

# **PROCEDURES MANUAL**



**LWML–CANADA**

**2024**

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## **PRESIDENT – ARTICLE 9.05**

### **PRESIDENT SHALL:**

- a) Preside at Convention of the League and at all meetings of the Board of Directors.
- b) Recommend to the Board of Directors individuals to be appointed to the standing committees.
- c) Be responsible for inviting to Board Directors meetings other individuals as deemed necessary.
- d) Receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers and original receipts to the Treasurer for payment.
- e) Be an ex-officio member of all committees except the Nominating Committee.
- f) Give directions to:
  - Christian Growth Committee
  - Christian Mission Committee
  - Communication Committee
  - District Administrator Committee
  - Member Development Committee
  - Finance Committee
  - Resolutions Committee
  - Structure Committee
  - Archivist/Historian
  - Counsellors
  - Data Manager
  - Convention Liaison Committee
  - Counsellors
- g) Be responsible for the execution of resolutions passed at the Convention and by Board of Directors.
- h) Report to the Board of Directors.
- i) Report to the Convention her activities, including the activities of the Board of Directors.

### **DETAILED DUTIES:**

- I. Preside at Conventions of the League and at all Board of Directors and Inter-committee meetings, that are person to person or on-line:
  - A. In consultation with Board of Directors set date and site for Board of Directors and Inter-committee meetings, person to person or on-line.
    1. Appoint a Board of Directors member as meeting co-ordinator to make housing and other physical arrangements for Board of Directors and Inter-committee meetings.
    2. Prepare official call to meeting and agenda, make assignments for Convention, Board of Directors, and Inter-committee meetings (Bible studies, prayers etc.) and deliver two weeks prior to meeting with exception of emergency meetings.
  - B. In consultation with Board of Directors, conduct all Convention items of business.
    1. Prepare official call for Convention and send to Editor-in-Chief of Tapestry to include in Spring issue of Tapestry each Convention year.
    2. Clarify with VP Communication content of Convention business bulletin.
    3. Prepare Convention Agenda and execute same after approval by the Board of Directors.

4. Invite official guests as determined by the Board of Directors to LWML–Canada Convention.
  5. Invite all speakers as determined by the Board of Directors.
  6. Notify all newly elected Officers unable to attend Convention of election results.
  7. Send acknowledgements to retiring Board of Directors, Counsellors, Committee Personnel, Convention Committee, Speakers and Participants.
  8. Write notes of thanks to all convention guests – this is covered in Convention Planning Manual.
  9. Arrange for the appropriate engraving on the LWML-Canada President’s plaque which is past from President to President at the end of their term of office.
- C. Recommend to the Board of Directors individuals to be appointed to standing committees, special committees and as Advisors, keeping in mind geographical location.
1. Using the ***Willing To Serve Form*** from the VP District Administrations, provide to the Board of Directors names of potential names of appointees for Standing Committees for approval.
  2. Receive from each VP District Administration, by September 30 after each Convention year, name of person to serve on next conventions Nominating Committee.
  3. After selection by the Board of Directors, contact each person chosen for appointment or delegate this responsibility to the Vice Presidents.
  4. Inform Recording Secretary and Data Manager when appointments are accepted so Board of Directors and Committee lists may be kept current.

II. Finances:

- A. Receive and approve vouchers for payment of legitimately incurred expenditures and forward vouchers along with original receipt to the Treasurer for payment.
- B. Submit President’s vouchers along with receipts to the Vice President of Member Development for approval who will then forward to Treasurer for payment.
- C. Receive requisitions for Mission Grants from Vice President Christian Mission and forward official authorization to Treasurer for payment.
- D. Prepare President’s budget each triennium for approval.
- E. In consultation with Treasurer and Financial Secretary, prepare Convention budget for all expenses including travel, lodging, gifts for guests, etc.

III. Be an ex-officio member of all committees with the exception of the Nominating Committee:

- A. Be informed of and invited to attend all meetings.
- B. Be informed of committee activities through the Vice Presidents and Financial Board of Directors.
- C. Receive copies of important correspondence from committees.
- D. Keep Board of Directors informed of all activities.
- E. Attend and participate in selection meeting for the slate of Mission Grants.

IV. Be responsible for the execution of resolutions passed by the Convention and Board of Directors and keep members informed of these resolutions.

V. Reports:

- A. Prepare a written report for each Board of Director’s person to person and on-line meetings.
- B. Prepare a written report, including activities of the Board of Directors, for Convention.

- C. Prepare a report of LWML–Canada activities for Lutheran Church-Canada Convention Manual when requested to do so. Request generally comes in fall of year preceding LCC convention.
  - D. LCC will request a report for their Board of Directors meetings held annually, usually 1 in person in fall and early spring and 1 on-line meeting.
  - E. Send all records of historical and archival significance to Archivist/Historian.
  - F. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual and Convention Planning Guide and all pertinent information at Transition of Office meeting.
- VI. Serve as official spokesperson for LWML–Canada:
- A. Serve as liaison with Lutheran Church-Canada.
    - 1. Represent LWML–Canada when invited to attend conventions and/or meetings of Synod. If unable to attend, appoint a representative, preferably one of the Vice Presidents.
    - 2. Invite the President of Lutheran Church-Canada to attend LWML–Canada Conventions.
    - 3. Will represent LWML-Canada at the annual spring Vicar’s celebration in collaboration with the LCC Seminary Presidents and VP District Administration which is hosted by Zone and Society members,
  - B. Represent LWML–Canada when invited to attend convention and/or meetings of other church bodies or organizations, as well as other auxiliaries of Lutheran Church-Canada. Validity and cost as deemed appropriate is the decision of the Board of Directors.
  - C. Notifications/Correspondence.
    - 1. Reply to all emails through assigned email address(es).
    - 2. Sign all contracts, legal documents, and other official papers for LWML–Canada.
    - 3. Acknowledge any special financial gifts, other than honour/memorial gifts by letter.
      - a) Copy to Tapestry Editor for all gifts.
      - b) Copy to Financial Secretary all gifts received.
    - 4. Answer all complaint letters received.
    - 5. Send electronic forms to newly elected VP District Administration which relate to their office.
    - 6. Arrange for the presentation of certificates or recognition and appreciation as directed by the Board of Directors for service rendered to LWML–Canada.
    - 7. Send copy of important correspondence to Counsellors for advice when needed.
  - D. Society Correspondence.
    - 1. Receive notification from VP District Administration of societies accepted into membership.
      - a) Write a letter of welcome to new Societies and forwarding a copy to the VP District Administration.
      - b) Complete and send a Certificate of Membership into LWML–Canada to the new Society and include it with the letter.
      - c) Arrange with LWML–Canada Resource Centre for a LWML–Canada Bylaws, Handbook, Procedure Manual, Policy Manual, Tapestry, mite envelopes, bookmarkers, and other current items.
      - d) Inform Recording Secretary and Data Manager of new Society.
    - 2. Send congratulatory letters for special anniversaries. This shall be done upon receipt of a notification of the anniversary from the Archivist/Historian. Special anniversaries

- shall be those defined as 10, 25, 40, 50, 55 and 60 years.
3. Write letter of encouragement to societies that are considering disbanding.

VII. Tapestry:

- A. Submit prepared article for President's column for each of the 4 issues per year.
  1. Once approved by Pastoral Counsellor forward to the Editor-in-Chief by deadline date for printing.
- B. Review and proof-read Tapestry for printing.
  1. Ensure that the League is presented in an accurate and positive manner to all readers.

VIII. Memorandum of Understanding:

- A. Initiate review of the MOU with LCC at least once during the Triennium.

## **VICE PRESIDENT, MEMBER DEVELOPMENT – ARTICLE 9.06**

### **GENERAL STATEMENT OF DUTIES:**

The Vice President of Member Development may perform the duties of the office of the President in the absence or at the request of the President; and shall:

- a) In the event of an emergency or the unexpected vacancy in the office of the President, she shall fill the temporary vacancy until an election is held by the Board of Directors (**Article 9:06b**).
- b) Serve as Chair of the Member Development Committee (**Article 9.06c**).
- c) Report to the Board of Directors
- d) Report to Convention activities of VP and committee.

### **DETAILED DUTIES:**

#### **I. Serve on the Board of Directors:**

- A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
- B. Prepare a written report of all activities and assignments for each meeting.
- C. Serve on special committees as appointed by the President or Board of Directors.
- D. Perform special assignments requested by the President or Board of Directors.
- E. Upon President's request, approve and sign President's expense vouchers and submit along with receipts to the Treasurer for payment.
- F. Send the President a copy of important correspondence.
- G. Make recommendations to the President for committee appointments.
- H. Keep a log of all correspondence and telephone calls, confirming all telephone decisions by correspondence.
- I. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to Treasurer for payment.
- J. Maintain a file of all information, actions, and correspondence.
  1. Prepare workable file for successor.
  2. Send archival material to Archivist/Historian.
  3. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide, and all pertinent information at Transition of Office meeting.

#### **II. Representation:**

- A. Perform duties of the office of the President at the request of the President
- B. Represent the LWML–Canada at the request of the President.
- C. In the event of an emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until an election is held by the Board of Directors.
- D. Reply to all emails directed to VP Member Development through assigned email address(es).

#### **III. Serve as Chair of the Member Development Committee:**

- A. Serve as liaison between Committee, President and Board of Directors.
  1. Meet with committee via go-to-meeting twice a year or as required, extending invitation to President and Pastoral Counsellor(s) to attend.

2. Relay decisions of the Board of Directors to committee members.
  3. Relay committee plans, activities, requests and suggestions to the Board of Directors.
  4. Work together with other Vice Presidents in fulfilling strategic plans.
  5. Encourage committee to send copies of pertinent correspondence to the President.
- B. Serve as liaison with VP District Administration.
- C. Serve as liaison with authors of the articles submitted for LWML–Canada Blog (Serving In His Strength), which once edited is sent to LWML–Canada VP Communications to circulate electronically.
- D. Co-ordinate and submit “Acts of Faith” articles to VP Communication for posting.
- E. Co-ordinator and Buyer for Resource Center Inventory and Promotional Items.
- F. Chair and oversee LWMLC Seminar Committee on the development and presentations of seminars for all LWMLC members.
- G. Meetings.
1. Prepare agenda for committee meeting and appoint a member to record minutes.
  2. Inform President of all meetings including conference calls and submit copies of minutes to her.
- H. Expense Vouchers.
1. Approve expense vouchers of committee members upon receipt of incurred expense.
  2. Forward expense voucher along with receipt to President for approval, and once approved President will forward to Treasurer for payment.
- I. Budgets.
1. Prepare committee budget for the next triennium.
  2. Prepare convention budget for committee to include transportation and lodging for committee members, expenses for displays, activities, presentations and transporting.
  3. Submit both budgets to the President, Financial Secretary and Treasurer for the Fall Board of Directors meeting one year prior to the Convention.
- IV. Oversee all activities of the Member Development Committee.
- A. Set goals and program for committee to carry out Strategic Plan for triennium.
1. Assign committee members specific tasks.
  2. Set timelines to complete tasks.
  3. Follow up with all activities of committee members, encourage, mentor and assist them in their duties.
- B. Plan and coordinate development of materials and training to complement Strategic Plan.
1. Assign committee members for specific materials.
  2. Encourage and receive materials from members-at-large for publications.
  3. Before publishing, review and approve all materials.
  4. Submit all materials to the appointed Pastoral Counsellor for doctrinal review and approval.
  5. Submit materials to Vice President Communications and Editor-in-Chief for publishing.
- C. Assign or write articles for Tapestry (4 issues per year) and other publications as requested.
1. Submit all materials to appointed Pastoral Counsellor for doctrinal review and approval.
  2. Submit all articles for Tapestry to Editor-in-Chief and inform her when they have been approved by Pastoral Counsellor.

- D. Review Web Site regularly and working with Vice President Communications and Online Services Coordinator, submit timely articles, downloads, information, and PR material to the Webmaster.
- V. Assist women in discovering and developing their own God given gifts and talents.
  - A. Research and promote Bible studies, booklets and workshops.
  - B. Advise and encourage members of opportunities for Christian service.
    - 1. Compile and share new and creative service ideas with all levels of LWML–Canada.
    - 2. Consult with LCC Domestic and International Missions Executive for current service events.
    - 3. Provide education in recognizing and acting on personal mission and service opportunities.
- VI. Research and provide models for organizational structures for all levels within LWML–Canada.
- VII. Convention responsibilities.
  - A. Take an active part in planning the program of the Convention.
  - B. Carry out responsibilities as assigned by the President and Board of Directors.
  - C. Prepare a report for Convention Manual.
  - D. Be responsible for committee report to the Convention.
  - E. Request display in Exhibitor room.

## **VICE PRESIDENT, CHRISTIAN GROWTH – ARTICLE 9.07**

### **GENERAL STATEMENT OF DUTIES:**

The Vice President of Christian Growth may perform the duties of the office of the President in the absence or at the request of the President; and shall:

- a) Be authorized to sign cheques for the Treasurer in an emergency. (**Article 9.07b**)
- b) Serve as Chair of the Christian Growth Committee. (**Article 9.07c**)
- c) Report to the Board of Directors.
- d) Report to Convention activities of VP and committee.

### **DETAILED DUTIES:**

#### **I. Serve on the Board of Directors:**

- A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
- B. Prepare a written report of all activities and assignments for each meeting.
- C. Serve on special committees as appointed by the President or Board of Directors.
- D. Perform special assignments requested by the President or Board of Directors.
- E. In emergency sign cheques for payment when Treasurer is unable or not available.
- F. Send the President a copy of important correspondence.
- G. Make recommendations to the President for committee appointments.
- H. Keep a log of all correspondence and telephone calls, confirming all telephone decisions by correspondence.
- I. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to Treasurer for payment.
- J. Maintain a file of all information, actions and correspondence
  1. Prepare workable file for successor.
  2. Send archival material to Archivist/Historian.
  3. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at Transition of Office meeting.

#### **II. Representation:**

- A. Perform duties of the office of the President at the request of the President
- B. Represent the LWML–Canada at the request of the President.
- C. In the event of an emergency and the absence of the Treasurer sign cheques for payment as approved and requested by President.
- D. Reply to all emails directed to VP Christian Growth through assigned email address(es).

#### **III. Serve as Chair of the Christian Growth Committee:**

- A. Serve as liaison between Committee, President and Board of Directors.
  1. Meet with committee via go-to-meeting twice a year or as required, extending invitation to President and Pastoral Counsellor(s) to attend.
  2. Relay decisions of the Board of Directors to committee members.
  3. Relay committee plans, activities, requests, and suggestions to the Board of Directors.
  4. Work together with other Vice Presidents in fulfilling strategic plans.
  5. Encourage committee to send copies of pertinent correspondence to the President.

- B. Serve as liaison with VP District Administration.
  - C. Co-ordinate Monthly Prayer Calendar.
    1. Assure completed draft is received 1-1/2 months in advance of posting.
    2. Once draft is received edit and submit to Pastoral Counsellor for content review.
    3. Submit calendar entries 1 month prior to posting to [webmaster@lutheranwomen.ca](mailto:webmaster@lutheranwomen.ca) for formatting on the calendar grid and posting.
  - D. Co-ordinator Monthly Devotion.
    1. Assure completed draft is received 1-1/2 months in advance of posting.
    2. Once text draft is received edit and submit to Pastoral Counsellor for content review.
    3. Upon approval submit to [assistantcommunication@lutheranwomen.ca](mailto:assistantcommunication@lutheranwomen.ca) for formatting.
    4. Once formatted the PDF is returned along with a graphic for the power point to be used on the YouTube project.
    5. We (the author of the devotion for that month) tape the devotion for the YouTube entry.
    6. VP then edits as necessary and posts on YouTube.
    7. 15 days prior the PDF and YouTube link is sent to [webmaster@lutheranwomen.ca](mailto:webmaster@lutheranwomen.ca) for posting.
  - E. Co-ordinator of DOD (Download On Demand) [dod@lutheranwomen.ca](mailto:dod@lutheranwomen.ca)
    1. All files of DOD Resource Catalogue are managed by committee.
    2. Requests are filled through sendthisfile program (this will accommodate very large files very easily and keeps a record of sent emails).
    3. Submit new materials as a **Word** Document to designated individuals for formatting and for a short description/coding/and entering into the updated catalogue.
  - F. Co-ordinator for ALLI (A Little Loving Idea).
    1. Received article is edited by VP and then forwarded to Pastoral Counsellor for content review.
    2. Once approved article is submitted to [vpcommunication@lutheranwomen.ca](mailto:vpcommunication@lutheranwomen.ca)
  - G. Meetings.
    1. Prepare agenda for committee meeting and appoint a member to record minutes.
    2. Inform President of all meetings including conference calls and submit copies of minutes to her.
  - H. Expense Vouchers.
    1. Approve expense vouchers of committee members upon receipt of incurred expense.
    2. Forward expense voucher along with receipt to President for approval, and once approved President will forward to Treasurer for payment.
  - I. Budgets.
    1. Prepare committee budget for the next triennium.
    2. Prepare convention budget for committee to include: transportation and lodging for committee members, expenses for displays, activities, presentations and transporting.
    3. Submit both budgets to the President, Financial Secretary and Treasurer for the Fall Board of Directors meeting one year prior to the Convention.
- IV. Oversee all activities of the Christian Growth Committee.
- A. Set goals and program for committee to carry out Strategic Plan for triennium.
    1. Assign committee members specific tasks.
    2. Set timelines to complete tasks.
    3. Follow up with all activities of committee members, encourage, mentor and assist

- them in their duties.
- B. Plan and coordinate development of materials and training to complement Strategic Plan.
    - 1. Assign committee members for specific materials.
    - 2. Encourage and receive materials from members-at-large for publications.
    - 3. Before publishing, review and approve all materials.
    - 4. Submit all materials to the appointed Pastoral Counsellor for doctrinal review and approval.
    - 5. Submit materials to Vice President Communications and Editor-in-Chief for publishing.
  - C. Assign or write articles for Tapestry (4 issues per year) and other publications as requested.
    - 1. Submit all materials to appointed Pastoral Counsellor for doctrinal review and approval.
    - 2. Submit all articles for Tapestry to Editor-in-Chief and inform her when they have been approved by Pastoral Counsellor.
  - D. Review Web Site regularly and working with Vice President Communications and Online Services Coordinator, submit timely articles, downloads, information, and PR material to the Webmaster.
- V. Assist women in discovering and developing their own God given gifts and talents.
- A. Research and promote Bible studies, booklets, and workshops.
  - B. Advise and encourage members of opportunities for Christian growth.
    - 1. Compile and share new and creative growth ideas with all levels of LWML–Canada.
- VI. Research and provide models for organizational structures for all levels within LWML–Canada.
- VII. Convention responsibilities.
- A. Take an active part in planning the program of the Convention.
  - B. Carry out responsibilities as assigned by the President and Board of Directors.
  - C. Prepare a report for Convention Manual.
  - D. Be responsible for committee report to the Convention.
  - E. Set up Prayer Room for in-person convention.
  - F. On-line Prayer Room as of 2021 convention prayer@lutheranwomen.ca through secure mail password Luther21.
  - G. Assist Host Pastor as necessary for the Opening Communion Service.
  - H. Provide Room and In-session Devotions as requested by President.
- VIII. Request display in Exhibitor room.

## **VICE PRESIDENT, CHRISTIAN MISSION – ARTICLE 9.08**

### **GENERAL STATEMENT OF DUTIES:**

The Vice President of Christian Mission 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 Chair of the Christian Growth Committee. (**Article 9.08b**)
- b) Report to the Board of Directors.
- c) Report to Convention activities of VP and committee.

### **DETAILED DUTIES:**

- I. Serve on the Board of Directors:
  - A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
  - B. Prepare a written report of all activities and assignments for each meeting.
  - C. Serve on special committees as appointed by the President or Board of Directors.
  - D. Perform special assignments requested by the President or Board of Directors.
  - E. Send the President a copy of important correspondence.
  - F. Make recommendations to the President for committee appointments.
  - G. Keep a log of all correspondence and telephone calls, confirming all telephone decisions by correspondence.
  - H. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to Treasurer for payment.
  - I. Maintain a file of all information, actions and correspondence
    1. Prepare workable file for successor.
    2. Send archival material to Archivist/Historian.
    3. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at Transition of Office meeting.
- II. Representation:
  - A. Perform duties of the office of the President at the request of the President.
  - B. Represent the LWML–Canada at the request of the President.
  - C. Reply to all emails directed to VP Christian Mission through assigned email address(es).
- III. Serve as Chair of the Christian Mission Committee:
  - A. Serve as liaison between Committee, President and Board of Directors.
    1. Meet with committee via go-to-meeting twice a year or as required, extending invitation to President and Pastoral Counsellor(s) to attend.
    2. Relay decisions of the Board of Directors to committee members.
    3. Relay committee plans, activities, requests, and suggestions to the Board of Directors.
    4. Work together with other Vice Presidents in fulfilling strategic plans.
    5. Encourage committee to send copies of pertinent correspondence to the President.
  - B. Serve as liaison with VP District Administration.
  - C. Serve as liaison between grant recipients, Regional Pastors, LCC Domestic and International Missions.
  - D. Meetings.

