).
 - c. Coordinate with Convention Registrar to have copies of Participant Information, Acknowledgement, Assumption of Risk and Release Form on file for all in attendance.

- d. Arrange with the host site (a church or the convention center) for any special accommodation and supplies required.
- 2. Coordinate with Executive Committee and Convention Committee Chairs:
 - a. Give a copy of *Leadership Guidelines*, Chapter Four, Conventions, to each Pastoral Counselor, highlighting their responsibilities.
 - b. 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.
 - c. Assist the Convention Planners with menu selections and pricing for convention meals.
 - d. Coordinate with the Hospitality Committee and the District President any transportation needs requested by speakers and other special guests.
 - e. Work with the 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 the District President.
 - f. Work with the Convention Co-Chairs to determine number of meals purchased, special dietary needs, handicap accommodations, large-print materials, break-out sessions, etc.
 - g. In consultation with the hotel banquet manager, devise procedure for indicating dietary restrictions for plated meals, such as preparing a table tent or card to be included with name tag.
 - h. Send a copy of Participant Information, Acknowledgement, Assumption of Risk and Release Form to Registrar, Exhibitor Chairman, and Special Focus Ministries Chairman in November preceding the convention.
 - i. Work with the District President to determine reserved seating needs for special guests during convention sessions and banquet. Place table designation signs as requested by the President. (i.e. Zone designation for voting delegates, Executive Committee, speakers, special guests, YWRs, and Past Presidents).
 - j. Provide a convention seating chart to the Hospitality Chairman for information and to the Properties Chairman for signage.
 - k. Provide an "Eligible Expenses for District Reimbursement" list (see Appendix, E.2) to the Convention Chairman.
- 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 Special Focus Ministries Committee Chair to determine YWR hotel expense reimbursement amount for each Zone. Send invoices to Zone Presidents two (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, in coordination with the Registrar, for each meal to the hotel 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. (This should be in conjunction with the final convention host committee planning meeting, if at all possible.)
- 4. Following the convention:
 - a. Retain a copy of Participant Information, Acknowledgement, Assumption of Risk 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:

- a. Coordinate arrangements for the Communion Worship Service in consultation with:
 - 1. Host Zone(s) Pastoral Counselor(s)
 - 2. Host Congregation Pastor
 - 3. Music Committee Chairman
 - 4. LWML District President
- b. Designate the host congregation in consultation with the Host Zone(s) Pastoral Counselor(s) and the District President.
- c. The District Counselor pin/tie tack will be presented to the incoming District Pastoral Counselor by the retiring Pastoral Counselor at the close of the District convention.
- d. Assign worship service responsibilities in consultation with the host congregation pastor, including:
 - 1. 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).
 - 2. 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 host 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 (sec III, I.5.).
 - Convention Chairman could direct requests to the Properties Chairman (Article III, I.4.).
 - Cost to be paid from the convention budget.
 - 3. Solicit 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, helping with communion, or doing attendance count).
- e. Work in collaboration with the Music Committee and/or the Properties Committee to secure organ/keyboard.
- f. 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:

- a. Plan the Sunday Worship Service in consultation with:
 - 1. LWML District President
 - 2. Music Committee Chairman
 - 3. Printing and Publicity Committee
 - 4. Vice President of Special Focus Ministries (for possible inclusion of YWRs)
- b. 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).
- c. Plan the Installation Service for the newly elected officers.
- d. 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

- 1. Refer to *Leadership Guidelines*, Chapter 2, H., Duties in Detail, for specific convention duties.
- 2. Meet with Convention Registrar before convention to discuss credentialing procedures.

