

# President

The **PRESIDENT** shall:

- a) preside at District Biennial Conventions and at meetings of the Board of Directors and the Executive Committee;
- b) appoint standing committees unless otherwise designated in the bylaws with the approval of the Executive Committee or Board of Directors;
- c) be an ex-officio member of committees, except the Nominating Committee;
- d) sign vouchers, together with the Recording Secretary and Financial Secretary, for payment of money from the treasury of legitimately incurred expenditures and bills;
- e) be responsible for the execution of valid resolutions passed by the Board of Directors, Executive Committee, and District Convention;
- f) present a report to the District Biennial Convention including a report of the activities of the Board of Directors;
- g) attend during her four (4) year term, at the expense of the District, one (1) Conference Rally in each Conference, at its invitation;
- h) be a voting member of the LWML national) Presidents Assembly.

**(MN South Bylaws; Article VII, Section 1)**

---

## Section 3 - Duties

The Executive Committee shall:

- b) transact the business of the Board of Directors between meetings of the body;
- c) plan and supervise the program of the District Biennial Convention;
- d) determine the amount of the bonds for the Financial Secretary and the Treasurer;
- e) approve all presidential appointments;
- f) fill all vacancies occurring in the elective offices, except in the office of President. In case of a vacancy in the office of President, the Vice President of Christian Life shall become the President. (NOTE: Vacancies in an appointive position are filled by the officer or committee chairman making the initial appointment.)

## Section 4 - Vacancy

In the event of incapacity of the President or other situation creating a vacancy in the office of President, the Vice President of Christian Life shall fill the temporary vacancy until the President is able to resume her duties or until the next District Biennial Convention meets to elect a new President. (See Article VII, Section 2-a)

**(MN South Bylaws; Article IX)**

## DETAILED DUTIES:

- A. be familiar with the policies and Bylaws for both the district and national LWML organizations;
- B. be well acquainted with parliamentary procedure;
- C. select personnel for appointed offices and committees subject to the approval of Executive Committee or Board of Directors;
- D. encourage correspondence by electronic means as much as possible to Board members; i.e. minutes, reports, vouchers, national information etc.;
- E. prepare and send an agenda for each Executive Committee meeting and Board of Directors' meeting approximately two weeks prior to such meeting;
- F. prepare quarterly report for Board of Directors' meetings and Executive Committee meeting;
- G. request each officer and committee chairman to send their report to the Recording Secretary and President at least one week prior to the Board meeting; keep a copy of your report for your records.
- H. attend LWML (national) Presidents Assembly meetings as a voting member and as such:
  - 1. prepare reports as requested;
  - 2. receive and study agenda, committee reports prior to meeting;
  - 3. voucher travel, food, mileage, etc. expenses provided by LWML(national);
  - 4. make travel arrangements through the agency that LWML utilizes;
- I. Attend LWML (national) Convention as voting member with round-trip travel expenses, food and lodging before convention convenes paid by LWML (national). The District pays food and lodging during convention;
- J. Attend all district events (conventions, retreats, and workshops);
  - 1. Registration fee and travel expense paid from event, with the option to donate;
  - 2. During a four-year term, the President should attend each of the eight conference rallies once at District expense, additional invited attendance at Zone Spring/Fall rallies shall be at the expense of the conference.;
  - 3. Zone invitations may be extended to the President; the Zone incurs expenses associated with attendance;
- K. As an ex-officio Committee member;
  - 1. list President as member of all Committees except Nominating Committee on printed Committee assignments; consult Procedures Manual for committee duties as to time frame for specific duties of committees;
  - 2. set equalization fee in odd numbered years; review in even numbered years with the District Financial Secretary;
  - 3. request publicity articles prior to printing;
  - 4. request dates, time, place and minutes of Committee meetings;

- L. work with Treasurer in submitting a budget for each biennium;
- M. request Recording Secretary prepare and make available all vouchers for LWML expenses;
- N. explain the vouchering system clearly to Board of Directors and Committee Chairman; receipts must accompany vouchers;
- O. approve and sign all vouchers for payment by Treasurer;
- P. encourage Board of Directors and Committees to work within their given budget, always being good stewards;
- Q. encourage LWML members throughout the district;
  1. to grow in God's Word through daily Bible Study;
  2. be constant in prayer;
  3. with personal appearances at Rallies and LWML events;
  4. through Quarterly articles in the District LWML publication;
  5. use of the Lutheran Women's Quarterly at the local LWML meetings;
  6. to send in mites monthly;
  7. uphold mission grants and mission ministry in prayer;
- R. approve all MN South District LWML materials prior to printing or publication, including, but not limited to WOM articles, Lutheran Witness articles, posters and any and all other publicity used in connection with LWML;
- S. oversee the MN South District website and the **MN** South District Facebook page, and any other social media outlet initiated at the direction of the Board of Directors;
- T. attend District Synodical events, upon invitation, at District LWML expense;
- U. attend District LCMS events, upon invitation, at District LWML expense;
- V. review minutes of Board of Directors and Executive Committee;
- W. promptly respond to all correspondence.
- X. write articles for monthly eNews, quarterly WOM, Lutheran Witness, approved by Pastoral Counselor.
- Y. Communicate and work with District Pastoral Counselors, elected officers, Meeting Manager and Parliamentarian concerning LWML issues..

(2020-2022 Nominating Committee)