**GENERAL DUTIES FOR THE OFFICES OF (see bylaws for more):**

**PRESIDENT**

The President shall:

1. preside at all conventions of the District and at all meeting of the Board of Directors and the Executive Committee;
2. be an ex-officio member of all committees except the Nominating Committee;
3. sign all vouchers for payment of money from the treasury of all legitimately-incurred expenditures and bills;
4. present a report to the District convention, including the activities of the Board of Directors and Executive Committee;
5. attend all LWML conventions and meetings of the Board of Directors;
6. be responsible for the execution of all valid resolutions passed by the District convention and Board of Directors;
7. be responsible for sending a letter to the pastors of new churches offering assistance from the District to help organize the women’s group;
8. appoint an Archivist-Historian, Assistant to the President, Host Committee Chairman, Parliamentarian, Planner Site/Travel Coordinator and Endowment Chairman. All appointments shall be subject to the approval of the Executive Committee and the Board of Directors;
9. appoint emergency committees as necessary and advise the Executive Committee promptly of such action;
10. perform duties as outlined in the *District Leaders Manual.*

**VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES**

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

1. fill the temporary vacancy in the office of the President, in the event of an emergency or unexpected vacancy, until an election is held by the Board of Directors;
2. be authorized to sign checks;
3. serve as chairman/overseer of the Young Women Committee and Heart to Heart Sisters Committee;
4. appoint all necessary committee members, subject to ratification by the Board of Directors;
5. perform other duties as outlined in the *District Leaders Manual.*

The Special Focus Ministries Department shall include Young Women and Heart to Heart Sisters. The Vice President of Special Focus Ministries shall be coordinator of the department.

1. The Young Women Committee, consisting of three (3) or more members, shall:
2. be responsible for assisting zones and societies in meeting the needs of young women;
3. finding ways of interesting young women in LWML;
4. communicating ideas, techniques and resources;
5. assisting the Host Committee Young Women Representative Chairman in preparing and presenting a program for Young Women at the District Convention.
6. The Heart to Heart Sisters Committee, consisting of three (3) or more members, shall:

1. be responsible for assisting zones and societies in encouraging women leaders in ethnic ministries;

2. provide networking, training, support and resources to learn about and participate in the mission of LWML at every level – society, zone and district;

3. identify and encourage cross-cultural opportunities within LWML.

**VICE PRESIDENT OF CHRISTIAN LIFE**

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

1. serve as chairman of the Christian Life Department;
2. appoint a Spiritual Resources Chairman, a Retreat Chairman each biennium and all necessary committee members, subject to ratification by the Board of Directors;
3. present the names of Retreat Committee members, appointed by the Retreat Chairman, to the Board of Directors for approval;
4. assist the Retreat Chairman in the presentation of a retreat each biennium, as approved by the Board of Directors;
5. perform other duties as outlined in the *District Leaders Manual.*

The Christian Life Department shall include the Retreat Committee and the Spiritual Resource Committee.

1. The Retreat committees shall:
2. Provide a District retreat each biennium, as approved by the Board of Directors;
3. Make available materials for other retreats and participate in their implementation as approved by the Board of Directors.
4. The Spiritual Resources Committee, consisting of three (3) members, shall:
5. provide materials or programs to enable the women of the church to grow spiritually;
6. issue a current list of program materials available to aid the zone and local program chairmen, sending material upon request;
7. promote the use of District program resources and the sharing of material with their societies.

**VICE PRESIDENT OF COMMUNICATIONS**

The VP of Communications Life may perform the duties of the President in the absence of or at the request of the President and shall:

1. be chairman of the Communications Department;
2. appoint chairman of the Publications Committee, Electronic Communications Committee, Quarterly Committee, and the Public Relations Director and all necessary committee members, subject to ratification by the Board of Directors;
3. perform other duties as outlined in the *District Leaders Manual;*
4. develop electronic giving procedures for *District Leaders Manual;*

The Communications Department shall include the Electronic Communications Committee, Publications Committee, and the Public Relations Director.