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 V)
2. The team shall have a meeting at the host site prior to the event to be familiar with the location of AED, wheelchair, evacuation exists, and the emergency plans established by the management of the host site in the event of an illness, injury, fire, or weather-related emergency. Current Incident Report forms should also be on hand for the Hospitality Chairman and the Meeting Manager. (Appendix F2-8.4.d)
 - a. In the event of an emergency, the Convention Hospitality Chairman shall be the first Crisis Management Team member contacted, followed by the Pastoral Counselor who will then notify the rest of the Crisis Management Team.
 - b. 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.
 - c. 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*). 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 post-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 (paper and/or digital) for distribution at the convention (see Chapter 2, Article I, D, 5)
2. The Vice President of Communication or an assigned member of the Communication Department shall compile convention evaluation results and provide a copy of the results 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:
 - a. Name, address, phone number, and email address of person requesting reimbursement
 - b. Committee incurring expense
 - c. Toll fees; mileage @\$0.20/mile
 - d. Itemized expenses (with receipts)
8. Receive an "Eligible Expenses for District Reimbursement" list (Appendix F.2) from the Meeting Manager.
9. The Convention Chairman approves, numbers, and signs all convention expense vouchers, and forwards to Convention Treasurer for payment, including:
 - a. Honorariums for speakers, as determined by the District Executive Committee. (Note: Honorarium list will be provided by the VP of Organizational Resources.)
 - b. 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.
 - c. Registration, mileage, meals and lodging during the convention for the two pastors nominated as District Pastoral Counselors.
 - d. 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.)
 - e. Printing of worship folders and procurement of communion elements.
 - f. Printing of materials and reports necessary for convention business, including printing of convention manuals, official ballots, group delegate credential forms, envelopes, and postage.
10. Confer with the VP of Special Focus Ministries regarding meals and special activities planned for the YWRs. (Zones are responsible for registration, housing, convention meals, and transportation.)
11. Financial review of income and expense records maintained by Convention Treasurer and Convention Registrar with the Financial Adviser and Convention Budget Analyst.
12. Discuss all refunds of registration fees for any reason with the Convention Registrar and the District President.
13. With the District President and Meeting Manager, design the Convention Registration Form. Include input from the Convention Co-Chairs regarding meals and prices.
14. With the District President and Special Focus Ministries Chairman, design the YWR Convention Registration Form.

15. With the District President, approve the Exhibitor Convention Registration Form.
16. Send approved Convention Registration Form to the Vice President of Communications and the *Sonshine* editor for placement on the website and in the registration issue of the *Sonshine* preceding the convention.
17. Send District Directory to Host Committee Chairmen.
18. Verify that the District Archivist-Historian(s) received a copy of the Convention Manual, worship folders for opening & closing services, and other items of historical interest to be retained in District archives.
19. 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.
20. 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 Meeting Manager that the block of hotel guest rooms will be held under the name of Lutheran Women's Missionary League and LWML.
6. Verify with the Meeting Manager that she has negotiated with the hotel for tax-exempt services and meals wherever possible.
7. 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, Gifts from the Heart, convention exhibits, etc.
8. 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.
9. Provide a listing and cost of auxiliary housing facilities as needed to the District Communication Committee for publication in the pre-convention issue of *The Kansas Sonshine* preceding the convention.
10. Meet with the Meeting Manager, President, Convention Chair and the hotel to discuss meal choices and costs before the deadline for printing the pre-convention issue of *The Kansas Sonshine*.
11. 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.
12. 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 Sect II.B.6.
13. Communicate with the Vice President of Special Focus Ministries to determine who will research closed captioning services and/or availability of deaf interpreters for convention at least a year in advance of convention.
14. Prior to the convention, confer with next Convention Chairman to secure transportation and storage after the convention for banner poles and stands.
15. In cooperation with the District Convention Planners, plan the pre-convention Board of Directors dinner. Arrange for a local LWML group to host the dinner if possible. (Sec II.A.2.c)
16. Enforce District LWML policy that prohibits solicitation or sale of any merchandise except by those on a list provided by the District Convention Planners.

