**2026 - 2028 For Nominees: Description of Officer Duties** Revised 4/13/25

**PRESIDENT**

The President shall:

**A.** preside at all district conventions and at all meetings of the Executive Committee and the Board of Directors;

**B.** be an ex-officio member of all committees, except the Nominating Committee;

**C.** be responsible for appointing the following with the assistance and the approval of the Executive Committee:

1) special appointed personnel;

2) committee chairmen, except those held by elected officers;

3) all committee members;

4) special committee chairmen and members, and the Tellers and Minutes Review Committees for district conventions.

**D.** sign vouchers, contracts, and other documents;

**E.** submit her vouchers to the Vice President of Organizational Resources for approval;

**F.** attend one (1) rally a year in each zone when possible (she may appoint another member of the Board

of Directors to attend in her place);

**G.** attend LWML Presidents Assembly meetings and LWML conventions in accordance with Article IV,

Section 2c and Article XI, Section 1a and 2a of the LWML Bylaws;

**H.** present a report to the convention assembly, including a report of the activities of the Board of

Directors;

**I.** prepare a report for the convention manual;

**J.** provide copies of the district convention guidelines to the convention host committee chairman;

**K.** report at all Executive Committee and Board of Directors’ meetings;

**L.** be bonded at the expense of the district in an amount determined by the Executive Committee.

**VICE PRESIDENT OF ORGANIZATIONAL RESOURCES**

The Vice President of Organizational Resources shall:

**A.** serve as assistant to the President and perform the duties of the office of President in her absence or

at the request of the President;

**B.** fill the vacancy in the office of the President, until an election is held by the Board of Directors, in the

event of an emergency or unexpected vacancy (see Section 9);

**C.** serve as coordinator of the Department of Organizational Resources and Leader Development

Committee;

**D.** serve as chairman of the Structure Committee;

**E.** submit a report for the convention manual;

**F.** report at all Executive Committee and Board of Directors’ meetings.

**VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES**

The Vice President of Special Focus Ministries shall:

**A.** perform the duties of the office of President in the absence of or at the request of the President, and shall:

**B.** serve as facilitator of the Department of Special Focus Ministries: Heart to Heart Sisters Committee, Teen Committee, and Young Women Committee;

**C.** submit a report for the convention manual;

**D.** report at all Executive Committee and Board of Directors’ meetings.

**FINANCIAL SECRETARY**

The Financial Secretary shall:

**A.** be bonded at the expense of the district in an amount determined by the Executive Committee;

**B.** receive all monies and deposit them in a financial institution approved by the Executive Committee;

**C.** keep an itemized account of all receipts and send duplicate copies to the Treasurer at least once a month;

**D.** send a monthly financial report to the President, the Treasurer, and the Vice President of Gospel Outreach;

**E.** prepare a financial report for the Executive Committee and Board of Directors’ meetings;

**F.** submit records for review at least thirty (30) days prior to each district convention;

**G.** submit a complete financial report for the convention manual;

**H.** report at all Executive Committee and Board of Directors’ meetings;

**I.** be competent in computer skills and have accounting experience to qualify to serve in this office.

**PASTORAL COUNSELORS**

The Pastoral Counselors shall:

**A**. serve the district in an advisory capacity;

**B**. serve as spiritual leaders to officers and members of the district;

**C**. prepare devotions and worship services as requested;

**D**. serve as doctrinal advisors to committees as appointed by the President;

**E**. attend all Executive Committee and Board of Directors’ meetings, the district conventions, and the district retreats;

**F**. be responsible for the installation and/or rededication of elected officers prior to the close of the convention;

**G**. attend the LWML Convention, on an alternating basis, with preference given to the junior Pastoral Counselor;

**H**. be ineligible to vote.

**NOMINATING COMMITTEE**

The Nominating Committee shall: (Slate of 7 for this committee)

**A**. receive nominations for elective offices from individual members, societies, or zones within the district by a set deadline;

**B**. select candidates who are active in a society, a zone, and/or the district;

**C**. obtain written consent of all candidates to serve, if elected;

**D**. submit the names of at least two (2) candidates, if possible, for each elective office to be filled for the biennium;

**E**. submit seven (7) candidates for the Nominating Committee; (see Section 1. A)

**F**. submit a report of the candidates for publication in the Evergreen Echoes prior to convention;

**G**. prepare printed ballots with the names listed in alphabetical order for each office.