1. Prepare agenda for committee meeting and appoint a member to record minutes.
  2. Inform President of all meetings including conference calls and submit copies of minutes to her.
- E. Expense Vouchers.
1. Approve expense vouchers of committee members upon receipt of incurred expense.
  2. Forward expense voucher along with receipt to President for approval, and once approved President will forward to Treasurer for payment.
- F. Budgets.
1. Prepare committee budget for the next triennium.
  2. Prepare convention budget for committee to include transportation and lodging for committee members, expenses for displays, activities, presentations and transporting.
  3. Submit both budgets to the President, Financial Secretary and Treasurer for the Fall Board of Directors meeting one year prior to the Convention.
- IV. Oversee all activities of the Christian Mission Committee.
- A. Set goals and program for committee to carry out Strategic Plan for triennium.
1. Assign committee members specific tasks.
  2. Set timelines to complete tasks.
  3. Follow up with all activities of committee members, encourage, mentor and assist them in their duties.
- B. Plan and coordinate development of materials and training to complement Strategic Plan.
1. Assign committee members for specific materials.
  2. Encourage and receive materials from members-at-large for publications.
  3. Before publishing, review and approve all materials.
  4. Submit all materials to the appointed Pastoral Counsellor for doctrinal review and approval.
  5. Submit materials to Vice President Communications and Editor-in-Chief for publishing.
- C. Assign or write articles for Tapestry (4 issues per year) and other publications as requested.
1. Submit all materials to appointed Pastoral Counsellor for doctrinal review and approval.
  2. Submit all articles for Tapestry to Editor-in-Chief and inform her when they have been approved by Pastoral Counsellor.
- D. Review Web Site regularly and working with Vice President Communications and Online Services Coordinator, submit timely articles, downloads, information, and PR material to the Webmaster.
- V. Administer Mission Grant and Mission Opportunity Fund processes.
- A. Prepare guidelines for submitting Grant Proposals to:
1. President.
  2. Vice President, Communication for Tapestry and Website
  3. VP District Administration.
  4. Committee members.
  5. Regional Pastors, LCC Domestic and International Missions Executive.
- B. Investigate and evaluate all proposed grants.
1. Chair Evaluation/Selection Committee.
  2. Present proposals and recommendations to the Board of Directors.

3. With Selection Committee, choose grants for LWML–Canada Convention ballot.
  4. Notify all who submitted proposals for Mission Grants of the decision of the Selection Committee regarding proposals chosen for ballot.
- C. Compile all material for selected grants with a cover sheet and send electronically to.
1. Committee members.
  2. LWMLC-President.
  3. Advisory Counsellors.
  4. LCC President.
  5. Regional Pastors, LCC Domestic and International Missions Executive.
- D. After Convention, notify electronically those who submitted grant proposals that were not selected by the voting body.
- E. Inform of adopted projects:
1. Those who submitted the proposal.
  2. LWML–Canada President.
  3. LCC President.
  4. VP District Administration
  5. Regional Pastors, LCC Domestic and International Missions.
- F. Prepare and send electronically “Guidelines for Project Grant Recipients” to those whose proposals were selected. Grants are paid upon request.
1. Receive requests for grant money.
  2. Check that request is in compliance with grant proposal.
  3. Review and determine the payment of the compliant Mission Grants with Christian Mission Committee.
- G. If foreign/partner church, consult with Region Pastors, LCC Domestic and International Missions.
- H. Prepare expense voucher and submit to the LWML–Canada President for payment authorization.
1. After President authorizes disbursement of funds:
    - a) Receive cheque from treasurer.
    - b) Send cheque along with a letter to recipient or LCC, whichever is appropriate.
    - c) When possible, personally present the cheque, or have an LWML–Canada representative make the presentation. Arrange for a photograph and send it and a short write-up (with names) to the VP Communication for publication.
  2. Correspond with and keep informed of the progress of the project until completion. If feasible:
    - a) Interview mission staff.
    - b) Visit with missionaries.
    - c) Visit sites of projects.
- I. Investigate all proposed Mission Opportunity Fund suggestions.
1. Determine if they comply with Mission Opportunity Fund Policy.
  2. Present proposals and recommendations to the Board of Directors.
  3. If adopted, follow appropriate steps as in V above.
- VI. Provide Mission Information.
- A. Keep LWML–Canada informed about all present work receiving grants.
1. Design Mission Grant Poster and present to Board of Directors for approval.
  2. Submit poster to VP Communication and Editor-in-Chief for publishing.

- B. Provide updates and stories on Mission Grants to Vice President Communication and Editor-in-Chief to include in Tapestry and on Web Site.
- C. Compile list of mission speakers for all levels of LWML–Canada.

VII. Research and provide models for organizational structures for all levels within LWML–Canada.

VIII. Convention responsibilities.

- A. Take an active part in planning the program of the Convention.
- B. Carry out responsibilities as assigned by the President and Board of Directors.
- C. Prepare a report for Convention Manual.
- D. Be responsible for committee report to the Convention.
- E. Prepare Mission Grant resumes for Convention Manual by February 15 of the convention year.
- F. Send resumes to VP Communication by March 1 of convention year for inclusion in the Business Bulletin to be distributed at the time of mailing of the Summer issue of Tapestry.
- G. Send more detailed information regarding the proposed Mission Grants to Zone Presidents for distribution to societies.
- H. Prepare Mission Grant presentation.
- I. Request display in Exhibitor room.

## **VICE PRESIDENT, COMMUNICATION – ARTICLE 9.09**

### **GENERAL STATEMENT OF DUTIES:**

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

- a) Be responsible for overseeing all communications for the LWML–Canada
- b) Serve as Chair of the Communication Committee. (**Article 9.09c**)
- c) Report to the Board of Directors.
- d) Report to Convention activities of VP and committee.

### **DETAILED DUTIES:**

#### **I. Serve on the Board of Directors:**

- A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
- B. Prepare a written report of all activities and assignments for each meeting.
- C. Serve on special committees as appointed by the President or Board of Directors.
- D. Perform special assignments requested by the President or Board of Directors.
- E. Send the President a copy of important correspondence.
- F. Make recommendations to the President for committee appointments.
- G. Keep a log of all correspondence and telephone calls, confirming all telephone decisions by correspondence.
- H. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to Treasurer for payment.
- I. Maintain a file of all information, actions, and correspondence
  1. Prepare workable file for successor.
  2. Send archival material to Archivist/Historian.
  3. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at Transition of Office meeting.

#### **II. Representation:**

- A. Perform duties of the office of the President at the request of the President.
- B. Represent the LWML–Canada at the request of the President.
- C. Reply to all emails directed to VP Communication through assigned email address(es).

#### **III. Serve as Chair of the Communication Committee:**

- A. Serve as liaison between Committee, President and Board of Directors.
  1. Meet with committee via go-to-meeting twice a year or as required, extending invitation to President and Pastoral Counsellor(s) to attend.
  2. Relay decisions of the Board of Directors to committee members.
  3. Relay committee plans, activities, requests, and suggestions to the Board of Directors.
  4. Work together with other Vice Presidents in fulfilling strategic plans.
  5. Encourage committee to send copies of pertinent correspondence to the President.
- B. Serve as liaison with VP District Administration.

- C. Meetings.
  1. Prepare agenda for committee meeting and appoint a member to record minutes.
  2. Inform President of all meetings including conference calls and submit copies of minutes to her.
- D. Expense Vouchers.
  1. Approve expense vouchers of committee members upon receipt of incurred expense.
  2. Forward expense voucher along with receipt to President for approval, and once approved President will forward to Treasurer for payment.
- E. Budgets.
  1. Prepare committee budget for the next triennium.
  2. Prepare convention budget for committee to include transportation and lodging for committee members, expenses for displays, activities, presentations and transporting.
  3. Submit both budgets to the President, Financial Secretary and Treasurer for the Fall Board of Directors meeting one year prior to the Convention.

IV. Oversee all activities of the Christian Mission Committee.

- A. Set goals and program for committee to carry out Strategic Plan for triennium.
  1. Assign committee members specific areas of communication and appoint sub-committees as required.
    - a) Editor-in-Chief
      - (1) Data Manager
    - b) Online Services Coordinator
      - (1) Webmaster
      - (2) Website Designer
      - (3) Social Media
  2. Set timelines to complete tasks.
  3. Follow up with all activities of committee members, encourage, mentor, and assist them in their duties.
- B. Plan and coordinate development of materials and training to complement Strategic Plan.
- C. Encourage and promote good communications at all levels of LWML–Canada and with the church-at-large.
- D. Carry out specific communication duties as determined by the communication team plan.
- E. Be responsible for ensuring that all materials published in the various media have been doctrinally reviewed and approved.
- F. Review various means of communication regularly, offering suggestions and guidance to other LWML–Canada personnel regarding communication.

V. Convention responsibilities.

- A. Take an active part in planning the program of the Convention.
- B. Carry out responsibilities as assigned by the President and Board of Directors.
- C. Prepare a report for Convention Manual.
- D. Be responsible for committee report to the Convention.
- E. Collect content for the Business Bulletin to be distributed to all societies prior to the Convention. Arrange for the preparation of the layout and distribution.
- F. Assign and direct coverage of the Convention through print and/or electronic means.
- G. Request display in Exhibitor room.

- VI. Assign a committee member to assist the Convention Committee Public Relations Chair with the Convention Newsletter. The main purpose is to assure the accuracy and appropriateness of reporting.
- VII. Provide new information to the League, the church-at-large and to the general public.

## **VICE PRESIDENT, DISTRICT ADMINISTRATION – ARTICLE 5.07**

### **GENERAL STATEMENT OF DUTIES:**

The Vice President District Administration 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 Chair at the Zone President/Representative Committee Meetings.
- b) Forward request to LWML-Canada President in the event her district, zones or societies request a LWML-Canada representative for a function.
- c) Co-ordinate the annual Vicar's celebration, usually held in the spring, with the assistance of the Zone President/Representative, and in collaboration with LWML-Canada President and LCC Seminary President.
- d) Submit District Statistical Information for LWML-Canada
- e) Report to the Board of Directors
- f) Report to Convention activities of District, Zone and Society activities.
- g) Oversee and assist Editor of District Newsletter.

### **DETAILED DUTIES:**

#### **I. Serve on the Board of Directors:**

- A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
- B. Prepare a written report of all activities and assignments for each meeting.
- C. Serve on special committees as appointed by the President or Board of Directors.
- D. Perform special assignments requested by the President or Board of Directors.
- E. Send the President a copy of important correspondence.
- F. Make recommendations to the President for committee appointments.
- G. Keep a log of all correspondence and telephone calls, confirming all telephone decisions by correspondence.
- H. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to Treasurer for payment.
- I. Maintain a file of all information, actions and correspondence.
  1. Prepare workable file for successor.
  2. Send archival material to Archivist/Historian.
- J. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at Transition of Office meeting.

#### **II. Representation:**

- A. Perform duties of the office of the President at the request of the President
- B. Represent the LWML-Canada at the request of the President.
- C. Reply to all emails directed to VP District Administration through assigned email address(es).

#### **III. Serve as Chair at the Zone Representatives/Committee Meetings:**

- A. Serve as liaison between Societies, Zone President/Representative Committees, President and Board of Directors.
  1. Meet with Zone President/Representative Committees via go-to-meeting twice a year or as required, extending invitation to President and Pastoral Counsellors(s) to attend.

2. Relay decisions of the Board of Directors to Zone President/Representative Committees.
  3. Encourage, schedule and relay Zone President/Representative Committee plans, activities, workshops, requests, and suggestions to the Board of Directors.
  4. Assure LWML–Canada President and Data Manager are kept advised of any personnel and address changes that occur from the Zones, Societies or Congregations.
  5. When a New Society is formed, or an individual applies for membership in a district, complete appropriate Application For Membership Form and send to the President who will write a letter of welcome and arrange for a Certificate of Membership in to LWML–Canada for the new Society.
  6. Distribute Willing To Serve forms to qualified members for completion. Send all forms to the President by May 31, prior to each Convention year.
  7. Submit to President by September 30th after each Convention year, name of person to serve on next convention’s Nominating Committee.
  8. Work together with other Vice Presidents in fulfilling strategic plans.
  9. Encourage Zone President/Representative Committees to send copies of pertinent correspondence to the President.
- B. Serve as liaison and mentor with the Zone and Society Members.
1. Encourage members to develop and share materials with the LWML–Canada VP Christian Growth.
  2. Encourage members to share their personal, society and zone experiences and activities with LWML–Canada VP Member Development.
- C. Meetings.
1. Prepare agenda for Zone President/Representative Committee meetings and appoint a member to record minutes.
  2. Inform President of all meetings including conference calls and submit copies of minutes to her.
- D. Expense Vouchers.
1. Approve and sign expense vouchers of committee members upon receipt of incurred expense.
  2. Forward expense voucher along with receipt to President for approval, and once approved President will forward to Treasurer for payment.
- E. Budgets.
1. Prepare District budget for the next triennium.
  2. Submit budget to the President, Financial Secretary and Treasurer for the Fall Board of Directors meeting one year prior to the Convention.
  3. Work with Zone President/Representative Committees to establish a fund/budget for their Delegate expenses to attend the LWML–Canada Convention – transportation, accommodations, meals, and registration.
- IV. Oversee all activities of the District and Zone.
- A. Set goals and program for District and Zone to carry out Strategic Plan for triennium.
1. Assign Zone President/Representative Committees specific tasks.
  2. Set timelines to complete tasks.
  3. Follow up with all activities of Zone President/Representative Committees; encourage, mentor and assist them in their duties.
- B. Plan and coordinate development of materials and training to complement Strategic Plan.

1. Assign Zone President/Representative Committees for specific materials.
  2. Encourage and receive materials from members-at-large for publications.
  3. Before publishing, review and approve all materials.
  4. Submit all materials to the appointed Pastoral Counsellor for doctrinal review and approval.
  5. Submit materials to Vice President Communications and Editor-in-Chief for publishing.
- C. Assign or write articles for Tapestry and District Newsletter (4 issues per year) and other publications as requested.
1. Submit all materials to appointed Pastoral Counsellor for doctrinal review and approval.
  2. Submit all articles for Tapestry to Editor-in-Chief and inform her when they have been approved by Pastoral Counsellor.
  3. Submit articles to District Newsletter Editor and inform when they have been approved by Pastoral Counsellor.
  4. Work with Editor of District Newsletter to ensure 4 publications per year are produced and distributed to their District membership.
- D. Review Web Site regularly and working with Vice President Communications and Online Services Coordinator, submit timely articles, downloads, information, and PR material to the Webmaster.
- V. Research and provide models for organizational structures for all levels within LWML–Canada.
- VI. Convention responsibilities.
- A. Take an active part in planning the program of the Convention.
  - B. Carry out responsibilities as assigned by the President and Board of Directors.
  - C. Complete Delegate Certification Information Form and forward to President and Recording Secretary by February 15th prior to Convention.
  - D. Prepare a report for Convention Manual.
  - E. Be responsible for District report to the Convention.
  - F. Request display in Exhibitor room.

## **RECORDING SECRETARY – ARTICLE 9.10**

### **GENERAL STATEMENT OF DUTIES:**

The Recording Secretary shall:

- a) Attend and record the Convention proceedings and provide copies of such recording to Zone Delegates and to the members of the Board of Directors.
- b) Attend and record minutes of all meetings of the Board of Directors and provide copies of such minutes to each member of the Board.
- c) Receive credentials of Delegates prior to the Convention.
- d) Compile the Convention Manual.
- e) Report to the Board of Directors.
- f) Report to the Convention.
- g) Assist the President with other assigned duties in keeping with the office.

### **DETAILED DUTIES:**

#### **I. Record the Convention Proceedings:**

- A. Receive and review notes from the Minutes Review Committee (appointed by the President) in preparation of Convention proceedings.
- B. Submit draft as soon as possible to the President for review.
- C. Prepare and sign the official paper or hard copy of the Convention proceedings and secure the President's signature written in blue ink and stamped with LWML–Canada Seal before placing into safe with official permanent records and files of LWML–Canada.
- D. Be responsible for distribution of proceedings to the Board of Directors, Delegates, Parliamentarian, Archivist/Historian, Structure Committee and Lutheran Church-Canada President.
- E. Maintain and keep current a list of all motions voted on at convention.
- F. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at transition of Office meeting.

#### **II. Representation:**

- A. Help prepare and review all meeting Agendas for the President approval and distribute to the Board of Directors.
- B. Send notice and Meeting Agenda to Board of Directors 2 weeks in advance of any scheduled meeting.
- C. Receive and review reports for each Board of Directors meeting.
  1. Distribute prior to meeting to the Board of Directors for review
- D. Maintain a Board of Directors contact list and distribute list to the appointed and elected personnel when updated with new information.
- E. Maintain a contact list of all appointed and elected personnel of LWML–Canada and distribute list to the appointed and elected personnel when updated with new information.
- F. Reply to all inquiries, emails and correspondence received.

#### **III. Record Minutes of the Board of Directors Meetings:**

- A. Submit draft as soon as possible to the President for review.
- B. Upon approval send electronically to all Board of Directors for review. Adoption of minutes will take place at the next Board of Directors meeting.
- C. When minutes have been adopted, prepare 2 original paper or hard copies, signed in blue

ink by Recording Secretary and President and stamped with LWML–Canada Seal.

1. One copy is kept for permanent records and files of LWML–Canada in safe.
2. One copy is sent to Archivist/Historian.

D. Immediately following a Convention in which a new Treasurer is elected.

1. Disburse electronically minutes of the Board of Directors meeting that immediately followed the close of convention to the newly elected Treasurer.
2. Assure motion regarding signing authority is included in minutes.
3. Assure minutes are signed by the President and Recording Secretary.
4. The new Treasurer requires these minutes when applying for the changing of signing authority.

E. Be responsible for distributing electronic minutes to.

1. Board of Directors, Structure Committee, Parliamentarian and Lutheran Church-Canada President.

F. Keep an official record of any business conducted outside of regular called meetings.

G. Record and file all Standing Policies and keep a copy on hand at all times.

H. Maintain and keep current a list of all motions voted on at meetings.

I. Maintain and keep the “Log of Motions” for the triennium detailing a list of the motions, the individuals who were responsible, if and what action was taken, when the motion has been completed, and following up if the motion has not been completed.

IV. Inter-committee Meetings:

- A. Secure from each Committee Chair a brief summary of committee plans.
- B. Prepare summary of the Inter-committee meetings.
- C. Submit draft to the President, VP Communications and Editor-in-Chief for review.
- D. Prepare and distribute reviewed summary to all members of the Board of Directors and all appointed personnel.

V. Notification of Zone Delegates and Alternate Zone Delegates:

- A. In spring/summer of year prior to convention remind VP District Administration to contact Zone President/Representative to complete Delegate Certification Form. This form is to be submitted to the LWML–Canada President and Recording Secretary by November 30th of year prior to Convention.
- B. Each form is signed by the VP District Administration and contains the name and address of each Zone Delegate and Alternate Delegate.
- C. Assure up-dated copies of the Zone Delegate and Alternate Delegate information are provided to.
  1. LWML–Canada President
  2. VP District Administration
  3. Convention Registration Chair
  4. Parliamentarian

VI. Reports:

- A. Distribute reports of Board of Directors, Standing Committees, Special Committees and Pastoral Counsellors prior to all Board of Directors Meetings.
- B. Provide a written or verbal report at Board of Director Meetings.
- C. Prepare a written report for the Convention Manual.

D. Expense Voucher.

1. Forward expense voucher along with receipt to President for approval, and once approved President will forward to Treasurer for payment.

E. Budgets.

2. Prepare Convention budget for office needs and Work Program budget for office needs for the next triennium.
3. Submit both budgets to the President, Financial Secretary and Treasurer for the Fall Board of Directors meeting one year prior to the Convention.

VII. Convention Responsibility - Compile Convention Manual.

- A. Receive all reports from Directors and Committee chairs.
- B. Receive convention theme hymn submissions by October 15 of year prior to convention. Prepare submissions for presentation at next Board of Directors Meeting. Upon selection of convention hymns, forward selections to Convention Music Committee chair. Acknowledge receipt of each submission.
- C. Be responsible for assembling the Convention agenda, program, and reports into the Convention Manual.
- D. Prior to printing, send draft of Convention Manual to President, VP Communication and Editor-in-Chief for review and proof reading.
- E. Working with Convention Committee, arrange printing of manuals in Host Convention City if manuals are not being provided electronically.
- F. Following convention, be responsible for sending copy of Convention Manual to Lutheran Church-Canada President and Archivist/Historian.

## **FINANCIAL SECRETARY – ARTICLE 9.11**

### **GENERAL STATEMENT OF DUTIES:**

The Financial Secretary shall:

- a) Receive, deposit and record all Revenue into Bank account approved by the Board of Directors (currently CIBC).
- b) Issue CRA tax income receipts as applicable.
- c) Monthly reconcile all revenue received with monthly bank statement which is received from Treasurer.
- d) Monthly prepare Revenue Report and forward to Treasurer and President for review.
- e) Upon approval forward to Recording Secretary for distribution to Board of Directors.
- f) Prepare other monthly reports for information requested by Board of Directors or members-at-large.
- g) Advise President of all Special Gifts received (other than funds deposited to “Gift for Growth” fund), for acknowledgment.
- h) Report to the Board of Directors.
- i) Report to the Convention.
- j) Assist the Treasurer and President with the preparation of the Work Program.
- k) Be a member of the Finance Committee.