17. 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).
18. Perform additional duties as requested by the Convention Chairman.
19. 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. After updating the Inventory Tracker, a copy should be given to the District President, Convention Chairman and the Convention Properties Chairman.
20. 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.
21. 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. Create, with the help of the District Financial Secretary, a QR code for offerings and have it in the convention manual (if offered).
5. Provide the Budget Analyst with all copies of vouchers (paid or donated), deposits, and bank statements. Maintain a typed or handwritten ledger of transactions. The Budget Analyst will keep a detailed spreadsheet.
6. 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 year'.
 - a. The Convention Treasurer and the District President should be signors on the account.
 - b. Ask District Treasurer for any information needed to open the checking account; ie. District EIN#, etc.
 - c. If online access is granted, it should be granted to all signers and the Financial Adviser.
 - d. Order approximately 100 checks.
 - e. Select a bank that is accessible to the Treasurer, Registrar, and near the convention site, if possible.
7. Have copies available of the convention expense voucher at Convention Planning Meetings, at the convention, and at the Convention Wrap-Up meeting.

8. 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.)
 - a. Vouchers cannot be paid without the approval of the convention chairman. The District provides a list of everyone who is eligible for reimbursement and for what items.
 - b. Assign a budget line item to the expenses on the voucher. Use a separate column for each line item. If unsure of the number, make best guess and ask Budget Analyst for assistance.
 - c. Receive vouchers from the Vice President of Organizational Resources for honorariums 1 ½ weeks prior to convention so the checks can be given to the District President at the BOD meeting prior to convention.
9. Provide change, if requested, for the District LWML Store and for the Registration table. These amounts are returned at the end of the convention. (Proceeds of the LWML Store go directly to the District, not to the convention account.)
 - a. The initial amount of change given to the District LWML Store will be returned to the Convention Treasurer, but the store proceeds will go directly to the District Financial Secretary.
 - b. The initial amount of change plus any payments received at the registration table will be given to the Convention Treasurer.
10. 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.
 - a. Arrange for locked safe facilities and bring three–four bank bags (if available) or large manilla envelopes for deposits.
 - b. Plan to sit at the registration table at some time on Friday to answer payment questions and accept payment of registration balances.
 - c. Count offering receipts at time of collection with the assistance of the District Financial Secretary and District Treasurer.
 - d. Carry extra Ziplock-style baggies, Post-It notes, rubberbands, paper clips, large manilla envelopes (for deposits), and pens to keep track of monies received throughout the convention.
 - e. Bring a calculator (with print capabilities to run a tape), checkbook, blank vouchers, and deposit stamp (purchased, if necessary) for counting and checking deposits. (A cell phone calculator can be used if you can see each listing in total.)
 - f. Convention offerings will be deposited in the convention account and then a check will be written to the LWML Kansas District. Mail it to the District Financial Secretary within seven (7) days after close of the convention.
 - g. If possible, deposit the 1st convention offering after it is counted on Friday night. Do not travel alone to the bank. Include your name, phone #, and account # with the deposit in case there are questions. If the bank does not supply deposit bags, be sure to have a few manilla envelopes that will fit in deposit slot.
 - h. If there is a Saturday offering, follow the steps given in 10 g. above.
 - i. After the convention, make a separate deposit for each budget line item. This makes it easier for all financial officers to track.
11. Zone YWR invoices will be sent to the Zone Presidents by the District Meeting Manager prior to the convention. Copies will be sent to the Convention Treasurer at that time.
 - a. Payment of YWR invoices is due to the Convention Treasurer at the pre-convention Board of Directors' meeting, but no later than the close of convention.
 - b. The Convention Treasurer's copies of the invoices will be kept so that payment can be noted when received and payments can be tracked.
12. Issue checks upon receipt of vouchers properly signed by the Convention Chairman.
 - a. Pay all convention expenses, unless otherwise specified.
 - b. Pay all approved vouchers for refunds of registration fees.

