

JOB DESCRIPTIONS FOR OFFICERS AND BOARD MEMBERS (as stated in our Constitution and Policy Statement)

PRESIDENT

1. Preside at all conventions of the synodical women's organization and meetings of the board and executive committee.
2. Ensure that the constitution and by-laws of the synodical women's organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for;
3. Be an ex-official member of all committees of the synodical women's organization except the Nominating Committee.
4. Submit a report to each regular convention of the synodical women's organization concerning her work, with observations and recommendations affecting the synodical women's organization as she may deem important.
5. Serve as liaison with the churchwide women's organization and attend the meetings of the Conference of Synodical Presidents;
6. Represent the synodical women's organization at, or appoint representatives to inter-Lutheran and ecumenical associations and councils in which the organization participates; and
7. Serve as a representative to the Synod Council or appoint a representative.
8. Due to the advances of technology it is optimal for the president to be computer literate.

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VICE PRESIDENT

1. Act in absence, disability or resignation of the president. She shall assume the duties of the president until the vacancy is filled by the board of the synodical women's organization at its next regularly scheduled meeting.
2. Perform such other duties as requested by the president or the board; and
3. Provide for the duties of Historian for the organization (*from the SW MN SWO Policy Statement*).
4. Due to advances in technology it is optimal that the vice president be computer literate.

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SECRETARY

1. Be the secretary of the board and the executive committee of the synodical women's organization;
2. Be responsible for recording and distributing minutes of the synodical convention, the board and the executive committee;
3. Give the units notification of the regular convention at least three months in advance and of a special convention at least one month in advance;
4. Keep a correct register of the roll of the units along with the names of the officers of these units;
5. Secure from the units such reports as from time to time may be required;
6. Perform such other duties as the board may from time to time direct; and
7. Provide for the gathering and preserving of historical records and documents;
8. Post the Board approved Board meeting minutes on the SW MN SWO website so that interested individuals may view them.
9. Send executive committee minutes to the SW MN SWO Board;
10. Compile a list of current conference officers and prepare a booklet for distribution at the Leadership Event held in the fall.
11. Due to advances in technology it is optimal for the secretary to be computer literate.

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TREASURER

1. Provide for the keeping of all records and be accountable for all funds;
2. Be responsible for disbursing funds in accordance with the financial policies of Women of the ELCA and the budget of the synodical women's organization; and
3. Present a complete report, including an accounting compilation or review to the synodical women's organization convention and an interim report to each board and executive committee meeting.
4. Due to advances in technology it is required for the treasurer to be computer literate and have knowledge of bookkeeping skills.

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BOARD MEMBER

1. Transact necessary business and make programmatic decisions between Conventions.
2. Set policies required for effective and efficient functioning.
3. Supervise and coordinate the work of all committees that the Board may appoint.
4. Identify Board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.
5. Determine the time and place of each Convention.
6. Prepare the proposed agendas, rules of procedure and program for adoption by each Convention.
7. Report its actions to each regular Convention.
8. Recommend the budget to the regular Convention.
9. Fill vacancies in the Offices and Board membership until the next Convention.
10. Determine the fact of the incapacity of an officer or board member to perform her duties and determine if she shall be removed from her office in accordance with the policies and procedures of the churchwide Executive board. For removal of an officers or board member, a two-thirds vote of the total board shall be requires. A mail vote shall not be used to effect the removal of an officer or board member.
11. Act as Constitution and By Laws committee. Whenever a synodical women's organization proposes to amend its constitution and bylaws, the board of this organization shall submit prior to September 15 or February 15 the proposed amendments to the churchwide Executive Board for review and action.
12. Act in such other matters as may be delegated to it by the convention of the synodical women's organization.
13. Each SW MN SWO officer and board member (excluding the President) shall be liaison to a Conference within our Synod. Liaison's shall be matched to the Conference by the Board and follow procedures as listed on the "POLICY STATEMENT FOR SYNOD LIAISON TO CONFERENCE" (*as quoted below*):
 - A. The Synod liaison to your Conference should be notified and invited to all your Conference Board meetings. She will share ideas, but has no vote.
 - B. Your Conference minutes should be sent to the Synodical President, Secretary, your Synod liaison, and Editor of *THE COMMUNICATOR*.
 - C. Your Synod liaison should be at your Conference Gatherings and be given the time to bring greetings and pertinent information from the Synod Board to your Conference women.
 - D. Your Synod liaison will bring relevant information about your Conference back to the Synod Board.
14. There will be approximately 4 to 6 Synod Board meetings a year.
15. Each Board member will serve on one of the Mission Committees of her choice: Mission Action (Stewardship), Mission Community (Justice) or Mission Growth (Discipleship).
16. Due to advances in technology it is optimal for the Board member to be computer literate.