### **DETAILED DUTIES:**

#### **I. Serve on the Board of Directors:**

- A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
- B. Perform special assignments requested by the President or Board of Directors.
- C. Send the President a copy of important correspondence.
- D. Keep a log of all correspondence – mail, email, and telephone calls, confirming all telephone decisions by correspondence.
  1. Keep correspondence in file folder for specific year.
  2. Keep email correspondence in email program with a folder for specific year.
- E. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to Treasurer for payment.
- F. Maintain a file of all information, actions and correspondence.
  1. Prepare workable file for successor.
  2. Send archival material to Archivist/Historian.
- G. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at Transition of Office meeting.

#### **II. Representation:**

- A. Perform duties of the office of the President at the request of the President
- B. Represent the LWML–Canada at the request of the President.
- C. Update Procedures as they change and inform the Board of Directors so Procedure Manual can be updated.

D. Reply to all emails received using [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca) for all correspondence relating to financials.

1. Sign on through <https://securemail.webnames.ca> then enter email address as above.
2. The password will be reset by previous Financial Secretary to Financialsec123. It is then your responsibility to change password suitable for you.

III. Deposit all revenue at least once a week:

A. Revenue can be received by Cheque, Credit Card payment, E-Transfer or Donate Button.

1. Cheques.
  - a) Are made payable to LWML–Canada Inc. or LWMLC Inc.
  - b) Mailed directly to LWML–Canada Financial Secretary home address.
  - c) Deposit into LWML–Canada Bank account – the account number and deposit slips will be received from previous Financial Secretary.
  - d) Print 2 deposit slips – 1 retained by bank and 1 for paper backup with bank stamp
2. Credit Card.
  - a) Payfirma is the provider for Visa and Mastercard payments.
  - b) Processing can be done by Data Manager and Financial Secretary – each has their own account.
  - c) Financial Secretary’s account name is [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca)
  - d) Password is changed by each incoming Financial Secretary.
  - e) Separate instructions are provided on how to process payments.
  - f) Print monthly Payfirma statement which is found on their website and lists all monthly transactions processed.
3. E-Transfers.
  - a) Are emailed to [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca)
  - b) Must contact bank at beginning of term to add their phone number for secondary verification number.
  - c) Ensure E-Transfers have brief description of source (i.e., Resource Center Inv 1234-12)
  - d) Print copy of E-Transfer prior to depositing.
4. Donate Button.

IV. Keep itemized account of **ALL** Revenue:

A. Maintain Electronic Spreadsheet (Ledger) which has a column for all Revenue sources, adding additional columns as required.

1. Begin a New Electronic Spreadsheet at the beginning of each fiscal year (April 1).
2. Record all cheque transactions on Electronic Spreadsheet.
3. Record all Credit Card transactions on Electronic Spreadsheet.
4. Record all E-Transfer transactions on Electronic Spreadsheet.
5. Record all Donate Button transactions on Electronic Spreadsheet.

B. Maintain Electronic Spreadsheet (Ledger) for each District.

1. Columns should include - Mites, Gifts for Growth, Zone, Society and individual member, adding columns as required.

C. Maintain Electronic Spreadsheet (Ledger) for Resource Center.

1. Track all Resource Center Invoices and Payments on spreadsheet.
2. Email spreadsheet to VP Member Development who will follow up on outstanding payments.

- D. Maintain Electronic Spreadsheet (Ledger) for other Donations.
  - 1. Donor information on spreadsheet should include: their name, address, amount, income tax receipt number and category of disbursement.
  - 2. Income Tax Receipts can be issued anytime throughout the year received, but must be issued by February 28th for previous Fiscal year donation.
  - 3. Each receipt has a unique number, beginning with year than month (i.e., 2021-01). Sample receipt is provided by prior Financial.
- E. Maintain Electronic Spreadsheet (Ledger) for “Gifts For Growth” Fund
  - 1. Revenue received for this fund can be Memorials, Birthdays, Anniversaries, In Honor of, etc.
  - 2. At end of each month advise Treasurer of amount received for the Gifts For Growth fund so she can record in her records and forward amount to Lutheran Church-Canada Financial Ministries.
  - 3. Issue Income Tax Receipt along with a Thank You note upon receipt of donation.
- V. Regular Office Responsibilities:
  - A. Upon election to Office.
    - 1. Obtain Meeting Minutes from Recording Secretary of meeting that immediately followed convention that states you as the newly elected Financial Secretary and the name of the outgoing Financial Secretary. Be sure the minutes contains date and signatures of LWML–Canada President and LWML–Canada Recording Secretary.
    - 2. Once received in conjunction with out-going LWML–Canada Recording Secretary, contact LWML–Canada bank (CIBC) and Payfirma.
    - 3. Forward information to the following in the form of an article to the members of the change - include your name, mailing address, phone # and email address, and reminding them their Mite donations are payable to” LWML–Canada Inc.”.
      - a) LWML–Canada VP Communications
      - b) Editor-in-Chief – for Tapestry
      - c) VP District(s) Administration
      - d) District(s) Newsletter Editors
  - B. Quarterly.
    - 1. Every February, May, August, and November.
      - a) Forward Gifts for Growth and Donation information for printing to Editor-in-Chief (Tapestry). Information should include who it was received from, amount and designation (in honor of, in memory of, Gifts for Growth etc.)
      - b) Send copy to Treasurer.
    - 2. Every March, June, September, and December.
      - a) Email invoices to Tapestry advertisers. A list is provided by previous Financial Secretary and Editor-in-Chief will advise of any updates.
      - b) Editor-in-Chief may occasionally request a small article for the Tapestry.
  - C. Yearly:
    - 1. Receives notification of Tapestry subscription fees from Data Manager.
    - 2. At the end of each Fiscal year (March 31) forward records to Treasurer for utilization with Registered Charity Information Returns, which the Treasurer submits to the CRA yearly.

D. Each Triennium.

1. Prepare office budget for up-and-coming convention and the next triennium.
2. Submit both budgets to the President and Treasurer for the Fall meeting in the year prior to the convention.
3. Sign the books off at end of each triennium.
4. Forward all records, as soon as possible after March 31, to the Treasurer for the Professional Review at the close of each triennium. The individual to review the records shall be someone “at arms length”, not a member of the League and can be someone different each triennium.

VI. Convention Responsibilities:

- A. Track Convention Revenue separately on a separate Electronic Spreadsheet (Ledger).
- B. Submit written article and Revenue Reports for Convention Manual to LWML–Canada Recording Secretary.
- C. Take an active part in planning the program of the Convention.
- D. Carry out any responsibilities as assigned by the President and/or Board of Directors.

## **TREASURER – ARTICLE 9.12**

### **GENERAL STATEMENT OF DUTIES:**

The Treasurer shall:

- a) Keep itemized account of receipts and disbursement.
- b) Make authorized payments for all expenses and for adopted all Mission Grants.
- c) Send monthly Financial Statements to the Recording Secretary who in turn will send to the Board of Directors.
- d) Be chair of the Finance Committee. (**Article 9.13e**)
- e) Be responsible for the preparation of the Work Program, with the assistance of the Finance Committee – which consists of the Treasurer, Financial Secretary and President.
- f) Administer the Gifts for Growth Fund and all other Investments.
- g) Complete and submit yearly to CRA the Registered Charity Information Returns T3010 in their specified time frame. (**Article 9.13j**)
- h) Submit records for Professional Review at the close of each triennium. (**Article 9.13g**)
- i) Send minutes with the change of Elected Board of Directors to the bank.
- j) Report to Board of Directors
- k) Prepare consolidated Financial Report for the Convention Manual.
- l) Report to the Convention.
- m) Propose to Board of Directors recommendations concerning improvements of the general accounting procedures of LWML–Canada.

### **DETAILED DUTIES:**

- I. Serve on the Board of Directors:
  - A. Attend all meetings of the Board of Directors – minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention.
  - B. Perform special assignments requested by the President or Board of Directors.
  - C. Send the President a copy of important correspondence.
  - D. Keep a log of all correspondence – mail, email, and telephone calls, confirming all telephone decisions by correspondence.
    1. Keep correspondence in file folder for specific year.
    2. Keep email correspondence in email program with a folder for specific year.
  - E. Keep a record of all expenses and submit expense vouchers with receipts to the President for approval and upon approval President will then forward to VP Christian Growth for payment. (**Article 9.07b**)
  - F. Maintain a file of all information, actions and correspondence.
    1. Prepare workable file for successor.
    2. Send archival material to Archivist/Historian, includes records, vouchers and cheques.
    3. Sign off the books at end of each triennium.
  - G. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at Transition of Office meeting.
  - H. Having experience with accounting and an online bookkeeping program such as QuickBooks would be definite assets.

## II. Representation:

- A. Perform duties of the office of the President at the request of the President
- B. Represent the LWML–Canada at the request of the President.
- C. Update Procedures as they change and inform the Board of Directors so Procedure Manual can be updated.
- D. Reply to all emails directed to Treasurer through assigned email address(es).

## III. Financial Requirements:

- A. Choose a reliable and reputable Canadian Bank and other Investment Financial Services or Trust Company, insured by CDIC to be used for all LWML–Canada funds.
- B. File with the bank a copy of the Board of Director proceedings immediately following the Convention and other necessary forms required for signing authority.
- C. Signature cards should contain the signature of the Treasurer and the VP Christian Growth (who is authorized for signing should the Treasurer be unable to perform her duties).
- D. Determine if the bank will agree to minimal or no service fees.
- E. Cheques should be printed with the name of LWML–Canada Inc. and c/o name of Treasurer.
- F. Contact Payfirma when change of Treasurer. Inform and request change of access information and capabilities be set up for newly elected Treasurer.
- G. Forward to Financial Secretary any cheques that are received, from individuals, societies, zones or any other sources.
- H. Inform Financial Secretary of all Interest monies earned on accounts managed by Treasurer.
- I. Keep all Financial Records current and recorded as per standard accounting procedures.

## IV. Make payment for expenses:

- A. Committee personnel must have voucher approved by their Committee Chair (respective Vice President), who in turn forwards expense voucher along with receipt(s) to LWML–Canada President for approval and she in turn will forward to Treasurer for payment. Expense vouchers of \$1000.00 or more must be submitted to the Treasurer within ninety (90) days of the date of the expense.
- B. Members of the Board of Directors must submit expense vouchers with attached receipts to President for approval who in turn will forward to Treasurer for payment.
- C. The President must submit expense voucher with attached receipts to one of the Vice Presidents for approval who in turn will forward to Treasurer for payment.
- D. All vouchers must have invoice or receipt attached and approved before payment is made, with the exception of specific emergency occasions with written authorization from the President and is followed up with the normal voucher procedure.
  1. The Treasurer has the authority to bring questions regarding payment authorizations to the Board of Directors when dates of the receipts are more than 6 months prior to submission of voucher.
- E. Distribution of the three-part voucher is as follows:
  1. 1st copy – Treasurer’s files with attached receipts/invoices.
  2. 2nd copy – President’s copy.

3. 3rd copy – Respective Recipient.

V. Payments of adopted Mission Grants are only made upon receipt of Expense Voucher from President authorizing payment.

VI. Financial Statements:

- A. Prepare monthly reports and forward to Recording Secretary who distributes to each Board of Director.
- B. Prepare report for each Board of Directors Meeting.
- C. Prepare a final Triennium Financial report for the Convention Manual.

VII. Be responsible for preparation of the Mission Program.

- A. In the spring/summer preceding the Convention send letters to committee chair with form to be completed estimating their budget for the next triennium.
- B. With assistance of the Finance Committee, prepare a budget for Mission Program which includes Mission Grants, Work Program (which includes District proposed budgets).
- C. Present proposed budget to the Board of Directors at the fall meeting prior to convention for approval. Adjustments may still be made at the pre-convention Board Meeting.

VIII. Submit records for Professional Review at the close of each triennium. The person to review records shall be someone “at arms length,” not a member of the League and maybe someone different each triennium.

IX. At the end of each fiscal period (March 31) the Financial Statements of the Treasurer and the Financial Secretary are required to be submitted along with the Registered Charity Return Form T3010 to Canada Revenue Agency (CRA).

X. Convention Responsibilities:

- A. Prepare a convention Budget with the President and Financial Secretary, including transportation and lodging for:
  - 1. Recording Secretary, Financial Secretary and Treasurer.
- B. Take an active part in planning the program of the Convention.
- C. Carry out responsibilities as assigned by the President and/or Board of Directors.
- D. Submit article to Recording Secretary for Convention Manual.
- E. Upon Professional Review submit final Financial Reports to Recording Secretary for Convention Manual.
- F. Present Financial report at Convention.

XI. See Appendix for:

- A. Protocols for the Office of Treasurer
- B. LWML–Canada Policy for “The Gifts For Growth Fund”
- C. LWML–Canada Policy for “Flexi GIC’ (with Canadian Imperial Bank of Commerce)

## **BOARD OF DIRECTORS – Article 8**

### **I. Meetings**

- A. The Board of Directors have a minimum of two meetings per year, 1 of which is in person, which can be in conjunction with the Inter-committee meeting, and 1 on-line. All other meetings called as necessary are virtual. One meeting always immediately precedes the Convention
- B. Attendance.
  1. All members of the Board of Directors as enumerated in the Bylaws are to attend all Board of Director meetings. Appointed personal attend as requested.
  2. In case of emergency, and a VP District Administration is unable to attend she shall notify the President of LWML–Canada. In such case, one of the District Zone President/Representative Committee Members is authorized to attend as the VP District Administration representative with voice and vote.
- C. Call/Agenda.
  1. 2 weeks prior to the Board of Directors meeting, the President has the Recording Secretary send out the “Official Call” and the meeting agenda with assignments for Bible Studies, prayers etc.
- D. Materials.
  1. Materials needed for Board of Directors meeting include:
    - a) LWML–Canada Handbook, Procedures Manual, Policy Manual and Bylaws
    - b) Meeting Agenda
    - c) Minutes of Previous meeting and financial reports
    - d) Bible
- E. Financial Arrangements for in person.
  1. Housing and food arrangement are made for all meetings by the LWML–Canada meeting co-ordinator.
  2. Travel arrangements, using the most economical and convenient flights are made by each individual. If a member changes flight arrangements resulting in a penalty, LWML–Canada is not responsible for the penalty expense. After arrive home, airline ticket stub along with expense voucher is submitted to President for approval and upon approval forwards to Treasurer for payment.
  3. Car allowance is \$.25/km up to the cost of the least expensive airfare.
  4. When staying in a hotel two people are housed to a room. If housed alone or with someone not a part of the authorized meeting, member is responsible for half the room expense.
  5. Personal Ferry Fees, Provincial National Park Fees, airport parking and shuttle fees will only be reimbursed if original receipt is submitted with expense voucher.
  6. Luggage fees are excluded unless baggage is for items required for the business of the meeting or convention and exceeds the carry-on limit and has been pre-approved by the LWML–Canada President.
  7. Reserved seats and meals are also exempt.
  8. Expense vouchers of \$1000.00 or more must be submitted to the Treasurer within ninety (90) days of the date of the expense.

## II. Communication:

### A. Board of Director minutes.

1. The Recording Secretary prepares the minutes which are reviewed by the President and a final copy is distributed to each Board of Director.

### B. Directory.

1. The Data Manager maintains a current list which includes contact information of all national, zone and society Officers and committee personal.

### C. Correspondence.

1. Answer all correspondence immediately.
2. Star all dated requests and make sure the request is completed by the deadline or give an explanation of why not.
3. To keep informed, please forward copies of relevant correspondence to the President and the respective Vice President.

### D. File Materials.

1. Maintain a file for your LWML–Canada position.
2. File letters, resumes, minutes, reports, emails etc. for future reference.
3. Pass the file on to your successor.
4. Transfer to successor files, Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide and all pertinent information at transition of Office meeting.

## III. Important Deadlines.

### A. Mission Grant Proposals due October 31st prior to each Convention.

1. Electronic copy is sent to the VP Christian Mission by October 31st prior to each Convention.

### B. Nominations for Directors due November 30th prior to each Convention.

1. Completed “Willing to Serve” consent forms are sent to Nominating Committee Chair by October 31st prior to Convention.

### C. Hosting National Conventions.

1. Districts host Conventions on a rotating basis in the following order:
2. Ontario (2024 & 2033)
3. Central (2027 & 2036)
4. ABC (2030 & 2039)
5. Laurentian – no longer able to host Conventions

### D. Convention Delegates information due November 30th prior to Convention

1. Delegates are elected in the fall the year prior to Convention year. The names of the Delegates and alternates are certified by VP District Administration and forwarded with complete contact information to the LWML–Canada President and Recording Secretary by February 15th prior to each Convention.

### E. Maintain for your personal records, a 3-year calendar of upcoming LWML–Canada meetings, Conventions, deadlines etc.

## **LWML–CANADA COMMITTEES – ARTICLE 8 and 11**

### **GENERAL STATEMENT OF DUTIES:**

Please read directives under “Board of Directors” noting particularly those items that pertain to Board of Directors and Committees.

- a) Financial Arrangements.
- b) Communication.
- c) District Zone and District Society addresses complete contact information.
- d) Correspondence.

### **DETAILED DUTIES:**

#### **I. Appointments:**

- A. The respective Vice Presidents shall be Chair for each standing committee and the Board of Directors shall appoint members to serve on each Standing Committee by September 30<sup>th</sup> after each convention.
- B. The Board of Directors shall appoint members to serve on each Special Committee by September 30<sup>th</sup> after each convention. All committee members shall serve for a term of 3 years or until their successors are appointed or they are removed by the Board of Directors and shall be eligible for re-appointment to a second 3-year term. The President shall be, ex-officio, a member of each committee with the exception of the Nominating Committee.
- C. The Board of Directors may from time to time, appoint such other committees as it may deem advisable, but the functions of any such other committees shall be advisory only.
- D. At least one Inter-committee meeting may be held during a triennium.
- E. Each person appointed to serve shall complete the “Willing to Serve” form and forward copies to the President, VP District Administration and Data Manager.

#### **II. National Meetings:**

- A. There maybe one Inter-committee meeting each triennium. All LWML–Canada appointed personal are expected to attend the entire meeting. Please advise President if unable to do so.
- B. Inter-committee meetings include large group worship, Bible Study, and individual committee meetings. Each Committee Chair appoints a secretary to keep minutes. The minutes should be reviewed by the Chair and distributed in final form by the Recording Secretary to the Board of Directors, Pastoral Counsellors, and committee members.
- C. Each committee is assigned a LWML–Canada Pastoral Counsellor to serve as an advisor.
- D. The Board of Directors has the responsibility of approving all proposed actions of all committees.

#### **III. LWML–Canada Conventions:**

- A. All standing Committee Chair are to attend the LWML–Canada Convention. They are to assume any responsibilities assigned them by the Board of Directors. (e.g., devotions, evaluation form, interest conferences, prayers, etc.).
- B. Each Standing Committee Chair shall prepare a convention budget including:
  1. Transportation and lodging for committee members who have a responsibility at convention.
  2. Expenses for displays, activities, presentations, etc.
- C. Registration, travel, and lodging arrangements are to be made by each individual

- D. Travel and lodging are paid by the individual who then submits an expense voucher along with receipts to LWML–Canada President for approval who will forward to LWML–Canada Treasurer for payment.
- E. Each Standing Committee submits a written report, prepared by the Vice President, for the Convention Manual.

#### IV. Communication:

- A. Use all possible vehicles of communication to share news, information, ideas and “teaching/training” about your area of LWML–Canada with various levels of the League.
  - 1. Tapestry.
    - a) Readers: general membership and individuals at home and around the world. Space limitations means keeping “inspirational” writing to a minimum. Good avenue for news, information, and ideas. Send items to Editor-in-Chief.
  - 2. LWML–Canada Update.
    - a) Readers: individuals inside and outside of the League. Recipients are encouraged to share updates with their Society and others who do not have internet access. Mostly used for news and information. Messages must be brief and to the point. Best avenue for time-sensitive information. Submit any messages to the VP Communication and published on the middle (15<sup>th</sup>) and end of each month.
  - 3. Web Site.
    - a) Readers: members and non-members with internet access. Excellent for sharing news, information and ideas as well as making materials available. All writing needs to be brief and to the point. Work through the VP Communication.
    - b) Each committee is to provide regular content as available for the website (and other online media such as Facebook, Instagram, and Twitter) using a schedule provided by the VP Communication. Review the site monthly and provide feedback to the VP Communication.
- B. General Guidelines for using these communication vehicles:
  - 1. Any items written by committee members require approval of the Committee Chair and Pastoral Counsellor.
  - 2. Forward the approved item to the appropriate contact.
    - a) Any submissions to Tapestry that have not been submitted by LWML–Canada personnel and therefore have not gone through the doctrinal review process, will be sent by one of the editors to a Pastoral Counsellor for that review.
  - 3. To speed things along, copies may be sent to the Chair and to the contact specified above at the same time indicating that the Chair’s approval is being sought.
  - 4. In the case of Tapestry, the Committee Chair will receive a copy to review before printing.
  - 5. Be sensitive to the timeliness of your communication. Share news while it is still news. Be aware of and honour any deadline date.
  - 6. If there are other communication vehicles which would help you reach other specific groups within the League more effectively, please share these ideas with the VP Communication.
- C. District Counterparts.
  - 1. Communicate on a regular basis with the VP District Administration and Committee.
  - 2. Be available to offer suggestions and answer questions to assist them in their position.

## V. Preparation of Materials:

- A. Each Standing Committee has been charged with the preparation of material for their area of work. Guidelines for the preparation, review and production of these materials are found in the appendix of this manual.

