

ARTICLE IX – DUTIES OF THE OFFICERS

Section 1

The President shall:

- a. preside at all conventions and meetings of the District LWML Executive Committee;
- b. be an ex-officio member of all committees, except the Nominating Committee;
- c. be responsible for the execution of all valid resolutions passed by the District LWML and the District LWML Executive Committee;
- d. appoint committees, subject to the approval of the District LWML Executive Committee, as need, and name their chairmen unless otherwise provided for in the bylaw; as needed, and name their chairman unless otherwise provided for in the bylaws;
- e. assign Pastoral Counselors to committees;
- f. present a report to the convention, which shall include a report of the business of the District LWML Executive Committee;
- g. receive applications for membership;
- h. approve vouchers for payment of bills.

Section 2

The Vice President of Servant Resources may perform the duties of the office of President in the absence of or at the request of the District LWML President and shall:

- a. become District LWML President in case of a vacancy in the office of President;
- b. coordinate the public relations for the District LWML;
- c. be chairman of the Bylaws and Leader /Member Development Committees;
- d. be authorized to sign checks for the Treasurer in emergencies.

Section 3

The Vice President of Christian Life may perform the duties of the office of President in the absence or at the request of the District LWML President, and shall be chairman of the Christian Life Committee.

Section 4

The Vice President of Human Care may perform the duties of the office of President in the absence or at the request of the District LWML President, and shall be chairman of the Human Care Committee.

Section 5

The Vice President of Gospel Outreach may perform the duties of the office of President in the absence or at the request of the District LWML President, and shall:

- a. be chairman of the Mission Advocacy and Grants Committee;
- b. receive mission grant proposals for consideration;
- c. present mission grant proposals to the District LWML Executive Committee for approval;
- d. present the approved mission grant proposals to the District LWML convention;
- e. see that funds are disbursed for the approved mission grants;
- f. request an annual report of the completed mission grants from zones and non-zone units.

Section 6

The Secretary shall:

- a. record the District LWML convention proceedings and meetings of the Board of Directors and District LWML Executive Committee;

- b. send copies of the minutes of the District LWML Executive Committee to each member of the Executive Committee within thirty (30) days;
- c. send copies of the minutes of the Board of Directors and of the convention to each member of the Board of Directors within sixty (60) days;
- d. be in charge of correspondence for the District as well as that requested by the President;
- e. maintain a record of zone officers, societies, and non-zone units, including their authorized LWML representatives;
- f. distribute LWML literature and Mite Boxes™ to zones and non-zone units upon request;
- g. send membership charters to new societies upon approval of the District LWML Executive Committee;
- h. request statistics and reports from zones, standing committees, and the District LWML Executive Committee, and compile them for publication in the convention manual;
- i. supply memorial cards upon request.
- e. make at least quarterly remittances to the LWML of the twenty-five percent (25%) share of Mite Box™ receipts;
- f. submit financial reports to the convention and to the District LWML Executive Committee, and send a monthly report of receipts and disbursements to the President;
- g. submit the books for review at the close of the fiscal year;
- h. receive all memorial contributions which shall be dispersed as designated by donor, and use undesignated funds for District mission grants;
- i. bill the zones and non-zone units for *Lutheran Woman's Quarterly* subscriptions annually;
- j. maintain the mailing list for the *Lutheran Woman's Quarterly*.

Section 7

The Treasurer shall:

- a. be bonded, at the expense of the District LWML, for an amount determined by the Executive Committee;
- b. receive all monies and deposit them in a financial institution approved by the District LWML Executive Committee;
- c. keep an itemized account of all receipts and disbursements;
- d. make all payments authorized by the convention and/or the District LWML Executive Committee and/or the District LWML President;