- c. 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.
- 13. Prepare a financial statement within 60 days of the close of convention to account for all receipts and disbursements.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. Notebooks from the last three conventions must be kept in the tote for the Convention Treasurer.
- 19. Perform additional duties as requested by the Convention Chairman.
- 20. 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.
- 21. 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. Verify with the Convention Chairman that there is a place on the registration form for recording a registration number, a check number, and the dollar amount received with the registration before using it for the convention.
- 4. A separate registration form designated for Young Woman Representatives will be used by the Special Focus Ministries (SFM) Department, and one for the Exhibitors will be used by the Exhibits Chairman. The YWR form will be returned to the registrar, who will forward a copy to the SFM Department. The Exhibitor registration form will be returned directly to the Registrar.
- 5. Work closely with the District President to know which exhibitors are also special convention guests. Being a special guest may affect the registration fees due. Proceed under the direction of the District President for these guests.
- 6. Obtain the file box for the Participant Information and Release Forms from the Meeting Manager. (These will be used at all meetings for the next two years.)
- 7. Receive and record all registrations, including interest sessions, meals, special needs, and other activities.
- 8. Verify that the registrant checked the proper type of registration. Reference it with the lists received from the District President for Board of Directors, YWRs, special guests, etc. This is important for the credentials report.
- 9. Maintain a separate list of choir members and forward routinely to the Music Chairman and Choir Director.
- 10. Provide a registration confirmation (including a registration number) to each registrant via e-mail or by phone.
- 11. Upon cutoff date for meals, provide a list of dietary restrictions and persons to the Meeting Manager.
- 12. Deposit or forward registration monies to the Convention Treasurer on a regular basis.
- 13. Provide a copy of the deposits and registration spreadsheet to the Convention Treasurer and Financial Secretary.

14. Forward regular updates of registration sub-group numbers for the Convention Chairman and the District President to aid in efficient facility planning.
15. Provide number of people requesting large print material and ASL to the SFM department.
16. Take extra Participant Information and Release Forms and Registration forms to convention.
17. 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.
18. Obtain a list of all official guests (speakers, special guests, clergy and spouses) from the District President. This should include how each guest should be added to the credentials report.
19. Prepare badges for all in attendance, with color-coded symbols indicating special interest sessions, meals, etc. Name badges can be made on copy paper to save costs.
 - a. Contact the SFM department for 'First Time' ribbons so they can be attached to the name badges ahead of time.
 - b. If some meals are included in the registration price, those meals need to be listed on the name badge as well as optional meals.
 - c. List names of Crisis Management team members and cell phone contact information on the reverse side of the name badge.
20. Be available at registration on first day (normally Friday) and the next morning (normally Saturday).
21. Maintain an accurate record of the number of delegates registered and attending as of one hour prior to balloting.
22. Present a credentials report to the convention body at specified times each day of the convention, and prior to balloting.
23. Consult with the District President and Convention Chairman regarding extenuating circumstances and refunds.
 - a. Prepare vouchers for recommended refunds and email to Convention Chairman to be approved and forwarded to the Convention Treasurer.
 - b. Notify registrant of the process and amount of refund.
24. Prepare an income statement within 30 days of the close of convention to account for all registration receipts and submit to Convention Treasurer.
25. Perform additional duties as requested by the Convention Chairman.
26. 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.
27. 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 at the registration table.
5. Receive materials for convention bags, including convention manual, and assemble them into convention tote bags or insert them into plastic sleeves for distribution any time before the pre-convention Board of Directors meeting.
6. Be in charge of the registration table at the convention, including distribution of name tags, convention manuals, and other materials as provided.