## VI. Meetings:

- A. The Vice President is Chair of her respective committee.
  1. Appoint a secretary to record minutes and forward to committee members, LWML-Canada President, Pastoral Counsellor, Recording Secretary, Treasurer and others as directed.
  2. Preside at all Committee meetings.
- B. Committee Members.
  1. Meet at the Inter-committee meeting and at other meetings which may be called by the Chair virtually. If planning an additional in-person meeting approval of the Board of Directors is required due to expenses occurring.
  2. Attend as requested, additional meetings, workshops, seminars, assemblies etc. that may be called by the Board of Directors.
    - a) Attend National Convention.

## VII. Committee Expenses:

- A. Chair.
  1. Distribute expense vouchers to committee members.
  2. Review, approve and submit along with original receipts to LWML-Canada President for approval who will forward to LWML-Canada Treasurer for payment. Expense vouchers of \$1000.00 or more must be submitted to the Treasurer within ninety (90) days of the date of the expense.
  3. The Treasurer has the authority to bring question of approved payment to the Board of Directors when dates of receipts are more than 6 months prior to submission of expense voucher.
  4. Maintain a record/file of committee expenses.
  5. Submit a proposed budget for the next triennium at the request of the Treasurer and provide for the fall Board of Directors meeting prior to convention.
- B. Committee Members.
  1. Keep a record of expenses with receipts for postage, telephone bills, paper, printing, and other supplies.
  2. Prepare expense vouchers with receipts attached, periodically during the triennium and submit to the Chair for signature. Expense vouchers of \$1000.00 or more must be submitted to the Treasurer within ninety (90) days of the date of the expense.
  3. Telephone call charges to LWML-Canada should be limited to necessary calls that cannot be handled by letter or email.

## VIII. Files:

- A. Chair shall keep current files of the following.
  1. All manuals (Bylaws, Handbook, Procedures Manual, Policy Manual, Convention Planning Guide).
  2. Minutes of Board of Directors meetings.
  3. Minutes of LWML-Canada Conventions.
  4. Minutes of respective Committee meetings.

5. Reports of Vice Presidents, Treasurer, Financial Secretary and Special Committees to Board of Directors.
  6. Committee expense vouchers and receipts.
  7. Articles submitted to Tapestry.
  8. Minutes and reports of Inter-committee meetings.
  9. Reports from LWML–Canada.
  10. Correspondence that was sent and received.
- B. Committee members shall keep current files of the following.
1. All manuals (Bylaws, Handbook, Procedures Manual, Policy Manual and Convention Panning Guide).
  2. Minutes of Committee meetings.
  3. Reports of Vice Presidents, Treasurer, Financial Secretary and Special Committees to Board of Directors.
  4. Files re: committee assignments.
  5. Correspondence that was sent and received.
- C. All files of Committee Chair are to be transferred to successor at the end of a term of office.
1. Files of committee members are transferred as directed by the Vice President.

IX. Accountability:

- A. The Vice President of each committee is.
1. Responsible for all actions and materials originating from their committees.
  2. The liaison from the committee to the Board of Directors.

## **MEMBER DEVELOPMENT COMMITTEE – ARTICLE 11.4**

### **GENERAL STATEMENT OF DUTIES:**

The Member Development Committee, consisting of 5 members including the Chair shall:

- a) Use, adapt or develop resources to enable women to empower and mentor others.
- b) Research and provide models for different organizational structures within LWML–Canada
- c) Co-ordinate seminars as directed by LWML–Canada Board of Directors.
- d) Develop training for leaders.
- e) Develop training for Directors.
- f) Encourage and train women of the Church in the use of their God given gifts and talents.
- g) Advise and encourage women of LCC of creative and new opportunities for Christian service in the Church, community, and world.
- h) Encourage members to pray for Directors and leaders on all levels of LWML–Canada.

### **DETAILED DUTIES:**

#### **I. Resources, materials, and training:**

- A. Provide materials and training to enable women to be mentors.
  1. Identify, develop, and adapt mentoring resources.
  2. Assist and encourage women in identifying others who would benefit from a mentor.
  3. Help women to develop the art of listening so that they can identify, encourage, and empower others in the use of their God given gifts and talents.
- B. Assist women in discovering and developing their own God given gifts and talents.
  1. Provide materials and training in the use of spiritual gifts.
  2. Create meaningful challenges in the use of gifts and talents.
    - a) Publicize and encourage participation in service events.
    - b) Encourage women to achieve a greater potential for service through use of their gifts.
- C. Advise and encourage members of opportunities for Christian service in the church, community, and world.
  1. Areas of Mission service include Individual, Family, Church, Community, Nation and World.
  2. Gifts of Love (Ingathering).
    - a) Determine items needed for Gifts of Love for locals or other and submit suggestions to the Board of Directors.
    - b) Consult with Region Pastors and/or LCC Domestic and International Missions to determine needs and proper organization for distribution of Ingathering.
    - c) Provide information and suggestions to Districts, Zones and Societies.
    - d) Plan dedicated program at Convention as authorized by the Board of Directors.
  3. New resources for mission service opportunities.
    - a) Compile and share new and creative service ideas with all levels of LWML–Canada.
    - b) Consult with Region Pastors, LCC Domestic and International Missions for current service events, material/physical support for missions.
    - c) Provide education in recognizing and acting on personal mission opportunities (deeds).

- D. LWML–Canada Sunday.
    1. Develop materials related to this committee and provide to the Christian Growth Committee.
    2. Have these materials reviewed by the committee’s Pastoral Counsellor.
  - E. Provide Leadership and Director training.
    1. Provide materials and resources to enable women to increase skills for leadership in LWML–Canada.
    2. Provide workshops, seminars and training sessions as requested by the Board of Directors.
- II. Research and provide models for organizational structures within LWML–Canada:
- A. Encourage societies and zones to adopt structures.
    1. Which will assist them in carrying out the goals of the league.
    2. Which are suitable for size and available leaders.
    3. Which encourage participation of more women (of all ages) in Bible study and Mission work.
    4. Which will encourage All women to become inspired, informed, invited and involved with LWML–Canada.
- III. Publications:
- A. Tapestry is published 4 times a year.
  - B. The committee members will be responsible for writing articles as requested.
  - C. The Chair shall assign, receive and edit articles and then forward them to be Pastoral Counsellor for doctrinal review and once approved forward to VP Communications and Editor-in-Chief for publishing.
- IV. Other Duties:
- A. Develop goals and strategies needed for implementing and attaining the objectives of LWMLW-Canada and the Strategic Plan for the current triennium.
  - B. Assume responsibilities as designated by Chair.
  - C. Provide Chair with updated report prior to LWML–Canada Board of Directors meetings.
  - D. Maintain files as outlined in LWML–Canada Committees.
  - E. Assume responsibilities for assignments from LWML–Canada Board of Directors (i.e., workshops, seminars, convention intersessions and/or manned display booth, etc.).
  - F. Submit expense vouchers as outlined in LWML–Canada Committees.
- V. Resource Centre Working Group and Chair:
- A. Oversee ordering, packing, and mailing.
  - B. Oversee inventory and record keeping for resource centre.
  - C. Oversee purchase or production of Resource Centre stock, determining quantities and selling prices.
  - D. Oversee marketing/promotion of Resource Center stock with the aid of VP Communication.
  - E. Arrange for catalogue and regular updates.
  - F. Determine when items should be pulled from circulation.
  - G. Recommend to other personnel subjects for materials and resources based on requests received by Resource Centre.

H. Co-ordinate mobile store.

1. Provide an LWML–Canada mobile store at Convention.
2. Provide products and instructions for an LWML–Canada mobile store at LWML–Canada Districts, Zones and Societies for special events. Transportation will be arranged and paid for by LWML–Canada. The District, Zone and Society will be responsible for the cost of returning any unsold items.
3. Establish a contact within each District, Zone and Society to facilitate mobile store.
4. See Appendix for:
  - a) The Resource Centre purpose and boundaries within which it operates.
  - b) Qualifications and duties of Resource Centre staff.
  - c) Guidelines regarding day-to-day operations.
  - d) Guidelines for mobile stores.

## **CHRISTIAN GROWTH COMMITTEE – ARTICLE 11.5**

### **GENERAL STATEMENT OF DUTIES:**

The Christian Growth Committee, consisting of 5 members including the Chair shall:

- a) Develop Bible Studies, Devotions and Devotional Skits for women of the Church.
- b) Develop women's issue related studies.
- c) Develop informal worship materials.
- d) Review submitted materials.
- e) Develop and provide training in skills for writing Christian material.
- f) Develop training in leading Bible Studies.
- g) Encourage development of women's prayer life.

### **DETAILED DUTIES:**

#### **I. Resources and materials:**

- A. Assist women of the Church to grow in faith and in the knowledge of God.
  1. Develop Bible Studies, Devotions, and Devotional Skits for Christian Growth.
  2. Encourage and enable women to be daily in the Word.
  3. Develop women's issue-related studies that are.
    - a) Current to today's world.
    - b) Age appropriate and specific for ALL women.
    - c) General and timeless.
- B. Plan and develop informal worship materials (i.e., prayer, thanksgiving, celebration). Major changes should receive the approval of LWML–Canada Board of Directors.
  1. Co-ordinate and develop materials for LWML–Canada Sunday. Work with the Communication Committee regarding layout and distribution.
  2. Co-ordinate all materials for a Day/Evening of Prayer (formerly Prayer Service).
  3. For all worship/service events.
    - a) Work with LWML–Canada Pastoral Counsellors and other pastors for outlines and other needed assistance.
    - b) Co-ordinate with other LWML–Canada Committees to include a litany for Mission Grants and suggestions for Mission Service projects.
    - c) Send completed materials to VP Communication and Editor-in-Chief for layout, publications, and promotion.
    - d) Contact each VP District Administration and co-ordinate for prayers for Mission Grants and Mission Service project ideas specific to that district

#### **II. Training workshops, seminars, and resources:**

- A. Plan, develop and recommend resources and guidelines for writing Christian material.
- B. Prepare workshop and seminar material to teach skills in writing Christian material.
- C. Develop training materials in leading Bible Studies and issue-related studies.
  1. Provide samples of different styles of leadership.

#### **III. Encourage:**

- A. Development of women's prayer life.
  1. Develop prayer booklets and mini devotions on model Biblical prayers.

2. Recommend help suggestions for a more prayerful prayer life.
  - a) Daily schedule of specific prayers (i.e., Monday prayer for LWML–Canada, Tuesday for all leaders, etc.).
  - b) Promote Prayer Journals and encourage having Prayer Partners.

IV. Publications:

- A. Tapestry is published 4 times a year.
  1. The committee members will be responsible for writing articles as requested.
  2. The Chair shall assign, receive and edit articles and then forward them to be Pastoral Counsellor for doctrinal review and once approved forwarded to VP Communications and Editor-in-Chief for publishing.

V. Other Duties:

- A. Develop goals and strategies needed for implementing and attaining the objectives of LWMLW-Canada and the Strategic Plan for the current triennium.
- B. Assume responsibilities as designated by Chair.
- C. Provide Chair with updated report prior to LWML–Canada Board of Directors meetings.
- D. Maintain files as outlined in LWML–Canada Committees.
- E. Assume responsibilities for assignments from LWML–Canada Board of Directors (i.e., workshops, seminars, convention intersessions and/or manned display booth, etc.).
- F. Submit expense vouchers as outlined in LWML–Canada Committees.

## **CHRISTIAN MISSION COMMITTEE – ARTICLE 11.6**

### **GENERAL STATEMENT OF DUTIES:**

The Christian Mission Committee, consisting of 5 members including the Chair shall:

- a) Administer Mission grant and Mission Opportunity Fund process.
- b) Teach membership the proper writing format to the proposing of mission projects.
- c) Provide information about on going and completed grants to members and convention.
- d) Develop Christian material related to Missions.
- e) Develop program ideas and materials to grow mission-minded children and teens.
- f) Provide education in recognizing and acting on personal mission opportunities.
- g) Encourage prayer and other support for missionaries
- h) Compile list of mission speakers and provide information to other levels of LWML–Canada.

### **DETAILED DUTIES:**

- I. Investigate and evaluate all Mission Grant and Mission Opportunity Fund proposals:
  - A. Receive 2 months prior to evaluation meeting all proposed Mission Grants from Vice President Christian Mission.
  - B. Receive Mission Opportunity Fund proposals as they are submitted.
  - C. Read each proposal and evaluate according to Mission Grant Guidelines.
- II. Select Projects for LWML–Canada Convention Ballot:
  - A. As part of the Selection Committee, meet for deliberation and final evaluation of project proposals.
  - B. Compile a ballot of approved projects.
  - C. Ballot is presented to Board of Directors for final approval.
  - D. Notify submitters of all projects of the decision of the Selection Committee regarding proposals chosen for the ballot.
  - E. Request slides, pictures or information needed from those proposals chosen for the ballot and inform them of LWML–Canada policy of no advance promotion or Convention campaigning.
  - F. Write resumes for proposed projects to use in publicity.
  - G. Provide assistance with projects presentation at Convention.
- III. Provide Mission Information:
  - A. Current and completed grant resources.
    1. Work with Editor-in-Chief to design a poster of mission grants.
    2. Write prayers for grants to send to each Society with Grant Poster.
    3. Provide updates on projects and promote mite giving.
    4. Establish a Resume Book that contains listings of all projects geographically and by year, and available resource material.
    5. Prepare a Statistical Report of district projects for each triennium. The Report Form will be given to each VP District Administration at the first Board of Directors meeting in the first year of the triennium.
  - B. Encourage general mission awareness.
    1. Encourage active participation and provide suggestions to promote greater mission consciousness and provide assistance in developing mission project proposals among the women of Lutheran Church-Canada.

2. Encourage and develop awareness of mission needs at home.
  3. Compile list of mission speakers for all levels of LWML–Canada.
    - a) Request information on mission speakers on furlough from Regional Pastors, LCC Domestic and International Missions.
    - b) Publicize mission speakers dates and locations by informing VP Communication for publication in updates.
  - C. LWML–Canada Sunday.
    1. Develop materials related to this committee and provide to the Christian growth Committee.
    2. Have these materials reviewed by the committee’s Pastoral Counsellor.
- IV. Develop materials and training for all aspects of mission work.
- A. Develop Bible studies, devotion, and devotional skits specific to missions.
  - B. Submit materials to Pastoral Counsellor for review and approval.
  - C. Develop material ideas and materials to grow mission consciousness.
  - D. Provide education in recognizing and acting on personal mission opportunities (sharing faith, the Word).
  - E. Encourage prayer support for missionaries.
- V. Publications:
- A. Tapestry is published 4 times a year.
    1. The committee members will be responsible for writing articles as requested.
    2. The Chair shall assign, receive, and edit articles and then forward them to be Pastoral Counsellor for doctrinal review and once approved forwarded to VP Communication and Editor-in-Chief for publishing.
- VI. Other Duties:
- A. Develop goals and strategies needed for implementing and attaining the objectives of LWMLW-Canada and the Strategic Plan for the current triennium.
  - B. Assume responsibilities as designated by Chair.
  - C. Provide Chair with updated report prior to LWML–Canada Board of Directors meetings.
  - D. Maintain files as outlined in LWML–Canada Committees.
  - E. Assume responsibilities for assignments from LWML–Canada Board of Directors (i.e., workshops, seminars, convention intersessions and/or manned display booth, etc.).
  - F. Submit expense vouchers as outlined in LWML–Canada Committees.

## **COMMUNICATION COMMITTEE – ARTICLE 11.7**

### **GENERAL STATEMENT OF DUTIES:**

The Christian Mission Committee, consisting of 5 members including the Chair shall:

- a) Develop an overall communication plan.
- b) Promote communication between all levels of the League.
- c) Co-ordinate display/resource packet for League events.
- d) Co-ordinate and provide content for the website.
- e) Co-ordinate and provide content for Tapestry.
- f) Providing training in communications.
- g) Co-ordinate the publication of Tapestry.
- h) Co-ordinate the internet media of the Facebook, Instagram and Twitter postings.
- i) Co-ordinate, provide and publish the Update bimonthly.
- j) Co-ordinate the production and marketing of all League materials and products.

#### **I. The Vice President shall be responsible for:**

- A. All aspects of communication for LWML–Canada.
  1. Assist other LWML–Canada personal to communicate effectively with women of LCC, both those who are members of LWML–Canada and those who are not.
  2. Make effective use of the Internet.
  3. Produce and print materials including League publications: Tapestry.
  4. Make the resources provided by LWML–Canada available via Resource Centre
- B. Assisting district communication personnel in developing and maintaining good Communication.

#### **II. Committee members shall:**

- A. Assume responsibilities as designated by the Chair.
- B. Provide the Chair with information of the work they have completed in their respective areas for a written report for Board of Directors meetings.
- C. Maintain files as outlined in LWML–Canada Committee and any others deemed necessary by committee responsibilities and assignments.
- D. Submit expense vouchers as outlined in LWML–Canada Committees.

#### **III. To carry out these duties the committee shall be made up as follows:**

- A. Vice President Communication (chair)
- B. Working Groups.
  1. Editor-in-Chief
    - a) Data Manager
  2. Online Services Coordinator
    - a) Webmaster
    - b) Social Media

### **DETAILED DUTIES:**

#### **I. The Vice President shall be directly responsible for the following committee responsibilities:**

- A. Encourage and promote communication between all levels of LWML–Canada.
- B. Assist all Directors and appointed personnel in communicating with LWML–Canada.

- C. Plan and develop resources, workshops, and seminar materials, etc. in the area of communication.
  - D. Provide news and information to all those who subscribe to the e-mail service LWML–Canada Update.
  - E. Confirm date for the celebration of LWML–Canada Sunday with Lutheran Church-Canada Board of Directors.
  - F. Submit expense vouchers as outlined in LWML–Canada Committees.
  - G. Prepare a short video telling the story of LWML–Canada that can be used on LWML–Canada Sunday.
  - H. Arrange for an LWML–Canada display at synodical events.
  - I. Receive materials that have been prepared by LWML–Canada committees and personnel for LWML–Canada Sunday and distribute to Pastors and Societies encouraging them to utilize.
  - J. Promote special events and programs.
  - K. Assist the President in preparing a presentation to be used at each of the Vicar dinners.
  - L. Work closely with the Convention Committee’s Public Relation Chair to promote the convention within the church-at-large and hosting community.
  - M. Prepare a post-convention news release for the use in the home communities of convention attendees.
- II. The duties of each working group:
- A. Editor-in-Chief Working Group and Chair.
    - 1. Publication of Tapestry.
      - a) Plan themes for each year and each issue of the triennium to develop the convention theme.
      - b) Publish chosen themes for those wishing to make submissions.
      - c) Publish guidelines for the submission of materials, photographs and illustrations.
      - d) Develop a list of writers and their areas of expertise/interest from which to draw. Solicit or write feature articles or other copy as needed.
      - e) Acknowledge all manuscripts and photos submitted and return to owners as requested.
      - f) Select photographs, purchasing stock photos where necessary, write headlines, choose colours and design cover.
      - g) Set a production schedule and publish deadline dates as necessary.
      - h) Plan overall content of each issue, work with 5 Vice Presidents regarding the inclusion of committee materials. Form a network of reporters to gather news content.
      - i) Edit items received and arrange for doctrinal review (review of each item and then a final review when the layout is completed).
      - j) Prepare layout.
      - k) Arrange for VP Communication and President to receive a copy of each issue for review before printing.
      - l) Establish a group of people to do copy editing of each issue before printing.
      - m) Work with the printer.
      - n) Prepare the large print edition from the regular print edition and send to co-ordinator for distribution.
      - o) Appoint a person to prepare an audio version and send a copy of each issue to that

person for taping purposes.

- p) Appoint (with approval of Board of Directors) and be responsible for the work of:
    - (1) Circulation Manager.
    - (2) Supervisor of a local packing group.
    - (3) Co-ordinator who arranges for printing, binding, packing and mailing the large edition of Tapestry.
    - (4) Co-ordinator for preparing and mailing an audio version of Tapestry.
    - (5) Editorial and layout assistants as needed.
  - q) Arrange for someone to be “backup” for layout in case of an emergency.
  - r) Encourage advertising in Tapestry, prepare the ads when required, have the LWML–Canada Financial Secretary invoice the advertisers and collect payment.
  - s) Work with VP Communication to promote Tapestry within the League and throughout the church.
  - t) Receive convention information and photos from the Convention Committee and VP Communication.
  - u) Send copies of the regular print and large print versions of Tapestry to the National Library of Canada.
  - v) Work with the translator(s) and doctrinal reviewer(s) to provide one Bible study in French for each issue of Tapestry and provide it and other articles from Tapestry on the website.
- B. Internet and A/V Working Group and Chair.
- 1. Internet
    - a) Plan effective use of Internet to reach members and other women of Lutheran Church-Canada.
    - b) Monitor and evaluate the various online media we use and any others that may be useful in the future.
    - c) Administer domain name for LWML–Canada and its Districts.
    - d) Provide the services of a webmaster for the LWML–Canada website.
    - e) Assist the districts with their information on website as needed.
    - f) Work with a website development company in developing and maintaining the website.
    - g) Use social networking tools, i.e., Facebook, Instagram, Twitter and blogs and oversee the contributions of volunteers. Involve a Pastoral Counsellor in doctrinal reviews.
    - h) Work with LWML–Canada personnel to determine and produce content for the website.
    - i) Work with the Layout/Publishing Chair to prepare materials to post.
    - j) Post to and update the website regularly.
  - 2. A/V:
    - a) Assist committees in developing their materials in various formats in addition to print (WMW, WMV, MP3, MP4, DVD, etc.) using PhotoStory and other available software.
    - b) Photography at convention and other special events.
    - c) Taking photos to use for various videos.
  