1. The Electronic Communications Committee, consisting of three (3) members, shall:
2. maintain a web site;
3. create, maintain and facilitate electronic voting procedures under the direction of the President and with the advice of the Parliamentarian;
4. continually update the Assistant to the President with email addresses received through the web site.
5. The Publications Committee, consisting of three (3) to five (5) members, shall:
6. be responsible for compiling and publishing the District LWML newsletter on a quarterly basis;
7. submit one (1) copy to Pastoral Counselor adviser for review prior to printing;
8. distribute the District publication to the District Archivist-Historian, District LCMS Office, LWML Board of Directors, *Quarterly* Editor-in-Chief and News Editor, Public Relations Director, LWML Office, and others;
9. publish a convention newsletter;
10. appoint a *Quarterly* chairman.
11. The Public Relations Director shall:
12. direct a program of public relations to help the District women identify with the LWML and the church;
13. direct convention publicity;
14. publicize District activities.

**FINANCIAL SECRETARY**

The Financial Secretary receives all monies for the Pacific Southwest District LWML and keeps an itemized account of all receipts. The Financial Secretary is to be bonded at the amount, discretion, and expense of the District for an amount determined by the Executive Committee.

The Financial Secretary shall:

1. deposit all funds at least biweekly in a financial institution or financial institutions convenient to the District Treasurer and approved by the Executive Committee;
2. send to the District Treasurer an itemized record of all deposits;
3. prepare a report of receipts quarterly for distribution to the Board of Directors;
4. present biennial and supplemental reports of receipts at the District conventions;
5. prepare books for financial review biennially;
6. distribute Mite Boxes and vouchers;
7. Establish and maintain electronic donation procedures;
8. serve on the Endowment Committee;
9. perform other duties as outlined in the *District Leaders Manual.*

**PASTORAL COUNSELOR**

The Pastoral Counselor serves the District in an advisory capacity and serves as the spiritual leader to the officers and members of the District. He shall attend all meetings of the Executive Committee and Board of Directors and other committee meetings as assigned.

The Pastoral Counselor shall:

1. serve the District in an advisory capacity;
2. serve as spiritual leaders to the officers and members of the District;
3. prepare devotions and worship services as requested;
4. serve as advisers to committees as assigned by the President;
5. alternate attending LWML conventions and both attend all District conventions and meetings of the Board of Directors and the Executive Committee as advisory members;
6. be eligible for reelection but may not serve consecutive terms;
7. perform other duties as outlined in the *District Leaders Manual.*

**NOMINATING COMMITTEE**

A Nominating Committee of five (5) members shall be elected by ballot from a slate of ten (10) candidates. The committee shall serve a term of two (2) years or until its successor committee is elected. A member may not serve consecutive terms.

1. The candidate receiving the highest number of votes shall serve as chairman of the committee and be a voting member of the District Board of Directors.
2. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
3. Each candidate for the Nominating Committee shall be from a different zone of the District.

The Nominating Committee shall:

1. receive nominations for candidates for elective office from the membership of the District by date determined by the Executive Committee;
2. select candidates who are active members of District and have given written consent to serve, if elected;
3. submit the names of at least two (2) candidates, if possible, for each elective office and ten (10) candidates for the Nominating Committee;
4. submit a report for publication in the PSD-LWML District publication prior to the convention;
5. prepare ballots with the names listed in alphabetical order.
6. obtain nominations for Pastoral Counselor from District members by the date determined by the Executive Committee;
	1. obtain approval by the LCMS District President of the candidates selected by the Nominating Committee;
	2. obtain written consent of the candidates to serve if elected.
7. Submit to the Board of Directors a list of candidates to fill any vacancy of an elective office with the exception of the President.

The committee will receive nominations for the following offices to be elected in 2024:

* Vice President of Organizational Resources
* Vice President of Gospel Outreach
* Recording Secretary
* Treasurer
* One Pastoral Counselor
* 5 Nominating Committee Members (10 nominees are needed for the ballot to elect 5.)