7. Ask each registrant if she is a group delegate for her zone. If she is, direct her to the certification sign in sheets. Make a final note of the # of delegates from each zone before zone sheets get picked up at designated cutoff time.
8. The registration table should always be open 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. One of these committee members may be *The Kansas Sonshine* Editor.
3. If asked, work with the district newsletter editor to obtain at least two estimates for printing of the Convention Manual (with printer's preferred document format) three to four months prior to convention.
 - a. Consideration should be given to the estimated 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. (See Chap 2, II,C.1.h)
 - b. Submit estimates to the District President.
4. 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.
5. Work with the district newsletter editor to have the Financial Reports printed for the Board of Directors pre-convention meeting and the zone delegate tables at convention.
6. Prepare a list of restaurants, sites of special interest in the community, etc., and have them available at the convention site, if requested by the District Convention Planners.
7. Email copies of all pertinent convention information/reports to the District President, all Convention Co-Chairmen, and the Convention Secretary.
8. Perform additional duties as requested by the Convention Chairman.
9. 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.
10. 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 Chapter 4, Article II.C.11.) 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. Arrange for someone to count attendance at the Friday evening worship service. This could be done by the YWRs if they are enlisted to help with the communion service.
11. Attendance should be reported to the Convention Chairman.
12. 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.
13. 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.
14. 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, in written or text message form, who will forward them on when warranted.)
15. Provide a hospitality/information table near registration tables for the welcome and comfort of those attending the convention.
16. Work with the Meeting Manager to create a board to show seating areas for delegates, special guests, Executive Committee, past presidents, general attendees, etc. (Sec II.D.2.j). Provide a convention seating chart to the Hospitality Chairman for information and to the Properties Chairman for signage.
17. Provide for a Hospitality (First Aid) room, with basic first aid supplies (such as band-aids, first aid cream, gauze, etc.), 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.
18. Provide a receptacle and sign for LOST AND FOUND items on or near the registration table.
19. Perform additional duties as requested by the Convention Chairman.
20. 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.
21. 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. (NOTE: A minimum of four (4) members is suggested.)
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 Adviser 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. Freshen and have available at convention all podium paraments, pastors' stoles, worship/altar cloths, candles, etc. owned by the District.
7. Work with the Meeting Manager to create a board to show seating areas for delegates, special guests, Executive Committee, past presidents, general attendees, etc. (Sec II.D.2.j)). Provide a convention seating chart to the Hospitality Chairman for information and to the Properties Chairman for signage.
8. Provide a convention seating chart to the Hospitality Chairman for information and to the Properties Chairman for signage.
9. Print signs and facility maps as needed.
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. with the convention theme.
5. Provide decor for the rostrum, communion worship service, etc. that will not distract from being able to see speakers/presenters. To eliminate interference with computers, notebooks, etc., there will be no decorations on the table being used by the Recording Secretary, Parliamentarian and Vice President.
6. Coordinate and provide convention table decorations and table favors, using a low-profile centerpiece on dinner tables so people can see.
 - a. Includes the BOD dinner as coordinated with the BOD dinner hosts and the Convention Chairmen.
 - b. Includes special table decorations YWR mentor luncheon as coordinated with the Special Focus Ministries Chairman.
 - c. Includes special table decorations and favors for the Saturday Banquet.
 - d. Possibly includes the Christian Life Breakfast as coordinated with the Christian Life Committee.
7. Provide a president's candle (6"x9" with three (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 candles and altar cloths.
9. If worship is to be held in the hotel, verify that the battery powered eight-inch votive candles are in working order. These will be found in the Properties Chairman's inventory tub.
10. Oversee the removal of all decorations following the end of convention.
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 Decorations Committee Chairman at the post-convention wrap-up meeting.