    - d) Assist committees with preparing videos, etc. for LWML–Canada Sunday,

- devotions, and the like Live streaming of events where appropriate.
- e) Video various events and speakers, etc.

### III. Other Duties:

- A. Develop consistency of production and design in all LWML–Canada resources.
- B. Investigate printers/costs/quality and make appropriate selections. Make production arrangements.
- C. Set guidelines for submission of materials and resources from committees and other personnel (see Appendix).
- D. Serve as consultant(s) to LWML–Canada personnel during the development of ideas and content of various materials.
- E. Provide layout for materials to be available through Resource Centre as well as some of the materials available through the website. This may also include the layout of Tapestry if future Editors don't have the expertise.
- F. Work with the Christian Mission Committee in developing a Mission Grants poster.
- G. Design the bulletin cover(s) for LWML–Canada Sunday to be available via the website or e-mail. Provide them to the Resource Centre for those who will order hard copies.
- H. Prepare convention poster and arrange printing. Provide it for inclusion with promotional package from Convention Committee.
- I. See Appendix for:
  - 1. Advertising rate card.
  - 2. Deadline dates for Tapestry.
  - 3. How and when themes are set.
  - 4. Guidelines for preparing materials.

## **DISTRICT ADMINISTRATION COMMITTEE – ARTICLE 5.07**

### **GENERAL STATEMENT OF DUTIES:**

The District Administration Committee, consisting of Chair (VP), District Zone Presidents/Representatives (1 from each of their zones) shall:

- a) Use, adapt or develop resources to enable women to empower and mentor others.
- b) Research and provide models for different organizational structures within LWML–Canada
- c) Co-ordinate seminars as directed by LWML–Canada Board of Directors.
- d) Encourage, promote and co-ordinate training for leaders.
- e) Encourage and promote training for Directors.
- f) Encourage and provide training for women of the Church in the use of their God given gifts and talents.
- g) Advise and encourage women of LCC of creative and new opportunities for Christian service in the Church, community, and world.
- h) Encourage members to pray for Directors and leaders on all levels of LWML–Canada.

### **DETAILED DUTIES:**

#### **I. Resources, materials, and training:**

- A. Provide materials and training to enable women to be mentors.
  1. Identify, promote, and adapt mentoring resources.
  2. Assist and encourage women in identifying others who would benefit from a mentor.
  3. Help women to develop the art of listening so that they can identify, encourage, and empower others in the use of their God given gifts and talents.
- B. Assist women in discovering and developing their own God given gifts and talents.
  1. Provide materials and co-ordinate training in the use of spiritual gifts.
  2. Create meaningful challenges in the use of gifts and talents.
    - a) Publicize and encourage participation in service events.
    - b) Publicize and encourage submission of Mission Projects
    - c) Encourage women to achieve a greater potential for service through use of their gifts.
- C. Advise and encourage members of opportunities for Christian service in the church, community, and world.
  1. Areas of Mission service include Individual, Family, Church, Community, Nation and World.
    - a) Encourage societies to reach out to their congregations (all age groups) inviting them to participate in their activities.
    - b) Encourage societies to provide programs for their community to participate in.
  2. Consult with Region Pastors, LCC Domestic and International Missions for current service events, material/physical support for missionaries.
  3. Provide education in recognizing and acting on personal mission opportunities.
- D. LWML–Canada Sunday.
  1. Inform and encourage societies to educate congregations of the LWML–Canada activities and Mission Projects with displays etc.
  2. Encourage societies to educate congregations of the work being done by their zone and society.

3. Encourage societies to encourage their Pastors to utilize the LWML–Canada Sunday produced materials.
  4. Encourage societies to acknowledge their congregations for their support.
- E. Provide Leadership training.
1. Provide materials and resources to enable women to increase their skills for leadership in their society, zone, district, and LWML–Canada.
  2. Provide workshops, seminars and training sessions as requested by LWML–Canada Board of Directors.

II. Research and provide models for organizational structures within LWML–Canada:

- A. Encourage societies and zones to adopt structures.
1. Which will assist them in carrying out their goals of the league.
  2. Which are suitable for size and available leaders.
  3. Which encourage participation of more women (of all ages) in Bible study and Mission work.
  4. Which will encourage All women to become inspired, informed, invited, and involved with LWML–Canada.

III. Publications:

- A. Tapestry is published 4 times a year.
1. The committee members will be responsible for writing articles as requested.
  2. The Chair shall assign, receive, and edit articles and then forward them to be Pastoral Counsellor for doctrinal review and once approved forwarded to VP Communications and Editor-in-Chief for publishing.

IV. Other Duties:

- A. Develop goals and strategies needed for implementing and attaining the objectives of LWML–Canada and the Strategic Plan for the current triennium.
- B. Assume responsibilities as designated by Chair.
- C. Provide Chair with updated report prior to LWML–Canada Board of Directors meetings.
- D. Maintain files as outlined in LWML–Canada Committees.
- E. Assume responsibilities for assignments from LWML–Canada Board of Directors (workshops, seminars, convention intersessions and/or manned display booth, etc.).
- F. Submit expense vouchers as outlined in LWML–Canada Committees

## **SPECIAL COMMITTEES – ARTICLE 11.2**

I. Special Committees: The following Special Committees shall be established by the Board Directors.

- A. Structure Committee.
- B. Nominating Committee.
- C. Convention Liaison Committee.
- D. Finance Committee.
- E. Resolution Committee.

II. Convention:

- A. Each Special Committee shall prepare a convention budget including.
  - 1. Transportation and lodging for committee members.
  - 2. Expenses for displays, activities, presentations etc.

## **STRUCTURE COMMITTEE – ARTICLE 11.8**

### **GENERAL STATEMENT OF DUTIES:**

The Structure Committee consisting of 3 or more members shall:

- a) Study the Bylaws of the League.
- b) Submit to Convention proposed amendments to the Bylaws of the League for a resolution of approval.
- c) Be responsible for keeping the League Handbook, Procedures Manual, Policy Manual and Convention Planning Manual current.
- d) Have its Chair report to each regular Board of Directors meeting and the Convention.

### **DETAILED DUTIES:**

#### **I. LWML–Canada Bylaws:**

- A. Study the Bylaws of LWML–Canada.
- B. Submit to Board of Directors for consideration such amendments as is deemed advisable.
- C. Receive recommendations for amendments from Board of Directors.
- D. Submit proposed amendments to legal council for approval.
- E. Submit proposed amendments to the Convention.
- F. Update Bylaws to include approved amendments.
  1. Send clean copy to legal council for filing and to VP Communication for printing.

#### **II. Handbook, Procedures Manual, Policy Manual and Convention Planning Guide:**

- A. The purpose of this committee is to keep the Bylaws and related resources flexible while maintaining the legal status of the organization.
  1. Be responsible for keeping the LWML–Canada Handbook current.
    - a) Upon approval of bylaw amendments at a Convention, update Handbook.
    - b) Submit changes to VP Communication for publication.
  2. Review Procedures Manual and keep current to co-ordinate with LWML–Canada Bylaws.
  3. Review Policy Manual and keep current.
    - a) Assist Board of Directors in writing new policies.
    - b) Forward policy changes to Board of Directors for approval.
    - c) Keep record of approvals and submit policy approvals to Recording Secretary.
    - d) Update Convention Planning Guide after each LWML–Canada convention.
  4. Provide Board of Directors with current Bylaws, Handbook, Procedures Manual, Policy Manual and Convention Planning Guide.

#### **III. Committee Members:**

- A. Develop goals and strategies needed for implementing and attaining the objectives of LWML–Canada.
- B. Assume responsibilities as designated by Chair.
- C. Provide Chair with updated report prior to LWML–Canada Board of Directors meetings.
- D. Maintain files as outlined in “LWML–Canada Committees.
- E. Assume responsibilities for assignments from the LWML–Canada Board of Directors (i.e., workshops, seminars, convention inter-sessions and/or manned display booth etc.).
- F. Submit expense vouchers as outlined in LWML–Canada Committees.

#### **IV. Chair:**

- A. Maintain files as outlined in LWML–Canada Committees and the following:

1. LWML–Canada Articles of Incorporation and Bylaws.
  2. Revisions for Bylaws, Handbook, Procedures Manual, Policy Manual and Convention Planning Guide.
  3. Any other as determined by committee responsibilities and assignments.
- B. Assign responsibilities to committee members.
1. Bylaws
  2. Handbook
  3. Procedures Manual
  4. Policy Manual
  5. Convention Planning Guide
  6. Secretary
- C. Prepare a written report for each Board of Directors meeting.
- D. Prepare a written report for the Convention Manual.
- E. Submit expense vouchers as outlined in LWML–Canada Committees.

## **NOMINATING COMMITTEE – ARTICLE 11.9**

### **GENERAL STATEMENT OF DUTIES:**

A Nominating Committee consisting of not less than 3 and not more than 5 members shall be appointed by the Board of Directors by September 30th after each Convention. The members of the Nominating Committee shall meet at a time and place designated by the President and shall elect from among their number a Chair.

The Nominating Committee shall:

- a) Prepare a report for the next Convention which report shall nominate at least 1 eligible candidate who has consented by completing the “Willing to Serve Form” to such nominating for each elected position.
- b) Report with list of nominees to be published in Tapestry prior to such Convention.
- c) Have the Chair report to the Board of Directors as requested.
- d) Be responsible for all matters in connection with the further nominations and preparation of any required ballots.
- e) At conclusion of each Convention the current Nominating Committee shall be dissolved.

Scrutineers- (Article 7.10) shall be responsible for the distribution, collection and counting of ballots and report the results to the Convention.

Please refer to Article 7.9 and 7.10

### **DETAILED DUTIES:**

#### **I. Nominating Committee:**

- A. The Nominating Committee is appointed for a 3-year term and works independently of any committee.
- B. Members of the Nominating Committee may be nominated for an elected board member, but if nominated may not fill the position of Teller.
- C. Members of the Nominating Committee shall not be members of the Board of Directors.
- D. As the President is not an ex-officio member of this committee, the committee may call on the Parliamentarian and/or Structure Committee Chair for further clarification of duties.

#### **II. Nominations:**

- A. Nomination Forms – preparation.
  1. The Nominating Committee shall meet virtually in September, 2 years prior to each convention.
    - a) The Chair, predetermined by committee, shall prepare an agenda for this meeting, and distribute copies to committee members to be in hand 1 week prior to meeting.
  2. The committee shall prepare a letter and nomination forms which shall be forwarded to the Board of Director before their November meeting, 2 years prior to each convention.
    - a) Upon approval of letters and forms, the Chair will prepare nomination packets and forward immediately to VP District Administration.
- B. Nomination Forms – received.
  1. Nomination forms are to be received by November 30<sup>th</sup> prior to each Convention.
  2. Chair forwards copies of completed nomination forms to all members of the

- Nominating Committee.
3. Signature of the nominee on the nomination form and attached “Willing to Serve Form” signifies consent to serve if elected.
- C. Notification – the Chair shall.
1. Acknowledge receipt of nomination for Elected Board of Director, thanking nominees for willingness to serve and inform if/if not name is eligible to appear on the ballot.
  2. Request resumes and photo of nominees appearing on the ballot.
- D. Nominations – slate of nominees.
1. Prepare a slate of nominees with at least 1 eligible nominee for each Director and distribute the slate to the Board of Directors before the November meeting, prior to each Convention.
  2. In the event of an incomplete slate of nominees by the November 30<sup>th</sup> deadline, committee members may approach VP District Administration and request names of qualified persons.
    - a) Names that are received after the deadline date will be considered as nominations from the floor.
    - b) Request resumes and photos of late nominees to be forwarded to the voting body.
- E. Resumes/Reports.
1. Prepare resumes of nominees (excluding late nominees) and forward to the VP Communication by March 1 of convention year for inclusion in the Business Bulletin which is distributed at the time of mailing the Summer issue of Tapestry.
  2. Send resumes to LWML–Canada President and Recording Secretary by February 15<sup>th</sup> of convention year for printing in Convention Manual.
  3. The Chair shall prepare a Nominating Committee report for the Board of Directors meeting prior to each Convention.

### III. Convention Duties:

- A. The Chair shall:
1. Prepare a report for the Convention Manual.
  2. Prepare consolidated ballot for Elected Directors in the number requested by the President.
    - a) List names of nominees in alphabetical order.
    - b) Prepare ballots for further balloting if required.
  3. Forward resume of late nominees to voting body.
    - a) Print new ballots if there are nominations from the floor (bring source of original ballot to convention for simplify process).
  4. Alert member, who submitted late nominee, to nominate them from the floor at the appropriate time.
  5. Introduction of Nominees.
    - a) Read slate of nominees (Note: President re-reads slate), calls for nominations from the floor 3 times for each Director position and declares nominations closed.
  6. Following the convention forward to the President all completed Nomination and Willing to Serve forms for consideration in appointing other personnel.
  7. The Nominating Committee shall be dissolved at the conclusion of each convention.

8. Scrutineers Report (Note: Scrutineers who are not nominees) shall be appointed by the President and approved by the Voting Body for the purpose of counting such ballot and reporting the results to the Convention.
  - a) The Scrutineers shall be responsible for the distribution, collection and counting of the ballots
  - b) Report the results to the Convention. In the case of a dispute over the procedure to be followed in conducting a ballot, the President shall determine the procedure to be followed.
  - c) The Chair of scrutineers gives copies to the President and the Recording Secretary.
  - d) The Chair reads results to Convention. (Note: President re-reads report and declares election results.

IV. Other Duties:

- A. Committee members assume responsibilities as designated by the Chair.
- B. Committee provides Chair with updated report prior to LWML–Canada meetings.
- C. Maintain files as outlined in LWML–Canada Committees and any others deemed necessary by committee responsibilities and assignments.
- D. Submit expense vouchers as outlined in LWML–Canada Committees.

## **CONVENTION LIAISON COMMITTEE – ARTICLE 11.10**

### **GENERAL STATEMENT OF DUTIES:**

The Convention Liaison Committee shall at the request of the President.

- a) Assist with the evaluation of convention facilities and personnel.
- b) Act as liaison between the LWML–Canada Board of Directors and Convention Committee.

### **DETAILED DUTIES:**

- I. At the request of the President, assist with the evaluation of convention facilities and personnel:
  - A. Work with the President and VP District Administration hosting the convention to.
    1. Evaluate the facilities and determine if sufficient personnel is available in the district hosting the Convention (decided on a district rotating basis).
    2. Make recommendations to the Board of Directors.
    3. Report directly to the LWML–Canada President.
  - B. Timeline based on triennium.
    1. Immediately following Convention (i.e., 2021 ...2024).
    2. Begin preparations for convention 3 years in advance.
    3. Report to Board of Directors on facilities – convention 2024 report fall of 2021 and convention 2027 report fall of 2024.
  - C. The Committee shall:
    1. Study information about the hosting Convention site.
    2. Be aware of the needs of an LWML–Canada Convention and prepare a list of further information needed from the site being visited.
    3. Determine which sites have adequate facilities.
    4. Prepare a report of the evaluation for the committee.
    5. Send Thank You notes to hosts.
  - D. The hosting VP District Administration and 1 Committee member of the hosting district shall:
    1. Tour facilities and meet with convention venue and hotel personnel.
    2. Report to Committee and LWML–Canada President on sites that meet all requirements.
  - E. The Committee then shall:
    1. Make recommendations to the Board of Directors.
    2. After the committee determines if site has adequate facilities and district has sufficient personnel for Convention Committee, make a written report with recommendations to the Board of Directors for the fall meeting immediately following the Convention (see timeline above).
    3. Prepare a fact sheet for the LWML–Canada Board of Directors of the hosting district site.
    4. Notify all convention sites of the decision of the Board of Directors.
  - F. Request hosting district to present invitation at the Convention 3 years in advance.
  - G. Prepare and distribute guidelines for formal invitation to convention body.
  - H. Notify convention sites of decision of the convention body.

- II. Act as liaison between the LWML–Canada Board of Directors and Convention Committee at the request of the President.
  - A. Answer questions asked by the Convention Committee.
  - B. Contact President, if necessary for clarification on questions asked.
  - C. Act as contact between President, Convention Committee, and all guests/speakers.
    - 1. Send registration forms, assist with lodging, and answer any questions guests may have regarding their tie at the convention.
  - D. Provide written reports to the Board of Directors on the progress of the Convention Committee.
  - E. Attend Convention Committee meetings, if possible, 6 months before the convention and the final meeting following the convention.
  - F. Assist Convention Committee with compiling evaluation forms and forward copies to President.
- III. Other Duties:
  - A. Provide updated reports to LWML–Canada Board of Directors meetings.
  - B. Maintain files as outlined in LWML–Canada Committees.
  - C. Submit expense vouchers as outlined in LWML–Canada Committees.

## **FINANCE COMMITTEE – ARTICLE 11.11**

### **GENERAL STATEMENT OF DUTIES:**

The Finance Committee consisting of the Treasurer as Chair, the Financial Secretary, LWML–Canada President shall:

- a) Co-ordinate the financial planning for the League.

### **DETAILED DUTIES:**

#### I. Finance Committee:

- A. Meet as necessary, usually at a concurrent with a regular scheduled Board of Directors meeting or Inter-committee meeting.
- B. Prepares the Mission Goal Work Program of LWML–Canada Inc.
- C. Prepares a Convention Budget.
  1. Obtains the approved Host Convention Committee budget for inclusion in the Convention budget.
  2. Estimates travel, lodging and meal costs for the Board of Directors, Committees, Speakers, and other Guests as approved by the Board of Directors.
  3. Estimates costs for all other expenses such as postage and shipping, telephone, supplies, printing, video, technical support, insurance, honorariums, rental of Convention centre, etc.
  4. Presents to the Board of Directors for approval a suggested registration fee for Delegates, guests, and attendees.
- D. Manages Gift For Growth Fund and all other financial Investments.
- E. Proposes from time to time to the Board of Directors recommendations concerning improvements to the general accounting procedures of LWML–Canada.

## **THE RESOLUTIONS COMMITTEE – ARTICLE 11.12**

### **GENERAL STATEMENT OF DUTIES:**

The Resolutions Committee shall consist of 1 VP District Administrations as Chair and 2 other members who shall:

- a) Receive and review overtures.
- b) Recommend acceptance or decline of overtures.
- c) Prepare resolutions to submit at Convention.
- d) Arrange for publication of resolutions.
- e) Submit accepted resolutions pertaining to Bylaws to the Structure Committee.
- f) Report directly to the President.

### **DETAILED DUTIES:**

- I. Receive overtures from Society, Zone and District:
  - A. Rework and combine similar overtures.
  - B. Recommend to decline overtures which are untimely or are in conflict with the purpose and mission of LWML–Canada.
  - C. Submit all overtures to decline to the Board of Directors with explanation.
- II. Approval of Resolution:
  - A. Prepare draft resolution.
  - B. Submit to Structure Committee any resolutions which will affect the Bylaws for review and comments.
  - C. Submit all draft resolutions to the Board of Directors.
- III. Letter of Acknowledgement:
  - A. Write a letter of acknowledgement to Society, Zone and/or District which submitted overture.
  - B. Clarify actions recommended by Resolution Committee and approved by Board of Directors.
- IV. Final Resolution:
  - A. Prepare final resolution to present to Convention including:
    1. Approved resolution form overtures.
    2. Resolutions proposed by Board of Directors.
    3. Courtesy resolutions.
- V. Publication of Resolutions:
  - A. Contact Recording Secretary to determine deadline for Convention Manual.
  - B. Submit by March 1st of Convention year, overtures, and resolutions, excluding courtesy resolutions for publication in a Business Bulletin and distribution of the Summer issue of Tapestry.
  - C. Arrange to have all submitted overtures and all resolutions printed in Convention Manual (Robert's rules of Order page 631).
- VI. Late Overtures/Resolutions:
  - A. Compose any late overtures which may be requested.
  - B. Submit resolution for approval to Board of Directors meeting prior to Convention.

- C. Distribute copies of resolutions approved and/or submitted by Board of Directors to the Voting Body electronically or hard copy at Convention.
- D. Any resolution to approve any amendment to the Bylaws may only be voted upon with the unanimous approval of the Voting Body to waive notice.

VII. Convention Duties:

- A. Chair to read resolutions to the Convention and move the adoption of the resolutions.
- B. In the event that a ballot vote is called:
  - 1. Prepare in advance, written ballots for all resolutions except courtesy resolutions.
  - 2. Act as Tellers of the Resolution Committee.
  - 3. Prepare 2 tally sheets, giving 1 completed tally sheet to the President prior to the reading results.
  - 4. Read ballot vote results to Convention.
- C. Give a copy of each resolution and a copy of completed tally sheets to the recording Secretary for inclusion with the minutes.
- D. Submit copy of any accepted resolutions pertaining to Bylaw changes to the Structure Committee to be incorporated into LWML–Canada.

VIII. Other Duties:

- A. Assume responsibilities as designated by Chair.
- B. Provide Chair with updated report prior to LWML–Canada Board of Directors meeting.
- C. Maintain files as outlined in LWML–Canada Committees.
- D. Assume responsibilities as assignments from LWML–Canada Board of Directors (i.e., workshops, seminars, Convention inter-sessions and/or manned display booth, etc.).
- E. Submit expense vouchers as outlined in LWML–Canada Committees.

