



**GENERAL DUTIES FOR OFFICES TO BE FILLED
BY ELECTION AT THE 39TH BIENNIAL CONVENTION
OF THE LWML PACIFIC SOUTHWEST DISTRICT
JUNE 3 – 5, 2022**

JUNE 3–5, 2022 • TEMPE, ARIZONA

The kingdom of heaven is like treasure hidden in a field, which a man found and covered up. Then in his joy he goes and sells all that he has and buys that field. Again, the kingdom of heaven is like a merchant in search of fine pearls, who, on finding one pearl of great value, went and sold all that he had and bought it (Matthew 13:44–46 ESV).

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

- a. serve as chairman of the Gospel Outreach Department and chairman of the Mission Grants Committee;
- b. appoint Outreach Committee Chairman and all necessary committee members, subject to ratification by the Board of Directors;
- c. perform other duties as outlined in the *District Leaders Manual*.

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

- a. serve as chairman/overseer of the Leadership Development Committee, Structure Committee and Resolutions Committee;
- b. appoint all necessary committee members, subject to ratification by the Board of Directors;
- c. perform other duties as outlined in the *District Leaders Manual*.

The Recording Secretary shall:

- a. record proceedings of District conventions and meetings of the Board of Directors and Executive Committee;
- b. provide a copy of the applicable minutes to each member of the Executive Committee, Board of Directors, LWML President, and others as directed by the Executive Committee;
- c. keep an up-to-date list of member societies and provide pertinent information to the Executive Committee, Board of Directors, standing committee chairman, and the LWML;
- d. keep an accurate record of all churches opened in the LCMS District and report same to the Board of Directors;
- e. assist new groups in joining the District by:
 1. sending a welcoming letter;
 2. sending information on new societies to the Executive Committee, the Zone President, the *Quarterly* Chairman, and the LWML office, and reporting the same to the Board of Directors;
 3. Presenting a membership certificate;
- f. be responsible for mailing or emailing (with the appropriate instructions) the ballots to the Board of Directors for the purpose of filling the vacancy in the office of the President;
- g. be responsible for receiving ballots and calling a meeting of the tellers to tally them. The tellers shall be the Recording Secretary, Financial Secretary and the Treasurer with the Parliamentarian as adviser;
- h. perform other duties as outlined in the *District Leaders Manual*.

The Treasurer shall:

- a. be bonded at the expense of the District for an amount determined by the Executive Committee;
- b. receive transaction slips concerning all funds from the Financial Secretary and keep an itemized account of all receipts and disbursements;

- c. disburse all funds in accordance with the policy of the District and at the discretion of the Board of Directors and Executive Committee;
- d. make payments for approved grants as authorized by the Board of Directors;
- e. prepare a financial report at least four (4) times yearly for distribution to the Board of Directors;
- f. be responsible for preparation of biennial budget guidelines;
- g. present biennial and supplemental reports at the District conventions;
- h. prepare books for financial review biennially;
- i. serve on the Endowment Committee;
- j. perform other duties as outlined in the *District Leaders Manual*.

The Pastoral Counselors shall be two (2) pastors of the LCMS within the boundaries of the Pacific Southwest District and shall serve a term of four (4) years. One (1) Pastoral Counselor shall be elected in each biennial convention. A newly elected Pastoral Counselor shall assume his duties at the close of the convention in which he is elected.

The Pastoral Counselors shall:

- a. serve the District in an advisory capacity;
- b. serve as spiritual leaders to the officers and members of the District;
- c. prepare devotions and worship services as requested;
- d. serve as advisers to committees as assigned by the President;
- e. alternate attending LWML conventions and both attend all District conventions and meetings of the Board of Directors and the Executive Committee as advisory members;
- f. be eligible for reelection but may not serve consecutive terms;
- g. perform other duties as outlined in the *District Leaders Manual*.

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.

- a. 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.
- b. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.
- c. Each candidate for the Nominating Committee shall be from a different zone of the District.

The Nominating Committee shall:

- a. receive nominations for candidates for elective office from the membership of the District by date determined by the Executive Committee;
- b. select candidates who are active members of District and have given written consent to serve, if elected;
- c. submit the names of at least two (2) candidates, if possible, for each elective office and ten (10) candidates for the Nominating Committee;
- d. submit a report for publication in the PSD-LWML District publication prior to the convention;
- e. prepare ballots with the names listed in alphabetical order.

In addition, the Nominating Committee shall:

- a. obtain nominations for Pastoral Counselor from District members by the date determined by the Executive Committee;
- b. obtain approval by the LCMS District President of the candidates selected by the Nominating Committee;
- c. obtain written consent of the candidates to serve if elected.