13. 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. 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 the Friday 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. Contact the District President if there will be charges added to the registration form for choir participants to purchase musical scores used at the convention.
8. Work closely with the Convention Song Leader to select 14-18 songs to be published in the Convention Manual.
9. Work with the District Vice President who has oversight of the CCLI (Christian Copyright License International) licensing to obtain all required copyright permissions. (This will be either the VP of Christian Life or the VP of Organizational Resources.)
10. 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.
11. Communicate and coordinate with the A/V sound person the needs of musicians, song leaders, etc. during convention and worship services.
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 if requested by the 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. Verify the location of the banners needed on stage – LWML banner, YWR banner, current District convention banner, and most recent LWML Convention banner. (NOTE: pictures of the banners needed would be very helpful.)
8. Provide a designated location, with an attendant on duty, for storage of the banners until needed for the opening procession of the convention.
9. Have available glue, tape, needles, thread, and scissors for emergency repairs, long zip ties to hold banner on pole, as well as an ironing board and iron or steamer so banners may be pressed by members of the Banner Committee.
10. Check each banner to verify that the cord for hanging is attached correctly to the rod, and that there are two ties 22 inches long (attached in its middle - with 2 ends 11 inches long) at 12 inches from the top and at 12 inches from the bottom of the banner to secure the banner to the banner pole.
11. Place bases for the convention theme banner, the District banner used at the previous LWML convention, LWML Seal, YWR banner, and Zone banners in the convention hall prior to the opening processional.
12. Press and hang the convention theme banner, the District banner used at the previous LWML convention, the LWML Seal, and the YWR banner in preparation for the opening processional.
13. Assist with the banner procession rehearsals, the processional for the opening worship service, and the processional opening the first convention session.
14. Press and distribute the sashes to be worn by the Zone Presidents in the opening processional.
15. Perform additional duties as requested by the Convention Chairman.
16. 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.
17. 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 &/or emails 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.
 - a. Include Registration Form (usually available 2-3 months prior to the convention) with details about meals, hotels, special interest sessions, etc.,

- b. Include a Participant Information, Acknowledgement, Assumption of Risk and Release Form, available from the District Meeting Manager.
- c. ALL forms will be returned to the Registrar.
7. Forward all exhibitor reservation fees to the Convention Treasurer on a regular basis.
8. Six (6) weeks before convention send a final notice with deadline date(s) to all exhibitors who have not replied.
9. Send final exhibitor list and a list of exhibitor payments to the Convention Treasurer and the District President one month prior to the convention.
10. Send a final exhibitor list to the newsletter editor and Publicity Chairman as soon as possible but no later than 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. A tent card with exhibitor name and exhibit times on each exhibit table is helpful.
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 as they become available.
3. The Chairman shall provide a written description of the Prayer Room and a Prayerful Meditation (pertaining to the convention theme), which will be included in the convention manual.
4. Email copies of all pertinent convention information/reports to the District President, all Convention Co-Chairmen, and the Convention Secretary.
5. 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.
6. Check the battery-operated candles prior to arriving at convention, and replace batteries as needed.
7. Arrange the Prayer Nook or Prayer Room's seating and décor and make it available for use by all in attendance at the convention.
8. Have the Legacy Book and framed instructions, which are located with the prayer room materials, available at all times when Prayer Room is open. If possible, have the Legacy Book on a separate table from prayer requests to prevent confusion.
9. Have prayer request cards available, with a box for private prayer requests, and a board for posting public prayer requests.
10. Pass all prayer request cards to a Pastoral Counselor. Ask pastors if they want to pick up the prayer requests themselves or have them delivered to a specific location. Look at agenda to know timing of prayers so pastors have them in time.
11. Recruit volunteers as necessary. Give them instructions and a schedule.

12. Check the Prayer Nook or Room regularly to keep it refreshed during the convention, keeping décor in order and discarding any waste material that may have been left.
13. Perform additional duties as requested by the Convention Chairman.
14. 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 registrar Chairman at the post-convention wrap-up meeting.
15. 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, if possible. 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 is helpful. If possible, work with the District Store Manager at the LWML Store at a district event prior to convention.
3. Notify the Convention Treasurer if cash is going to be needed to make change at the LWML store. The initial amount of cash requested will be returned to the Convention Treasurer at the end of the convention. (Store proceeds will be turned in to the District Financial Secretary.)
4. 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.
5. Share recommendations for the next convention with the District Store Manager (what worked well, suggestions for improvement, list of items requested, etc.).
6. 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.