## **ADVISORS – ARTICLE 11.15**

The Board of Directors shall appoint individuals to serve as Advisors in the following offices:

- a) Archivist/Historian.
- b) Data Manager.
- c) Parliamentarian.
- d) Pastoral Counsellors

Each appointment shall be a term of 3 years or until the individual's successor is appointed. Each term shall commence at the first meeting of the Board of Directors following the approval of such appointment. Each appointee shall be eligible for re-appointment. Each appointee shall report directly to the President.

Pastoral Advisors shall, if necessary, prepare a convention budget including transportation and lodging for support staff and expenses for displays, activities, presentation etc.

## **ARCHIVIST/HISTORIAN – ARTICLE 11.16**

### **GENERAL STATEMENT OF DUTIES:**

The Archivist/Historian shall:

- a) Write a history of the activities of the League during each triennium.
- b) Gather and preserve records and other materials of historical significance to the League.

### **DETAILED DUTIES:**

- I. Write a history of the activities of the League for the triennium to include the following:
  - A. Outgoing Directors.
  - B. Directors for the next triennium.
  - C. Mission Grants completed with the dollar amount.
  - D. Mission Opportunity Grants completed with the dollar amount.
  - E. Bylaw changes with resolutions.
  - F. Convention highlights.
  - G. Special offerings taken, amounts and recipients.
  - H. Any other items appropriate such as Society changes (additions, disbandments).
- II. Gather and preserve records and other materials of historical significance to LWML–Canada:
  - A. Remove staples and scotch tape, photocopy all newsprint, unfold, and make any necessary notations for clarification.
  - B. Place pictures in picture sleeves and identify as clearly as possible.
  - C. Number all items and place in appropriate file folders.
  - D. Maintain a numerical listing of all items on file.
  - E. Request copies of all Society status changes.
- III. Serve as an Advisor to LWML–Canada:
  - A. Report directly to the President sending her copies of all correspondence relevant to the work of LWML–Canada.
  - B. Before distribution or mailing, forward copies of the following to the President.
    1. Reports requested by the President.
    2. Materials for distribution as requested by the President.
    3. Copies of all materials written by the Archivist/Historian for distribution.
    4. Copies of all correspondence which initiate policy or procedure.
    5. Completed plans for any archivist/historian interest conference.
  - C. Prepare materials as requested by the LWML–Canada President or Board of Directors.
  - D. Prepare reports for and attend Board of Directors meetings as requested.
  - E. Prepare a report for the Convention Manual.
  - F. Advise the President of all special needs relative to this position.
  - G. Send all expense vouchers with attached receipts to the President for approval who upon approving will forward to Treasurer for payment.
- IV. Other Duties:
  - A. Serve as the liaison between the Lutheran Historical Institute and LWML–Canada.
    1. Transfer accumulated archival documents to Lutheran Historical Institute in Edmonton, AB. on a regular basis, preferably at the end of each year.

- B. Keep up to date on techniques and apply in the keeping of the archives.
  - 1. Encourage and inform Society, Zone and District concerning the scope of their responsibilities for achieving.
  - 2. At the end of each triennium assess the files, retain items of importance for future reference and submit all other items to the Lutheran Historical Institute.
- C. Serve the Districts, Zones and Societies.
  - 1. Encourage to send their archival documents to Lutheran Historical Institute at the end of each year.
  - 2. Lead interest sessions as requested.
- D. Keep up-to-date list of Societies with charter dates.
  - 1. Check the Society status list regularly (active, disbanded, etc.).
  - 2. Write letters to Societies with significant anniversaries (10, 20, 30, 40, 50, 55, 60, 70, 75, etc.) to congratulate them as being a member of LWML–Canada for that number of years.
  - 3. Inform LWML–Canada President and appropriate VP District Administration of the anniversary so they can write letters as well.
- E. Maintain files as outlined in LWML–Canada Committees.
- F. Submit expense vouchers as outlined in LWML–Canada Committees.

## **DATA MANAGER – ARTICLE 11.17**

### **GENERAL STATEMENT OF DUTIES:**

The Data Manger shall perform duties as defined by the President and the Editor-in-Chief of Tapestry.

### **DETAILED DUTIES:**

- I. Under the jurisdiction of the President:
  - A. Attend meetings of the Board of Directors as requested.
  - B. Attend the Inter-committee meeting.
  - C. Prepare written reports for meetings as requested.
  - D. Prepare a statistical report for the Convention Manual.
  - E. Keep up-to-date lists of names, addresses, email addresses and telephone numbers of Board of Directors and appointed Personnel, Zone Presidents and Pastoral Counsellors.
  - F. Produce mailing lists as required by the Board of Directors.
  - G. Distribute information as required between The Board of Directors and all personnel.
  - H. Serve as LWML–Canada Privacy Officer.
  - I. For each Society keep up-to-date lists of each mailing address, email contact, membership number and status (active, disbanded).
  - J. Submit expense vouchers with attached receipts, pertaining to these responsibilities at least every 6 months to the President for approval and upon approval President will forward to Treasurer for payment.
- II. Under jurisdiction of the Editor-in-Chief:
  - A. Set up subscription form for Tapestry.
  - B. Payments and subscription forms will be sent by members and societies to the Data Manager. She will assure the payment is completed accurately, retain subscription information for financial records and send a copy of the forms and payments to the Financial Secretary.
  - C. Check the forms received from Financial Secretary for any discrepancies and retain copies until replaced the following year by a new renewal.
  - D. Maintain a list of subscription for Tapestry – regular print, large print and audio.
  - E. Use cloud computing (Dropbox) for circulation lists so they are available for others to prepare mailing labels for Tapestry.
  - F. Submit Tapestry mailing lists to the Editor-in-Chief at least every 6 months.

## **PARLIAMENTARIAN – ARTICLE 11.18**

### **GENERAL STATEMENT OF DUTIES:**

The Parliamentarian shall serve as advisor on parliamentary procedure to the League at the request of the President.

### **DETAILED DUTIES:**

- I. Meetings – the Parliamentarian shall:
  - A. Attend Board of Directors meetings at the request of the President.
  - B. Have LWML–Canada Bylaws, Procedure Manual, Handbook, Policy Manual and copy of Roberts Rule of Order, Newly Revised (RONR) at all meetings.
  - C. Prepare Parliamentary lesson if requested.
  - D. Have on hand extra paper, clips, pens, scissors, timer, watch etc. for the President’s convenience if needed.
  - E. Be ready to offer assistance at all times.
- II. Conventions – the Parliamentarian shall:
  - A. Sit next to or close to the President.
  - B. Follow scheduled agenda very closely along with the President.
  - C. Read Convention rules to assembly at the direction of the President.
  - D. Have LWML–Canada Bylaws, Procedures Manual, Handbook, Policy Manual, Convention Manual and RONR available for ready reference at all times.
  - E. Have on hand extra paper, note paper, clips, pens, scissors, time watch etc. for the President’s convenient if needed.
  - F. Prepare a seating plan for the voting body and LWML–Canada Board of Directors.
  - G. Prepare tally sheets and report sheets if requested by the President.
  - H. Keep ballots in locked room until counted.
  - I. Prepare guidelines for and supervise Scrutineers in the counting of ballots following election of Officers or any ballot vote.
  - J. Prepare a written report for the Convention Manual.
- III. The Parliamentarian:
  - A. Is directly responsible to the President and shall fulfill any requests and assignments made by her.
  - B. Shall serve on an advisory capacity to the President, Board of Directors, Committees, and individual members at all times.
  - C. Submit expense vouchers with attached receipts to the President for approval, who upon approval will forward to Treasurer for payment.

## **COUNSELLORS – ARTICLE 11.19**

### **GENERAL STATEMENT OF DUTIES:**

The Board of Directors shall appoint 3 Pastoral Counsellors to serve for a term of 3 years. Each Pastoral Counsellor must be a Pastor (active or emeritus) on the LCC roster of the Church and must be approved by the LCC President. A Counsellor shall be eligible for reappointment for a consecutive 3-year term. Counsellors shall serve the League in an advisory capacity. Counsellors shall attend all Board of Directors meetings and Convention upon the invitation of the President.

### **DETAILED DUTIES:**

- I. Each Pastoral Counsellor shall Serve LWML–Canada in an advisory capacity at the discretion of the President.
  - A. One Counsellor will serve as advisor to:
    1. Member Development Committee.
    2. Christian Growth Committee.
    3. Christian Mission Committee.
    4. Communication Committee.
    5. District Administration Committee
    6. Convention Liaison.
    7. Nominating Committee.
    8. Resolutions Committee.
    9. Seminar Committee.
    10. Structure Committee.
    11. Other Committee appointments made by the President.
    12. All the above are subject to change at the discretion of the President.
  - B. All Pastoral Counsellors shall serve as advisors for the President, Mission Grant Selections, Advisors and Support staff.
- II. The Counsellor’s duties shall include the following:
  - A. Meetings.
    1. Attend Board of Directors meetings as requested by President.
    2. Prepare a written report of all duties and assignments for each meeting.
    3. Attend Inter-committee meeting, at least 1 per triennium,
    4. Attend and contribute to Mission grants Selection/Evaluation meeting – 1 per triennium.
    5. Attend Convention – 1 per triennium.
    6. Attend all other meetings deemed necessary by the Board of Directors.
  - B. Spiritual Support.
    1. Prepare and lead Bible studies, worship services, devotions, prayers and other support services as assigned by the President.
    2. Serve as doctrinal and theological review persons for material produced for use or for publication.
      - a) Review materials for assigned committees.
      - b) Other Pastors may be appointed to assist with theological review.
    3. Provide counsel and aid to individual leaders and give them support by word, deed and prayer.

III. Other Functions:

- A. Write articles for official publications and other communication as requested.
- B. Serve on special committees as appointed by the President.
- C. Submit expense vouchers with attached receipts to the President for approval and upon her approval she will forward to the Treasurer for payment.

## LWML–CANADA CONVENTIONS

### I. Districts to host Conventions:

- A. Districts host LWML–Canada Conventions on a rotating basis. The order is determined as follows.
  - 1. Alberta-British Columbia District (2030, 2039)
  - 2. Ontario District (2024,2033)
  - 3. Central District (2027, 2036)
  - 4. Laurentian District (no longer able to host)

### II. Dates, Themes and Logo:

- A. Dates.
  - 1. The Board of Directors, subject to availability of the site, determines date.
  - 2. If possible, a July date should be selected.
- B. Theme is chosen by the Board of Directors.
- C. Logo (and convention colours) are chosen by the Board of Directors.
  - 1. Host district may submit suggestions for approval.

### III. Convention Responsibilities:

- A. Board of Directors.
  - 1. Plans the entire program of the Convention – speakers, Bible study leaders, interest sessions, devotions, Ingathering (Gifts of Love), song leader, special guest and agenda.
  - 2. LWML–Canada President appoints all Convention floor committees, i.e., Tellers, Minutes Review.
  - 3. LWML–Canada President and VP Communication review all convention forms and PR materials before released.
- B. Convention Committee.
  - 1. Arrange for physical facilities for Convention – registration, housing, local transportation, tours, all meeting rooms, meals users, pages, properties, entertainment, communion worship service (Board of Directors selects Preacher).
  - 2. Arranges and invites exhibitors (approved by Board of Directors).
  - 3. Arranges for local dignitaries at request of LWML–Canada President).
- C. Privacy information.
  - 1. Include on Registration form
    - a) All information you provide on this form will be used only in accordance with LWML–Canada’s Privacy Policy.  
This policy is posted at [www.lutheranwomen.ca](http://www.lutheranwomen.ca) or is available on request from [datemanger@lutheranwomen.ca](mailto:datemanger@lutheranwomen.ca).
    - b) Photographs will be taken at this convention and may be used to “tell the story” of LWML–Canada in news and by other means. If you do not wish any photo in which you are recognized to be used, please sign below and also identify yourself on arrival at the convention to the convention photographer and VP Communication so they may ensure your wishes are followed.
  - 2. Process for release of privacy information.
    - a) Prepare form for request of information
      - (1) Request to be in writing or email from committee chair, elected or appointed.
    - b) Include

- (1) What is needed, i.e., name, address, phone number and email.
- (2) Purpose for which the information is required.
- (3) How information will be handled, i.e., how and where it will be stored, procedure of information once no longer required, etc.
- (4) Requests should be signed by the President for approval.
- (5) President to forward signed copy to both the person requesting and the Registration Chair.
- (6) Copy of email kept on file at the Resource Centre so that, should anyone ever question how we use information collected we have a paper trail.

## **GUIDELINES FOR SCRUTINEERS**

- I. The Scrutineers are appointed by the President for each of:
  - A. Selection of Board of Directors
  - B. Selection of Mission Grants
- II. The Parliamentarian works with the Scrutineers as set out in the Procedures Manual under Parliamentarian. She will provide tally forms, report forms and other items as required.
- III. It is the responsibility of the Scrutineers to:
  - A. Distribute and gather the ballots.
  - B. Tally the ballots.
  - C. Report the tally to the Chair.
- IV. For fast and accurate tallying, the following procedure is recommended:
  - A. Put all ballots on a table and count, do not count blank ballots which are excluded.
  - B. Work as a team, one to call the vote, two to keep separate tallies.
  - C. When all ballots are tallied, compare the results of both tallies, if they don't match, the error must be found and corrected.
  - D. Complete the report form, which is then signed by all the scrutineers, there will be 3 copies of the form, 1 for the President, 1 for the Recording Secretary and 1 for the Chair.
  - E. In the selection of Mission Grants, the copy the Chair reads from to the Convention should be given to the VP Christian Mission.
- V. After forms have been completed the Scrutineers should:
  - A. Place the ballots and tally forms in the envelope provided by the Parliamentarian.
  - B. Mark the envelope "Ballots and Tally Forms" selection of \_\_\_\_\_, date \_\_\_\_\_.
- VI. When called to report the Chair shall:
  - A. Hand a hard copy of the signed report to the President and to the Recording Secretary.
  - B. Read the report, but DOES NOT declare the outcome, the President reads the report again and declares the outcome.
  - C. Hand the marked envelope to the Recording Secretary who destroys all ballots immediately following the Convention.

## **GUIDELINES FOR COLLECTION OF STATISTICAL INFORMATION – LWML–CANADA**

### **I. Data Manager:**

- A. It is the responsibility of LWML–Canada Data Manager to keep records and statistics for all societies, zones and districts across Canada.
  - 1. For LWML–Canada to plan wisely and use resources well, it is important to know accurately what is happening with each of our societies, zones and districts.

### **II. VP District Administration and Zone Presidents/Representatives:**

- A. To facilitate communication between Society, Zone, District and National levels of LWML–Canada, forms are available to keep track of our membership. VP District Administration have copies of all these forms and are to make them available to their Zone Presidents/Representatives.
- B. The forms are as follows:
  - 1. Application for Membership which is completed when a Society is applying for membership.
  - 2. Application for Individual Membership which is completed when an individual woman wishes to have membership in LWML–Canada and there is no Society in her congregation for her to join.
  - 3. Request to Officially Disband a Society which is completed when a Society wishes to cease operation permanently.

### **III. Changes in Status for all Levels of LWML–Canada:**

- A. It is important that all levels of LWML–Canada know when a Society or individual shows a change in status or membership. Such information allows our personnel to sensitively communicate with individuals and societies based on their needs and status. To facilitate communication the following procedures for the above forms are as follows.
  - 1. When a Society wishes to change its status (disband, or a new Society is formed) the members must first indicate their desire to change to their Zone President/Representative.
  - 2. The Zone President/Representative has the Society fill out the appropriate form, as listed above. Once the Society Representative and Zone President/Representative have signed the form it is forwarded to the VP District Administration. Both the Society Representative and the Zone President/Representative should retain a copy for their records.
  - 3. The VP District Administration will approve the change and keep the original signed copy of this form on file.
  - 4. The VP District Administration will forward copies of the form to.
    - a) LWML–Canada President
    - b) LWML–Canada Recording Secretary
    - c) LWML–Canada Data Manager
    - d) LWML–Canada Archivist/Historian
  - 5. For Individual Membership the Zone President/Representative will consider the application upon receiving and review the circumstances leading up to the application before forwarding the application to the VP District Administration. Steps 3 and 4 above are then followed.

6. The LWML–Canada Data Manger will keep a list of each Society in Canada along with the status of each Society. As well, she will keep a list of each Individual Member and her home congregation, zone, and district.
7. On an annual basis the LWML–Canada Data Manger will request the VP District Administrations to provide a summary of the year’s activities (January 1 – December 31). Her findings will be summarized in a report showing the membership in each district, the names and number of active and disbanded societies and the names and number of Individual Members in each district.
8. The LWML–Canada Data Manger will present the statistical information collected from the districts as requested by the LWML–Canada Board of Directors. The Data Manager will be responsible for generating reports and indicating trends as needed for budgeting and planning purposes.

## LIST OF FORMS

### SOCIETY FORMS:

#### A. Application For Society Membership

1. This is to be used for Society membership. It is to be completed in the district and sent to the LWML–Canada President who will write the appropriate letter and ensure that Bylaws, Handbook, Procedures Manual, Policy Manual, Mite Boxes, and other resources are sent to the new societies.

#### B. Application For Individual Membership

1. This is to be used for an Individual Member – which is defined as a woman who belongs to a congregation without a LWML–Canada Society, and she wishes to be a member of LWML–Canada.

#### C. Request To Officially Disband A Society

1. This form is to be used by Societies who wish to formally disband.

### DISTRICT FORMS:

#### D. District Statistical Information For LWML–Canada

1. This is to be completed by the VP District Administration at the end of each fiscal year and submitted to the LWML–Canada Data Manager.

### LWML–CANADA FORMS FOR MEMBERSHIP, SOCIETIES, ZONES, DISTRICTS:

#### E. Concerns To Bring Forward To Board of Directors

1. This form is for members, societies, zones, and districts to bring concerns before the Board of Directors for discussion.

#### F. Willing To Serve Form

1. This form is to be completed for Officers on all levels. Forms should be sent to VP District Administration. Forms that indicate willingness to serve on the national level should be forwarded by the VP District Administration to LWML–Canada President each year prior to a Convention.

#### G. Annual Statistical Report

1. This form is to be completed each year by the Data Manager to keep records of Individual and Society membership.

#### H. Delegate Certification Information

1. This form is to be completed and returned to the LWML–Canada President and Recording Secretary by November 30<sup>th</sup> prior to each convention. The Recording Secretary will forward a copy to the Convention Registration Chair.

#### I. New Business To Convention Floor

1. This form is to be used at Conventions by Delegates and **Guests** to bring a new business item to the floor.

### LWML–CANADA FORMS FOR CONVENTIONS

#### J. Nomination For LWML–Canada Board Of Directors

1. This form is to be used by membership, societies, and zones to nominate a LWML–Canada member to the Board of Directors.

#### K. Ranking Of Mission Grants

1. This form is to be used by the Tellers for reporting to the convention body.

**L. Report Of Election Of Board Of Directors**

1. This report is to be used by the Chair of the Tellers for Election of Board of Directors for her report to the Convention Body.

**M. Tally Sheet For Election Of Board Of Directors**

1. This form is to be used by the Tellers for Election of Board of Directors to tally the votes at the Convention.

**N. Tally Sheet For Mission Grants**

1. This form is to be used by the Tellers for Mission Grants to tally the votes at the Convention.

**O. Tellers' Report For Mission Grants**

1. This form is to be used by the Chair of the Tellers for Mission Grants for her report to the Convention Body.

**LWML–CANADA PERSONNEL**

**P. Author/Artist Agreement**

1. This form is to be used whenever someone writes or illustrates to LWML–Canada.



**Lutheran Women's Missionary League–Canada Inc.**

**SOCIETY APPLICATION FOR MEMBERSHIP**

**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**

*of Lutheran Church–Canada*

TO \_\_\_\_\_ DATE \_\_\_\_\_  
(LWML–Canada President)

FROM (VP District Administration)

Listed below is a new Society applying for membership into LWML–Canada by the \_\_\_\_\_ District

Society completes this portion of form

Society Name LWMLC \_\_\_\_\_

Congregation \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

No. of Members \_\_\_\_\_

Society Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Other information**

Date of incorporation \_\_\_\_\_

This congregation is a new mission Yes \_\_\_\_\_ No \_\_\_\_\_

Information on how Society became interested in LWML–Canada. i.e. heard about it through zone or district or 2<sup>nd</sup> group in congregation, etc.

\_\_\_\_\_  
Society Representative Date

\_\_\_\_\_  
Zone President/Representative Date

\_\_\_\_\_  
VP District Administration Date

**Instructions:** VP District Administration sends form to Society requesting application; Society returns completed form to VP District Administration who sends electronic copy by email and original signed copy by regular mail to LWML–Canada President and Data Manager (addresses in *Tapestry*).



**LWML**  
CANADA

**Lutheran Women's Missionary League–Canada Inc.**

**APPLICATION FOR INDIVIDUAL MEMBERSHIP**

**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**

*of Lutheran Church–Canada*

Name of Individual Member \_\_\_\_\_

Congregation \_\_\_\_\_

Zone \_\_\_\_\_

District \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

New member of LWML–Canada? Yes \_\_\_\_\_ No \_\_\_\_\_

If No – previously member of \_\_\_\_\_ Society, \_\_\_\_\_ Zone,

\_\_\_\_\_ District.

Signed:

\_\_\_\_\_  
Zone President/Representative

\_\_\_\_\_  
VP District Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please send form to LWML–Canada President and Data Manager  
(addresses in *Tapestry*)



**Lutheran Women's Missionary League–Canada Inc.**

**REQUEST TO OFFICIALLY DISBAND AS A SOCIETY**

**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**

*of Lutheran Church–Canada*

**Before completing this form, we encourage you to talk with your VP District Administration and explore other options of structure as a Society and other ways of supporting LWML– Canada.**

Society \_\_\_\_\_

Congregation \_\_\_\_\_

Zone \_\_\_\_\_

District \_\_\_\_\_

Society address \_\_\_\_\_

Society President \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of incorporation \_\_\_\_\_ Date of disbanding \_\_\_\_\_

Reason for disbanding \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Society Representative

\_\_\_\_\_  
Zone President/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP District Administration

\_\_\_\_\_  
Date

Please send form to LWML–Canada President and Data Manager  
(addresses in Tapestry)



**Lutheran Women's Missionary League–Canada Inc.**  
**LWML–CANADA DISTRICT STATISTICAL INFORMATION**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**  
*of Lutheran Church–Canada*

For the year \_\_\_\_\_

District \_\_\_\_\_ VP District Administration \_\_\_\_\_

Number of Zones \_\_\_\_\_

Societies that disbanded this year*	Date of disbanding	New societies this year*	Date of incorporation

New Individual Members this year \* (please list name and congregation)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Please attach supporting documentation for all changes listed.

Number of Zone Events:

Number of District Events:

Rallies		Total attendance		Seminars/Webinars		Total attendance	
Workshops		Total attendance		Workshops		Total attendance	
Other		Total attendance		Other		Total attendance	

When are Committee meetings held? \_\_\_\_\_

Society and Membership Status effective December 31st of this year:

Active Societies	Disbanded Societies	Individual Members	Total Membership

Upon completion of form please forward to LWML–Canada President by February 15<sup>th</sup>.





# Lutheran Women's Missionary League-Canada Inc.

## WILLING TO SERVE

LUTHERAN WOMEN'S MISSIONARY LEAGUE-CANADA  
*of Lutheran Church-Canada*

A. LWML-Canada refers to the entire league including Society through National. Please supply a specific level when asked to complete the form. Completion of section H is necessary for all levels of LWML-Canada – you are simply asked to read the attached policy forms.

**B. Contact information and signature:**

By my signature I give consent for the following information to be used for the carrying out of the position to which I am appointed for the benefit of LWML-Canada.

Name (printed) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Member of LWML-Canada District \_\_\_\_\_

Member of LWML-Canada Zone \_\_\_\_\_

Member of LWML-Canada Society \_\_\_\_\_

C. I hereby show my willingness to serve on the following level(s) of LWML-Canada and have listed positions and committees which interest me in under section D.

**Level – check one or more**

Society       Zone       District       National

I understand that my willingness to serve does not necessarily indicate I will be contacted to serve. I will however have the opportunity to accept a position or an appointment if contacted by a Zone President/Representative, VP District Administration, LWML-Canada President, or any of the other Vice Presidents on the National level.

D. I have served or am presently serving LWML-Canada in the following offices/committees:

Year(s) \_\_\_\_\_ Office / Committee/Level \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. I would be interested in serving in the following positions, on specific committees, or assisting on a shorter-term project or task.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

F. I have served my congregation in the following areas:

---

---

---

G. My gifts/talents and specific interests include:

---

---

---

H. I have read and understand the LWML–Canada Privacy Policy, the LWML–Canada Commitment to Privacy and the Privacy Protection Pledge

These are found on the LWML–Canada website at [www.lutheranwomen.ca](http://www.lutheranwomen.ca)

I. Signatures required upon submission:

Your Pastor’s signature is required for all levels

Your Zone President’s signature is required for Zone level

Your VP District Administration signature is required for District and National levels

Pastor Name (printed)	LWML–Canada Zone President Name (printed)	LWML–Canada VP District Administration Name (printed)
--------------------------	---	---

_____ Signature	_____ Signature	_____ Signature
--------------------	--------------------	--------------------

\_\_\_\_\_  
Triennium year

\* Further comments may be added below or on the back of this form.



**Lutheran Women's Missionary League–Canada Inc.**

**DELEGATE CERTIFICATION INFORMATION**

**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**

*of Lutheran Church–Canada*

**LWML–CANADA DISTRICT:**

**VP DISTRICT ADMINISTRATION:**

DELEGATE		ALTERNATE
<b>Zone:</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Zone:</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Zone:</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Zone:</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		

*NOTE: Please type or print clearly.*

*VP District Administration to forward to LWML–Canada President and Recording Secretary  
by November 30th of year preceding Convention.*

**DELEGATE CERTIFICATION INFORMATION Cont'd**

**DELEGATE**

**ALTERNATE**

**Zone:**

<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		

**Zone:**

<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		

**Zone:**

<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		

**Zone:**

<b>Name:</b>		
<b>Address:</b>		
<b>City, PC:</b>		
<b>Phone:</b>		
<b>Email:</b>		

*NOTE: Please type or print clearly.*

*VP District Administration to forward to LWML–Canada President and Recording Secretary  
by November 30th of year preceding Convention.*



**Lutheran Women's Missionary League–Canada Inc.**

**TO BRING NEW BUSINESS TO THE CONVENTION FLOOR**



**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**

*of Lutheran Church–Canada*

Name \_\_\_\_\_

Society \_\_\_\_\_

District \_\_\_\_\_

Requests the privilege of the floor for the purpose of making the following "New Business" motion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature of maker \_\_\_\_\_

Signature of Zone President \_\_\_\_\_

Signature of VP District Administration \_\_\_\_\_

Submit to Board of Directors or VP District Administration at least one (1) week prior to the Convention.

This form enables any LWML–Canada member or member of Lutheran Church–Canada to bring an idea, suggestion, or concern before the LWML–Canada Triennial Convention.

Note: Before making a motion on the Convention floor, it must be submitted in writing, duly signed, to the LWML–Canada President.



**Lutheran Women's Missionary League–Canada Inc.**  
**NOMINATION FOR LWML–CANADA BOARD OF DIRECTORS**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**  
*of Lutheran Church–Canada*

I / We hereby nominate:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Society \_\_\_\_\_ Zone \_\_\_\_\_ District \_\_\_\_\_

To the Office of \_\_\_\_\_

Qualifying Positions held \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominated by \_\_\_\_\_

Zone \_\_\_\_\_ District \_\_\_\_\_

I understand the requirements and hereby declare that I meet the qualifications for the Office to which I am being nominated and do hereby agree to serve in this capacity if elected.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

Nominee must complete a *Willing to Serve* form **each triennium** prior to her named being placed on the ballot.





# Lutheran Women's Missionary League–Canada Inc.

## REPORT OF ELECTION OF BOARD OF DIRECTORS

LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA

*of Lutheran Church–Canada*

Place names and votes in the spaces provided.

**Number of eligible voters** \_\_\_\_\_

### **President**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Vice President, Communication**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Vice President, Christian Growth**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Recording Secretary**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Vice President, Christian Mission**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Financial Secretary**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Vice President, Member Development**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Treasurer**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_

### **Vice President, District Administration**

To elect \_\_\_\_\_

Number of votes cast \_\_\_\_\_

Number of illegal votes \_\_\_\_\_



**Lutheran Women's Missionary League–Canada Inc.**  
**STATISTICAL REPORT FROM DATA MANAGER**  
**LUTHERAN WOMEN'S MISSIONARY LEAGUE–CANADA**  
*of Lutheran Church–Canada*

For the Year \_\_\_\_\_

**To be completed and filed by the Data Manager on an annual basis**

**Membership of LWML–Canada Districts (as of January 1st of each year)**

District	1993	1995	1997	1999	2001	2003	2006	2009	2012	2015	2018	2021
ABC	1390	1299	1091	1107	1093	1039	945	922	879	844	506	471
Laurentian	189	189	166	192	192	174	124	151	154	154	82	87
*Man. & Sask.	1128	1095	813	837	530	656	646	646	747	747	569	574
Ontario	1297	1358	1270	1200	1162	1073	1010	955	890	890	715	511
*Ontario Sonset	185	174	162	168	189	159	150	151	-	-	-	-
Totals	4189	4115	3502	3494	3166	3101	2875	2832	2670	2666	1872	1643

*\*Man. & Sask and Ontario Sonset amalgamated as Central District between 2009-2012.*

**Active Societies of LWML–Canada Districts (as of January 1st of each year)**

District	1993	1995	1997	1999	2001	2003	2006	2009	2012	2015	2018	2021
ABC	94	94	92	87	97	87	82	82	80	80	54	52
Laurentian	12	12	12	13	13	13	13	11	12	12	9	8
*Man. & Sask.	60	60	58	59	59	51	49	50	63	59	56	53
Ontario	69	69	70	71	72	69	66	67	64	65	59	49
*Ontario Sonset	14	14	14	14	14	15	14	14	-	-	-	-
Totals	249	249	246	242	255	235	224	224	219	216	178	162

*\*Man. & Sask and Ontario Sonset amalgamated as Central District between 2009-2012.*

**Society Status, Effective December 31st**

Districts	Zone	Active Societies	Disbanded Societies	Individual Members
ABC				
Laurentian				
Central				
Ontario				
Totals				

**Disbanded** in current year \_\_\_\_\_

**New Societies** in current year \_\_\_\_\_

**Mergers** in current year \_\_\_\_\_









6. LWML–Canada may immediately terminate this Agreement in the event it determines in its sole discretion that the Work is not satisfactory and/or the Work is not delivered by the above-noted date, in either case, all copyright in the Work shall revert to the Author/Artist.

This Agreement sets forth the entire understanding between LWML–Canada and the Author/Artist and supersedes any and all prior agreements. The following signatures indicate that the parties agree with the terms of this Agreement.

**Author/Artist**

---

Name

---

Signature

---

Signature of Guardian where applicable

---

Address

---

City

Province

Postal Code

---

Phone

Email

---

Date

**Lutheran Women's Missionary League–Canada**  
(President or one of the five Vice Presidents)

---

Name

---

Position

---

Phone

Email

---

Date

**Copies to:**

- Author/Artist
- LWML–Canada President
- Vice President/Committee Chairman
- Vice President Member Development

## **Appendix A: ADVERTISING RATE CARD**

### **Set-up Charges**

- add 15% to display rate
- no set-up charge for classified ads

### **Classified Advertising**

- 35 cents per word
- 50-word minimum

### **Semi-display Advertising**

Semi-display advertising is text only and has no illustrations, logos or photographs. Suggested classifications include church supplies and services; employment opportunities; nursing and retirement homes; camps and travel.

- minimum: 5 lines of type
- minimum size type: 8
- points
- rate: \$2.00 per line of type

Payments by cheque or e-transfer to LWML-Canada Financial Secretary.

## Appendix B: DEADLINE DATES FOR TAPESTRY

<u>Issue</u>	<u>Submission Deadline</u>	<u>Mailing Date</u>	<u>For Use</u>
Spring	December 1	February 1	Mar., Apr., May
Summer	March 1	May 1	June, July, Aug.
Fall	June 1	August 1	Sept., Nov. Dec,
Winter	September 1	November 1	Jan., Feb., Mar.

If such articles are on a subject that isn't tied into the theme of a particular issue they can be submitted at any time and will be used when there is space. If the subject is time-sensitive, please note that to the Editor-in-Chief.

## Appendix C: DEVELOPING CONVENTION THEME

### BOARD OF DIRECTORS

Undergirding the development of the triennium theme are our mission, vision, and goals.

**Mission:** To equip, motivate and encourage women to grow in God’s Word, and share God’s Son and serve God’s people.

**Vision:** Ignited by the grace of God, members of LWML–Canada are actively encouraging women in the study of God’s Word, so they are passionate in sharing the Gospel through word and deed.

**Goals:** To significantly increase women’s participation in God’s Word; to develop relationships among women; to assist women in developing skills to confidently carry out the mission of the Church (which may change each triennium).

When establishing the convention theme, choose something that can be broken down and explored in more depth over the next 3 years. For example, using the theme “Hold fast to the Word” it is broken down into sub-themes: Women IN the Word; Women OF the Word; Women WALKING with their Lord.

### USE OF THEME AND SUB-THEME

Use of the convention theme begins in the Spring issue of Tapestry (published about Feb.1) in the year of the convention. This serves to make it easier for committees to wind up their work on the previous theme and begin producing materials on the new theme to be available for sale/distribution at the convention. Also, by beginning the new theme prior to the convention, committees can plan beyond the convention to the end of the convention year. This is of great help to the women who will follow them since new personnel are not appointed until late summer. Having some things in place gives them time to get acquainted before moving forward.

Beginning use of the theme in Tapestry prior to convention also encourages members to begin planning to attend, giving them a taste of what is to come.

Below is an example of using the current themes to illustrate the process. Using this outline, the next convention theme needs to be established by Spring 2013 and possible sub-themes by Fall 2013. This allows the editorial working group of the communication committee to plan magazine themes since they publish their first request for submissions under the new triennium theme two issues in advance of its use.

Board of Directors sets

Triennium theme “Hold Fast to the Word” (2012 convention and 2012-2015 theme)  
Spring 2012 (2013)

Board of Directors sets	2012 theme:	2013 theme:	2014 theme:
	Hold Fast to the Word...IN the Word	Hold Fast to the Word...OF the Word	Hold Fast to the Word... Walking with their Lord

Tapestry editors establish themes for 12 quarterly issues of Tapestry that help develop each year’s theme for 2012-2014 (2015-2017).

Committees use overall and 1st sub-theme to develop materials for introduction at the 2012 convention (2018).

## **Appendix D: PURPOSE AND BOUNDARIES OF THE LWML–CANADA RESOURCE CENTRE**

- I. The purpose of the LWML–Canada Resource Centre:
  - A. To provide a central location from which LWML–Canada supplies and materials are available.
  - B. To put the many resources provided by LWML–Canada personnel into the hands of women in Lutheran Church–Canada, resources that:
    1. Enable women to grow and mature in their faith.
    2. Are suitable for use by groups of women.
    3. Are suitable for personal use (by individual women or for giving as gifts).
  - C. To make available materials and promotional items that help members of the League “tell the story” of LWML–Canada.
  - D. To serve as the official home of LWML–Canada.
- II. The purpose within which the Resource Centre will operate:
  - A. Consistency with the doctrine and beliefs of the Church, the purpose of the Resource Centre and the mission and goals of LWML–Canada must be maintained.
    1. In the products sold.
    2. Their promotion/marketing.
  - B. The Resource Centre will operate on sound financial principles, making every effort to cover the cost of its operation over a triennium.
- III. Informal interaction between the resource Centre staff/committees and LWML–Canada personnel will assist in meeting the needs and desires of customers.

### **LWML–CANADA RESOURCE CATALOGUE**

- I. Consult with the LWML–Canada Resource Centre staff to determine what resources should be deleted from the catalogue.
- II. Whenever a new resource is produced send a copy and any other additional information you wish to VP Christian Growth and Resource Centre Chair. A member of the Resource Centre working group will write a description, assign a code and price. The Resource Catalogue is available on the web site, and the intention is to keep it always up to date.

## **Appendix E: QUALIFICATAIONS AND PURPOSE OF RESOURCE CENTRE STAFF**

### **GENERAL DUTIES:**

The Volunteers who serve as staff will manage the Resource Centre duties as prescribed by the Board of Directors of LWML–Canada.

### **DETAILED DUTIES:**

#### **I. Position Relationships:**

##### **A. The Resource Centre staff.**

1. Should be an active member of LCC and an LWML–Canada member.
2. Basic office and computer skills are required.
3. Function as a team consisting of the VP Member Development and her committee, LWML–Canada Board of Directors and the Resource Centre staff.
4. Maintain the privacy of customers by storing their information in a safe manner.
5. Respect the privacy, routine, and property of Lutheran Hour Ministry. The Resource Centre staff is accountable for their own work and reports to the VP Member Development who serves as liaison between the Board of Directors and the Resource Centre.

#### **II. Qualifications:**

##### **A. Resource Centre Manager.**

1. Should be an active member of LCC and a LWML–Canada member.
2. Basic office and computer skills are required.
3. She must demonstrate
  - a) The ability to work independently and maintain a co-operative environment.
  - b) Good organizational skills to efficiently manage the workload in the Resource Centre.
  - c) The ability to relate well to people.
  - d) Commitment and enthusiasm in serving the Lord in this capacity.

##### **B. Resource Centre Assistant.**

1. Should be an active member of LCC and a LWML–Canada member.
2. Basic office and computer skills are required.
3. She must demonstrate
  - a) The ability to work co-operative
  - b) Commitment and enthusiasm in serving the Lord in this capacity.

#### **III. Duties:**

##### **A. Clerical.**

1. Answer the telephone and return calls in a timely manner.
2. Receive and reply to requests/orders for resources by telephone and email.
3. Pack and send orders by Luther Hour Ministries postal service.
4. Record and file orders and invoices.
5. Forward copies of invoices to LWML–Canada Financial Secretary.
6. Prepare resources for sale by coping, pricing, and packaging.
7. Order office supplies.
8. Maintain an orderly office space by organizing resources and supplies.
9. Execute and record an annual inventory count, as of March 31<sup>st</sup> each year.

##### **B. Financial.**

1. Complete invoices and forward with packages and/or email.
2. Forward payments to LWML–Canada Financial Secretary, recording on a summary spread sheet and in conversation with her keep track of payments received.

3. Complete expense voucher with attached receipts/invoices for payment to VP Member Development review and approval, who will forward to President for approval and once approved she will forward to Treasurer for payment.

IV. Communication and Promotion of LWML–Canada:

- A. Communicate with the VP Member Development on a regular basis by email or phone.
- B. Communicate to the VP Member Development for inclusion in her reports to the Board of Directors as information to the various committees responsible for preparing materials.
  1. Frequent requests for types of resources currently unavailable from LWML–Canada.
  2. Resources that are not selling as expected and might be considered for withdrawal from catalogue.
  3. Any other information which will assist in providing materials for the use of LWML-Canada members and others in LCC.
- C. Research new resources or products as requested by VP Member Development.
- D. Attend conventions and gatherings upon request, supplying and selling resource material and stock items as requested by VP Member Development or the Board of Directors.
- E. Co-ordinate volunteers to help meet the needs of the resource Centre and LWML-Canada.

## **Appendix F: GUIDELINES FOR PREPARING MATERIALS FOR LWML—CANADA**

Each Standing Committee has been charged with the preparation of materials for their area of work. Some of these materials may be for programs and training within LWML-Canada and some for use throughout the Church. Materials may be prepared for a variety of media: print, web, audio, etc. They may range from a brief item for Tapestry to a day-long workshop.

Committee members may prepare the material or ask others, both within LWML-Canada and within Lutheran Church-Canada, to contribute.

With such a large range of options there are a number of aspects requiring more detailed notes than are found under the Vice-Presidents and their committees in the forepart of this manual.

### **BEGINNING THE PROCESS OF PREPARING MATERIALS**

#### **I. Determine the needs:**

- A. One of the most important questions to ask when considering the development of any material, whether it is for print or the web, is to ask yourselves “why?” What is this item’s purpose? Does it fit your committee’s overall plan and the overall mission, vision, and goals of LWML-Canada?
- B. Another important question to ask is, “Does anyone need it?” There are a variety of ways to find out, but we caution against using only the members of your committee to determine the answer. You might conduct a short survey with several societies and/or pastors in different parts of the country to help determine some of the needs and make them more aware of the resources we have. The survey can be as simple as a phone call or email and asking a few questions.
- C. Consult with the Resource Centre manager to learn about requests for materials that are not currently stocked.
- D. Review the Program Helps listed in the section of the Resource Catalogue for those categories falling under your area. While there are considerable program helps in some areas, other areas could be more complete.
- E. Brainstorm ways to meet the needs not being met, be creative.

#### **II. Program Helps (section 2 of the Resource Catalogue):**

- A. Devotions, studies, sketches, retreats, workshops, guidelines and the like; are available on Download On Demand (DOD).
- B. Some of our stock was purchased from LWML (US) and, with their permission, has been revised to reflect a LWML-Canada aspect.
- C. Other program helps may be purchased from LWML (US), however some of the American versions require so much revision it is better to produce new resources from scratch.
- D. Please note that only those items which are listed in their program helps section may be used in this way. But, by all means, use other items in their catalogue to spark ideas to research and then produce our own material.

#### **IV. Cost and Marketing:**

- A. Consult with the VP Communications early in the planning stages regarding.
  1. The feasibility of the project (i.e., cost, production concerns, etc.)
  2. The marketability of the resource.
- B. Production of resources is included in the Resource Centre budget. Consultation will be required with the Member Development Committee and the Treasurer, in terms of cash flow when the resource/product can be produced/purchased.

## V. Establishing a timeline and process:

- A. Start work on resources early in triennium. The following must be considered.
  1. Time for research, allow about 3 weeks for a writer to receive, consider and respond to your request; a follow-up phone call may be needed.
  2. Time for:
    - a) Writers to write.
    - b) Typing and editing everything.
    - c) Committee to review and corrections to be made.
    - d) Doctrinal review.
    - e) Re-writing that is required.
    - f) Layout to be done and approved by committee.
    - g) Printing.
    - h) In some cases, distribution.
  3. Consultation time with the Communication Committee re layout and production as well as to plan when advertising should begin and the form it should take.
- B. The following process is suggested but you may establish your own.
  1. Acknowledge all new manuscripts received (both solicited and unsolicited).
  2. Establish a filing system to enable you to keep track of who you have received material from, how to contact them, date received and where any particular item is in the process. For the latter you may consider the following categories: in process, accepted, rewrite requested, not accepted.
  3. See the information on copyright, particularly the author/artist agreement.
  4. Use the timeline suggested above.
  5. Critique the material for content, scriptural accuracy, compatibility with normal practises of Lutheran Church-Canada, form, proper grammar, spelling, punctuation, relevancy, etc. When making changes to the material, keep the “voice” of the author.
  6. Send all manuscripts to the committee’s Pastoral Counsellor for doctrinal review.
  7. If minor adjustments are required, the committee may make them. If major changes are required, the author should be asked to do a re-write, explaining what requires change and why.
  8. When the material is completed and ready for use send a thank you and copy of the printed manuscript to the author.

## WORKING WITH WRITERS

### I. Soliciting manuscripts, illustrations, etc. for specific purposes:

- A. Be specific about the audience for whom they will be writing.
- B. Be specific about the length.
- C. If they are writing a portion of a project, provide them with a description of the whole

### II. Explain to writers that follow up includes:

- A. A phone call within a certain time frame to answer questions and to confirm their answer to accept/decline.
- B. A firm deadline for receiving material.
- C. Three weeks before the deadline a reminder should be sent including a confirmation of the deadline date and the above criteria.
- D. Material received after the deadline may or may not be accepted.
- E. All resources produced by LWML-Canada must go through doctrinal review.
- F. If received manuscript does not fit specified criteria, a re-write should be requested, with explanation of how it fails to meet criteria.
- G. Editing will be done for good grammar, spelling, etc.

- H. Minor doctrinal corrections will be made; request a re-write if substantial doctrinal changes need to be made to allow acceptance of the resource.

### III. Unsolicited Materials:

- A. Acknowledge unsolicited materials. Depending on the source of the material, you will likely need to explain that while the committee will give consideration to its use, it will also have to go through doctrinal review.

## **GUIDELINES FOR REVIEWING WRITTEN MATERIALS**

### I. To facilitate the review:

- A. The Vice President will receive and acknowledge all new manuscripts (solicited and unsolicited).
- B. She may serve as Chair for the following process or delegate it to a committee member.
- C. The Chair shall then set up a file for each manuscript received, indicating the title, name and address of author and date received.
- D. Maintain a list with categories: in process, accepted, rewrite requested, not accepted.
- E. Set up a timeline for the review and use the following process.
  1. She and the rest of the committee shall critique the material for content, scriptural accuracy, compatibility with normal practices of Lutheran Church-Canada, form, proper grammar, spelling, punctuation etc. and relevancy.
  2. All recommendations are received by the Chair who will make any minor adjustments required. If major changes are recommended the Chair notifies the author and asks that suggested changes be approved or re-write done. If the committee determines a manuscript is not suitable, the Chair will notify the author.
  3. Send all manuscripts, except for those turned down by the committee, to the committee's Pastoral Counsellor for doctrinal review.
  4. Using the established timeline, the Pastoral Counsellor will return the manuscript with his comments to the Chair.
  5. If minor adjustments are required, the Chair may make them. If major changes are required, the Chair notifies the author and asks that suggested changes be approved or a re-write done. If the Pastoral Counsellor recommends the manuscript not be used the Chair will notify the author.
  6. If a re-write is done the process must be repeated.
- F. Complete the file referred to in C and list referred to in D with the proper information.
- G. Send with a thank-you letter and a printed copy of the manuscript (program help booklet or other completed resource) to the author.

## **COPYRIGHT**

### I. Author/Illustrator Agreement (see form):

- A. Since no one in LWML-Canada is an employee (in which case anything created in the course of their job would be the property of the employer) we, along with those outside our group who are asked to create something for LWML-Canada use must fill an Author/Illustrator Agreement Form.
- B. Such an agreement is required from each person and for each work. However, having read the information provided by our lawyer we suggest.
  1. That a separate agreement be used for each work when the author/illustrator is not an elected or appointed Director of LWML-Canada.

2. That any elected or appointed board member of LWML-Canada fill out one form for the triennium. That the works they create during their term on the board be listed on that form and that the form be sent to the people listed on the agreement at the end of the triennium. Do not wait until the end of the triennium to begin filling it out. Memory isn't always what we would like, and the agreement might be required during the triennium.
- C. The President or VP Communication may sign on behalf of LWML-Canada. If you have questions regarding the agreement, please contact the VP Communication.

## II. Copyright Act:

- A. A copy of the Copyright Act is available from <http://www.cb-cda.gc.ca/>
  1. Please make yourself familiar with any aspects that pertain to the work of your committee.
  2. If your committee asks someone else to prepare material for them, make it clear that it is their responsibility to provide the proper references for short quotes from someone else's work and to obtain copyright permission where it is required.
  3. While it is their responsibility to do the legwork regarding copyright, review with care all material received to ensure that they have complied.
- B. Please note.
  1. Making a few small "adjustments" to someone else's work also requires permission and acknowledgement. Submitting it as your own is called plagiarism and subject to serious penalty.
  2. Many things published on the Internet do not have proper acknowledgement. Use only with extreme caution.
- C. LWML-Canada personnel who create a work for the organization must also comply with copyright law. It should be the responsibility of the person doing the creating to obtain the proper permission and of the Chair to ensure this is done.

## PUBLISHING

- I. Discuss any planned manuscript/work with the VP Communication and Editor-in-Chief of the Communication Committee in the early planning stages to begin the production process:
- II. Send approved manuscript/work to the Editor-in-Chief for production and publishing:
- III. Format of content provided:
  - A. Text
    1. If at all possible, provide all text hard copy, on a disk or via email.
    2. Use a word processing program, not a layout program such as Publisher.
    3. A thumbnail sketch and description of how you visualize the completed item would be helpful. If you have the software Publisher and want to do a sample layout that is okay, but it must be provided as a PDF or on paper and the text as a word processing file.
    4. Use only one space between sentences.
    5. Use bold and italics for emphasis, not underline.
    6. Use all caps very, very sparingly or not at all.

7. LCC and LWML-Canada use a particular style (i.e., Canadian spelling, not American). “The Canadian Style: A Guide to Writing and Editing” by Dundurn Press, “The Elements of Style” by William I Strunk, Jr. and E.B. White and “Editing Canadian English, 2<sup>nd</sup> Edition” published by Macfarlane Walter & Ross for the Editors Association of Canada are all good sources. Also “Canadian Paperback Dictionary” by Collins Gage is helpful.

B. Graphics.

1. Do not insert the graphics into a document to send.
2. Send them attached to your email or on CD in their original format, (i.e., tif, jpg, etc.)

C. Photos

1. Actual photos are best. They will be returned to the owner upon request.
2. Digital photos printed with a home printer cannot be used but digital photos are acceptable.
3. Digital photographs should be taken at the highest resolution/largest size possible.
4. Do not insert digital photos into a word processing document. Send them in their original format (see note under graphics).
5. Scanned photographs need to be at least 200 dpi (dots per inch), 300 dpi is best and should be at least the size they will be used. If they may be cropped the size needs to be larger. To keep file size down for sending by email, keep the JPG format.
6. Identify the people and describe the action, etc.
7. Should you have questions contact Editor/Publishing Chair.

## **Appendix G: LWML—CANADA PROTOCOLS FOR THE OFFICE OF TREASURER**

*\*It is important to be sure these protocols are included with the information passed to newly elected Treasurer and a copy to Financial Secretary.*

\*Ratification meeting held immediately after the Convention has adjourned. At this meeting a letter, under LWML-Canada letterhead, identifying the newly elected Treasurer from the minutes of the Convention, along with a copy of the minutes must be signed and taken to the proper financial institute. (In the current case, CIBC). The letter does 2 things, establishes the new signing authority, and gives notice that the outgoing Treasurer's signing authority ends.

The listing of the newly elected Officers along with the minutes of the ratification meeting, giving names and position as newly elected signatories. Letter needs to contain the signature of the Treasurer and the 2nd signing authority. (Article 9.07b). A Financial Institute Account Manager needs to witness the changes (CIBC Bank).

Copies of IDs of the newly elected Officers is needed for the Bank. Second copy to the Secretary and third copy to the Treasurer.

### **Gifts for Growth**

LWML Canada supports 2 Seminary Students each year in September. One student from each Seminary is selected by the Seminary Presidents and the name and address is provide to LWML- Canada President. A gift of \$500 is given to a Student from Concordia Lutheran Seminary, Edmonton, AB and one from Concordia Lutheran Theological Seminary, St. Catherine's, ON. The LWML-Canada President notifies the Treasurer, and a voucher is prepared, and a cheque written and sent with a letter to the recipient.

The cheque and letter are to be received by the student no later than October 31 each year. The funds to support this outreach is from the Gifts for Growth investments. In September a request to release \$1,000 is sent to the Lutheran Foundation to the Attention: Executive Director Gift Coordinator Western Region. This maybe done via email which is cc'd to LWML-Canada President. (See request for withdrawal form). Received withdrawal is sent to Financial Secretary for deposit in LWML-Canada Bank Account.

Gifts for Growth dollars may also be used for member education, such as development of Seminars and Retreats. The dollars that support the Investment are realized from the Honorariums and Memorial gifts that LMWL-Canada receives from the membership and other supporters. Gifts for Growth has a limited ceiling, meaning that the principle may not be less than \$50,000.

### **Flexi GIC**

This GIC is currently held with CIBC. Withdrawals maybe made at any time with the consent of the Board of Directors. The Investment is for the security of LWML-Canada and unbudgeted expenses. Deposits are made from time to time, as unsolicited revenue is received. Deposits are made at the direction of the Board of Directors and maybe earmarked for a specific purpose. Most deposits are gifts that are usually dollars from unsolicited donors such as bequeathments and other undesiganted gifts.

## Banking and Bank Statement

From Online Banking information print monthly current bank statement. So that both Treasurer and Financial Secretary are dealing with the same report and the same numbers. A copy of the bank statement should be scanned and sent to the Financial Secretary. This must be done as soon as possible at the beginning of each month, usually within the first week.

Submissions of dollars received as memorials or honor gifts must be reported quarterly from the Financial Secretary. A voucher is written to reflect the reported dollars, signed by President, a cheque written to Lutheran Church Foundation and sent to LCC in Winnipeg.

Annual filing fee of \$40 (may change) to register LWML-Canada Inc. with the Manitoba Government. Form is usually sent to Treasurer, a voucher written and sent for President's signature, cheque written and sent to Government of Manitoba, Ministry of Finance, Winnipeg. This deadline is April 30 of the current year.

## GST and T3010

There are Federal Government Forms for GST (GST34) and a charity/not for profit form called T3010.

\*GST is claim at 50% if the total GST that has been charged. (See Calculation Below). The balance is considered as expense to LWML-Canada.

\*GST rebates must cover 6 months of information. The claim dates are from April 1 to September 30 of same year, send to CRA by November 1. The second claim for the year covers the period of October 1 to March 31 of the same fiscal year, send to CRA by June 1. Be certain to back check to the previous claim that has been paid.

**To calculate 50% GST** (example will use 7% BC Prov Sales Tax)

Cost of purchase	\$100.00	
5% GST	5.00	50% of GST = \$2.50 which is the claim LMWLC will make
7% PST	<u>7.00</u>	CRA
Total Cost	\$112.00	

Voucher Posting will be as follows: LMWL-Canada expense \$109.50 GST Rebate \$2.50  
Cheque total is \$112.00

## To Find GST from a HST total

Cost of purchase	\$100.00	Calculation for GST Expense
HST@ 12%	<u>\$12.00</u>	Original cost of purchase \$100.00
Total Cost	\$112.00	GST at 5% \$5.00
		Balance of Taxes (\$12-\$5) <u>\$7.00</u>
		Total Cost \$112.00

Now consider the breakdown of GST at 50% to \$2.50 and post as per first example.

## T3010

The T3010 is a long form of reporting the annual business of the Charity (LWML-Canada) to CRA (Canada Revenue Agency)

The year follows the fiscal year of LWML-Canada, April 1 to March 31. The report must be completed and sent to CRA no later than 6 months after the year end. Must be received by CRA by that date. Included in that report is the Financial Report broken down as per their itemized request, as well as LWML-Canada Annual Revenue and Expense Report and Financial Position Report. A description of the operation of LWML-Canada, list of Board of Directors along with

addresses and birth dates must be included in the Report. The Forms for the report maybe printed from the Federal Government Website.

## **Appendix H: LWML—CANADA Protocols Policy for “The Gifts for Growth Fund”**

### **I. HISTORY**

- A. This policy was adopted by LWML-Canada General Council in meeting on June 10, 2011 by email vote which combined “old” Memorial Fund and the Mission Service Fund. The “new” Fund was effective as of August 15, 2011. It is allowed that changes to this policy may be made by a mandate of the General Council at a regular called Council meeting by a simple majority vote.

### **II. THE FUND:**

- A. Shall be called Gifts for Growth.
- B. Is mandated and administered by the Agreement between LWML-Canada and the Lutheran Church Canada Financial Ministries as of August 15, 2011
- C. Shall be and remain an open-ended fund capable of receiving and administrating and dispersing gifts of money Christian Education of LMWL-Canada members and LCC Seminaries
- D. At no time should the withdrawal encroach on fifty-thousand dollars (\$50,000) of the initial deposit. The non-encroach able amount may be increased at any time.
- E. Funding for Gifts for Growth will be realized from Honorariums and Memorials gifted to LMWL-Canada from membership and the Church at large.

### **III. The purpose and objective of the “Gifts for Growth Fund” shall be:**

- A. For the benefit of Concordia Lutheran Seminary in Edmonton, Alberta and Concordia Lutheran Theological Seminary in St. Catharines, Ontario of the Lutheran Church Canada, to assist a bona fide student at each seminary. The choice of the student shall be at the discretion of each of the Seminaries. The amount shall be five hundred dollars (\$500) per Seminary paid annually by the last day of September. The LWML-Canada President will invite the Seminary President to put forward the name of the student to receive the Gift. Payment will be made by LWML-C Treasurer upon receipt of LWML-C voucher from the President.
  1. In the event that the funds are not needed to assist seminary students, the LMWL-Canada Board of Directors may determine how these funds may be utilized most effectively for other church workers of Lutheran Church Canada.
  2. In the event that either of the Seminaries cease to exist or severs its affiliation with Lutheran Church Canada, the benefits of money available for distribution shall be awarded to students at the remaining seminary. In the event that both Seminaries cease to exist or sever their affiliation with Lutheran Church Canada further support for seminaries will be determined by LWML-Canada
- B. For the benefit of women of the Church for production and promotion of special resources and preparation of programs: continued provision of leadership and outreach programs.
  1. In the event that the funds are not needed for programming and/or training, the Board of Directors of LWML-Canada will determine how these funds are to be utilized most effectively or may be turned back to the Fund.

### **IV. In the event that LWML Canada was to cease to exist as a registered charity in Canada, the Board of Directors in place will make a one-time decision on the use and management of the Fund.**

### **V. Consideration for future expansion of support**

- A. From time to time the Board of Directors may revisit policy/protocols for the managing of the Fund. This expansion of support would always be viewed under the directive of education for members of LWML-Canada, Lutheran Church-Canada and the Seminaries. The expansion of support would be in conjunction with advice from Lutheran Church-Canada Financial Ministries.

## **Appendix I: LWML—CANADA Policy for “Flexi-GIC”**

### **I. HISTORY**

- A. The original investment in the form of a GIC (Guaranteed Investment Certificate) was established in May 2017 for a term of 18 months. The initial investment funds were realized from the surplus of dollars from donations and a few mites that had accumulated over the previous years. The reason for establishing a GIC was to earn interest for LWML-Canada. Because it was a term deposit, there was no ability to withdraw funds without losing accumulated interest revenue.
- B. After research, it was decided by the Board of Directors to change the investment to a Flexi GIC to enable LWML-Canada withdrawal privileges after first 30 days of investment. This made the dollars more readily available to work for LWML-Canada.

### **II. THE FUND**

- A. Shall be called: Flexi GIC
- B. The GIC is administered by the Board of Directors passing motion(s) to invest and withdraw as cash flow dictates.
- C. Shall be a fund capable of receiving and administering and dispersing of money to support the day-to-day operations of LWML-Canada. Board of Directors will determine how much and when withdrawals are to be made.
- D. Funding for the Flexi GIC will be realized from large donations made to LWML-Canada from estates, personal donations and any surplus that maybe realized from time to time. All of these investments will be made under the advisement of the Board of Directors as per Financial Reports.
- E. The term of the fund will be reinvested annually. It will adhere to current bank interest rates. Current annual term is May 21 to May 22.
- F. Is currently held with Canadian Imperial Bank of Commerce (CIBC).

### **III. The purpose and objectives of the Flexi GIC**

- A. The investment is for the support of the day-to-day operations of LWML-Canada.
- B. A dollar amount may be a line item to bring a proposed budget to balance.
- C. Dollar amounts of a certain donation may be designated for an unrealized expense that the League may want to undertake. This would be at the discretion of the Board of Directors with a special motion.

## Appendix J: Writing for the Web

### I. Webmaster:

- A. The Internet Chair of the Communication Committee is overseer of the Webmaster as well as all social media postings.
- B. The task of the Webmaster involves putting together the web pages of the site in an attractive and easily used manner, editing the content received and posting to the web site.

### II. Content:

- A. Providing up-to-date content in a “close to ready-to-use format” is the responsibility of committees and others whose information/materials are on the site.
- B. While we want to post some things on the site for download, it is good to remember that we also need to sell resources to help cover the cost of operating the resource Centre. Also, there are a number of societies who cannot access materials in this way.
- C. When writing for the web, think of looking at a room through a keyhole. You can only see part of the room at a time. While some may come to our web site via the Home Page others who use a search engine or the URL for a specific page won't have seen the Home Page or any steps in between so that page has to be able to stand on its own.

### III. Review:

- A. Any LWML-Canada personnel, but particular standing committees, are asked to review the site regularly – at least twice a month – for any updates required – large or small.
- B. For further assistance writing for our web site, consult with VP Communication and the Internet Chair.

## **Appendix K: LWML–CANADA Mission Project Policy/Guidelines**

I. Mission grant proposals can be submitted by: A. Any individual LWML–Canada member, society or zone. B. Lutheran Church–Canada (LCC) synodical boards including the LCC Mission

Committee. C. Organizations who are part of the LCC Family through a Memorandum of Understanding with LCC.

II. Grant proposals may focus on one or more of the following but in each case, they are to have a mission emphasis: A. People

B. Programs

C. Christian Materials

D. Bricks and Mortar

III. What makes a grant clearly have a mission emphasis? The grant proposal shall: A. Extend the ministry of the Word and extends God’s kingdom.

B. Communicate the Word of the Gospel, providing the opportunity for non-believers to hear the Good News of Jesus Christ.

C. Be in harmony with the mission plans and objectives of Lutheran Church–Canada.

IV. Mission Grant Approval: A. Mission grant proposals are reviewed by the Christian Mission Committee.

B. Mission grant proposals are then typically reviewed by the Selection Committee that consists of Christian Mission Committee, LWML–Canada President, LWML–Canada Pastoral Counsellors and LCC Director of Missions.

C. All approved mission grant proposals are included in the mission grant ballot at convention.

V. Mission Opportunity Grants: A. May be established for requests that arise between conventions for mission needs.

B. The same guidelines described above apply to mission opportunity grants.

C. After review by the Christian Mission Committee, LWML–Canada President, LWML–Canada Pastoral Counsellors and LCC Director of Missions, mission opportunity grants are submitted to the LWML–Canada Board of Directors for approval.

VI. Payment of Approved Grants: A. Request for payment of mission grants is submitted to the Christian Mission Committee.

B. Payments are made in consultation with the LWML–Canada Treasurer in regards to availability of funds.

C. Upon the approval of LWML–Canada Board of Directors, voucher is submitted to LWML–Canada President for signature of approval who then forwards to LWML–Canada Treasurer for payment.

More details and applicable forms are available on the LWML–Canada website. Any questions can be addressed to the Vice President of Christian Mission.

## **Appendix L: Offerings at LWMLC Zone and District Events**

LWMLC encourages all Zones and Districts to host events that encourage and support all ladies, especially those who are members of LCC congregations, to Grow in God's word, Serve God's people and Share God's son.

### **I. Costs**

The host of these LWMLC Zone or the District events is expected to cover the full cost of the event such as guest speakers, food, venue etc.

These costs can be covered by charging a registration fee or taking an offering from each participant for this purpose.

#### **I. LWMLC support**

LWMLC supports these events and as such may provide partial assistance to Districts that are unable to fully cover the cost of an event. Prior approval for this support must be requested by the Vice President District Administration in writing prior to the event by providing the estimated budget of revenue and expenses for the event to LWMLC President and Treasurer.

#### **II. Supporting the LWMLC Mite Program**

LWMLC encourages an offering be taken at the Zone or District event to support the Mite Program of LWMLC.

This offering is to be forwarded to LWMLC Financial Secretary with a copy of the LWMLC Remittance Voucher effective April 1, 2022. A copy of the remittance voucher can be found on the Giving page of the LWMLC website ([lutheranwomen.ca](http://lutheranwomen.ca)).

LWMLC Financial Secretary can receive funds by Cheque, E-Transfer or Credit Card. Credit Card payments are not recommended due to the cost to LWMLC, however if this is your best alternative we will accept.

Submission procedures are outlined on the remittance voucher.

Questions? Email [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca)