

## IED Procedure Manual

- 1) Membership
  - a) Formation of a new IED group
    - i) A formation form is secured from the District Website
    - ii) The form shall be completed, signed by Pastor and sent to the IED President
    - iii) The application is presented to the BOD for confirmation
    - iv) Record forms will be sent to the group
    - v) Welcome letter will be sent to the group (A commemorative Certificate of membership is available upon requires.
  - b) Dissolution of a group:
    - i) A group wishing to disband will notify the district president in writing
    - ii) In the event of a church closure, the associated group(s) will automatically be disbanded.
  - c) Formation of a new Zone
    - i) By mutual consent of all parties concerned a petition shall be drawn up and sent to the BOD
    - ii) After consideration and approval by the BOD the new zone may be formed.
    - iii) The zone concerned shall proceed to organize: call a meeting, elect officers, write bylaws and become an official zone of the IED.
    - iv) The zone shall conform to the LCMS circuit lines as nearly as possible.
- 2) Elected Officers (President, VP Christian Life, VP Communication, VP Gospel Outreach, VP Human Care, VP Organizational Resources, Financial Secretary, Recording Secretary, and Treasurer)
  - a) General Duties of all Elected Officers
    - i) May perform the duties of President in the absence of, or at the request of, the President
    - ii) Attend all Executive Committee and Board of Directors meetings
    - iii) Serve as department coordinator
    - iv) Encourage each member of the department to become familiar with applicable sections of the IED Procedures Manual
    - v) Plan for and preside at departmental meetings
    - vi) Review IED Procedures Manual each biennium ( or more frequently at the request of the Vice President of Organizational Resources and Board of Directors) and make necessary changes
      - (1) Ensure departmental committees review applicable sections of the Procedures Manual and make necessary revisions
      - (2) Forward all changes to the VP of Organizational Resources
    - vii) Oversee Convention activities for the department
      - (1) Serve as liaison between the Board of Directors and departmental committees for convention assignments
      - (2) Ensure all departmental assignments for the convention are carried out by the committees as assigned by the President and Board of Directors
  - b) Duties Specific to the President
    - i) Preside at conventions of the IED and at all meetings of the Board of Directors and Executive Committee. Responsible for appointing departmental committees, appointed personnel and special committee with approval of the Board of Directors

- ii) Encourage each officer (elected and appointed) to become familiar with all sections of the Bylaws pertaining to one's position
- iii) Set date and site for Board of Directors and Executive Committee in consultation with Meeting manager
- iv) Prepare official call and agenda for meetings
- v) Appoint all Departmental Committees and Appointed personnel, with approval of Board of Directors
- vi) Prepare convention agenda
- vii) Receive notification from zone presidents of new groups wanting membership
- viii) Received notification from zone presidents of groups wanting to disband
- c) Duties specific to VP of Christian Life (The Christian Life Department may include the Christian Life Committee. Other committees may be added as appointed by the President and approved by Board of Directors)
  - i) Encourage IED members to submit original program resource materials, receive same, submitting to IED Pastoral Counselors for approval, and see that the resources are available for IED usage
  - ii) Oversee all activities of the Christian Life Committee
    - (1) Review all materials and promote all LWML resources being published by committee
    - (2) Publish information to zones and groups in the IED Alive
    - (3) Oversee LWML store
- d) Duties specific to VP of Communications (The Communication Department may include the Archivist-Historian, Public Relations Director, Newsletter Editor, and Webmaster. Any other positions may be added as appointed by the President and approved by the Board of Directors.)
  - i) Oversee all the activities of the Archivist-Historian
    - (1) Appointed by the President, with approval of the Board of Directors, for a term of two (2) years and may be reappointed
    - (2) Keep a record of all pertinent items and happenings of IED
    - (3) Submit a biennial report to the IDE LCMS Archives, IED President, and LWML Archives
    - (4) Attend Board of Directors meeting serving in an advisory capacity
  - ii) Oversee all activities of the Public Relations Director
    - (1) Appointed by the President, with approval of the Board of Directors, for a term of four (4) year appointment, serving the last two (2) years as Newsletter Editor; assuming duties in January of the next even numbered year
    - (2) Attend Board of Director meetings in an advisory capacity
    - (3) Assist the Newsletter Editor in preparing the IED Alive newsletter
    - (4) Send occasional articles concerning LWML, i.e., conventions, rallies, etc., to the IDE LCMS Newsletter and appropriate LCMS and secular publications
    - (5) Prepare LWML displays in IED as needed
    - (6) Publicize LWML new within IED
    - (7) Serve as a link between group, zone and national public relations committees
    - (8) Arrange radio/television interviews and coverage
  - iii) Oversee all activities of the Newsletter Editor

- (1) Create and distribute yearly outline including selecting the themes for each issue
- (2) Attend BOD meetings as a reporter
- (3) Prepare reports for BOD meetings
- (4) Member of IED Convention Steering Committee
- (5) Take calls and answer emails when questions arise
- (6) Prepare four issues of the *Alive* each year
  - (a) Send reminder email a week ahead of news deadline to the BOD to make sure everyone that needs to contribute knows and remembers
  - (b) Compile all news submitted and ask for missing information to be submitted
  - (c) Proof all material and send along to the President, VP of Communication and Assistant Newsletter Editor to proof as well
  - (d) Ask for help from the Assistant Editor as needed
  - (e) Create issue outline and submit to Print Express with all materials
  - (f) Work with Print Express to review proofs
  - (g) Send proof out to President, Financial Secretary, Pastoral Counselors, VP of Communication and Assistant Editor for final proof and review
  - (h) Make final edits with Print Express and send to print
- iv) Oversee all activities of Webmaster
  - (1) Appointed by President, with approval of the Board of Directors, in even numbered years for a term of two (2) years and may be reappointed
  - (2) Maintain the Facebook and IED website
- v) Oversee Technology/Communication committee- need details
- vi) Conduct all the official correspondence of the IED, subject to the approval of the President
- vii) Create and, update as needed, master directory of all IED Board of Directors, Departmental Committees, Appointed Personnel for internal use
- viii) Distribute for signature the Code of Ethics and Conflict of Interest and Confidentiality Agreement forms to all those involved in the BOD
- e) Duties specific to Vice President of Human Care (The Human Care Department may include Human Care committee. Other committees may be added as appointed by the President and approved by Board of Directors.)
  - i) Encourage participation in mission service activities and maintain a list of mission opportunities
  - ii) Oversee Human Care committee
- f) Duties specific to Vice President of Gospel Outreach (The Gospel Outreach Department may include Mission Grants Committee, Student Aid Committee, and Endowment Fund Committee. Other committees may be added as appointed by the President and approved by Board of Directors.)
  - i) Oversee Mission Grants committee
    - (1) Forward mission grants proposals to committee at least (2) months prior to Mission Grants selection committee
    - (2) Encourage production of materials and programs to raise awareness of mission grants and the need for uplifting these programs with prayer and mite offerings

- (3) Review and approve all products/programs
  - ii) Oversee Student Aid Committee
  - iii) Oversee Endowment Fund Committee
- g) Duties specific to Vice President of Organizational Resources (The Organizational Resources Department may include Structure Committee and Member Development)
  - i) Vacancy President
    - (1) In the event of any emergency or unexpected vacancy in the office of the President, fill the temporary vacancy until the President is able to resume her duties or until the Board of Directors meet to elect a new President
  - ii) Oversee activities of Structure Committee
    - (1) Become familiar with the IED Bylaws
    - (2) Submit IED Bylaws changes proposed by the committee to the EC and BOD
    - (3) Keep up-to-date on all proposed changes in zone bylaws
    - (4) Proofread IED bylaws before publishing and distribution
  - iii) Oversee Member Development committee
    - (1) Encourage committee members to develop resources for seeking, developing and supporting all women to participate in LWML
    - (2) Encourage use of the LWML website
    - (3) Assist the committee in promoting and gathering applications for YWR at LWML and IED conventions
    - (4) Assist committee with special programing for YWR at Convention
  - iv) Submit proposed amendments of the IED bylaws to the BOD for approval
  - v) Submit approved proposed amendments to LWML Structure Committee for review and suggestions
  - vi) Present proposed amendments to BOD and delegates at biannual convention
  - vii) Make copies of current IED bylaws available to all groups
  - viii) Maintain a file of the current Zone bylaws for each Zone in IED
  - ix) Maintain Procedures manual
- h) Duties specific to Financial Secretary
  - i) Collect, count and deposit all money received for IED
  - ii) Remittance shall be accompanied by vouchers supplied by Financial secretary to each group treasure
  - iii) Send this information to Treasurer
  - iv) Report donors and honorees for all memorials twice yearly in the IED Alive
  - v) Send and acknowledgement to the sender, or family involved, of all memorial contributions received by the IED
  - vi) Have the books reviewed prior to Convention by a competent person(s) approved by the BOD
  - vii) Maintain authorized user status of accounts with financial instiution to sign checks in the case of an emergency.
- i) Duties specific to Recording Secretary

- i) Record and distribute minutes of EC, convention and BOD meetings. These minutes will be reviewed by two (2) BOD members, appointed by President
  - ii) Compile BOD reports prior to the meetings and provide to webmaster to post on secure website.
  - iii) Receive credentials of certified delegates and alternates prior to convention
  - iv) Record and submit any changes to Convention registrar
- j) Duties specific to Treasurer
  - i) Be authorized to sign checks in an emergency
  - ii) Review and prepare budget
- k) Pastoral Counselors
- 3) Departmental Committees (The Departmental committees may include Structure, Christian Life, Endowment Fund, Human Care, Member Development, Mission Grants, Student Aid, and Technology/Communication)
  - a) Structure Committee
    - i) Zone president appointed for a term of one (1) year by the President, with the approval of the BOD. The Pastoral Counselors shall serve in an advisory capacity
    - ii) Receive and examine all Zones' proposed bylaw amendments and approve those not in conflict with the object and polices of IED
    - iii) Examine IED bylaws biennially, in the odd numbered years, and prepare proposed amendments for submission to the membership after approval by the BOD and LWML Structure committee
  - b) Christian Life Committee
    - i) Three members whose three (3) year appointments shall be staggered
    - ii) Each member of the committee shall serve as chairman in her third year
    - iii) A new member will be appointed in the fall by the President, with the approval of the BOD. This appointment will take effect the following January
    - iv) Attend BOD meeting in advisory capacity
    - v) Encourage and assist in training of individuals as kingdom workers through its chief object mission inspiration, mission education, and mission service
    - vi) Encourage and promote participation in Christian Life activities at the district, zone and group level
    - vii) Promote the use of variety of media
    - viii) Promote the use of skits, retreats, programs, and other written materials created and published by the LWML or those approved by the Pastoral Counselors
    - ix) In charge of the LWML store- inventory and sales of merchandise during various district functions
  - c) Endowment Fund Committee
    - i) Three (3) Zone presidents- two which are members of the Student Aid Committee. All appointed for a one (1) year term by the President with the approval of the BOD
    - ii) Meet quarterly as needed, or at least once a year

- iii) Receive, account for, and invest gifts, bequests, and contributions from individuals, firms, or corporations, in money, securities, or in other forms of property in accordance with the “Prudent Man Rule”
- iv) Rely on the advice of the LCMS Foundation’s Gift Planning Counselor and his/her staff as to the acceptability of gifts
- v) Ensure receipts are sent to donors as soon as possible using IRS approved wording
- d) Human Care Committee
  - i) Two (2) Zone presidents appointed for a term of one year by the President and approved by BOD
  - ii) Research, suggest and promote Human Care projects for the district, zone and groups including ingathering projects during various functions
  - iii) Assist in preparation of a Human Care display for the convention
- e) Member Development Committee
  - i) Three (3) members whose three (3) year appointments shall be staggered
  - ii) Each member of the committee shall serve as chairman in her third year
  - iii) A new member will be appointed each fall by the President with the approval of the BOD
  - iv) Appointments shall take effect the following January
  - v) Develop and distribute member development information to groups, encouraging them in the continued use of programs to improve group functioning and enhance lead development
  - vi) Encourage and received applications from YWRs for the IED and LWML conventions
  - vii) Review and make recommendation to BOD on applications accepted for the IED and LWML conventions
  - viii) Put together special programing for the YWRs attending the IED convention
  - ix) Assist the YWRs at the IED and LWML conventions
  - x) Conduct seminars and training sessions at the district, zone and group level as requested
- f) Mission Grants Committee
  - i) Two (2) zone presidents appointed for a term of one (1) year by the President, with the approval of BOD
  - ii) Establish guidelines for mission grants proposals
  - iii) Grant proposals shall be sent to the VP of Gospel Outreach, following the Mission Grants Committee guidelines
  - iv) Mission Grants Committee chairman shall send a copy of each grant proposal to the President, the two (2) members of the Mission Grants Committee and the two (2) Pastoral Counselors at least two (2) weeks before the committee meets
  - v) Qualified grant proposals (See Article XVI Section F) accepted by the committee are sent to the IDE LCMS President for his signature
  - vi) The qualified grant proposals shall then be presented to the BOD for discussion and approval
  - vii) The grant proposals accepted by the BOD, with the approval of the IDE LCMS Office, shall be published prior to the IED Convention in the IED newsletter and also in the IDE LCMS publication

- viii) Prepare mission grant ballots for the IED convention
- ix) Individuals or organizations receiving funds allocated at the IED Biennial Convention may not appear on the ballot at an ensuing convention for identical proposals. This restriction shall not apply to ongoing Student Aid grants
- g) Student Aid Committee
  - i) Two (2) zone presidents appointed for a term of one (1) year by the President, with the approval of the BOD
  - ii) Establish guidelines for the Student Aid requests with the approval of the BOD
  - iii) Receive, review and recommend requests for tuition assistance
  - iv) Oversee the disbursements of scholarship funds and correspond with recipients
- h) Technology/ Communications Committee
  - i) ??
- 4) Appointed Personnel (The appointed personnel may include members of Communication Department, Parliamentarian, Speakers Bureau Coordinator, Short-term Mission Coordinator, Heart-to-Heart Coordinator, Retreat Chairman or Co-Chairman, Meeting Manager and District Registrar)
  - a) General Requirements
    - i) Member of LWML
    - ii) Become familiar with all sections of the Bylaws pertaining to one's position
    - iii) Appointed by the President to a term of two (2) years and eligible for reappointment
    - iv) Attend meetings as advisory member
    - v) Responsible to the President
  - b) Duties Specific to Parliamentarian- need more details
    - i) Advise the presiding officer in responding to points of order and parliamentary inquiries.
    - ii) Generally provide advice on conducting the meeting according to the rules – bylaws and Robert's Rules of Order Newly Revised.
    - iii) Track speaking time during convention when such is specified and limited.
  - c) Duties Specific to Speakers Bureau Coordinator
    - i) Promote mission education
    - ii) Submit proposed speakers to one of the Pastoral Counselors for approval
    - iii) Maintain an approved list of speakers available for rally/workshop presentations
  - d) Duties Specific to Short-Term Mission Coordinator
  - e) Duties Specific to Heart-to-Heart Coordinator
  - f) Duties Specific to Retreat Chairman and Co-Chairman
    - i) Surplus funds from Fall Retreat will be placed in IED Mites (Standing rules?)
  - g) Duties specific to Meeting Manager
    - i) Update BOD roster quarterly
    - ii) Create and/or proofread Call to Meeting and send out one month in advance
    - iii) Keep track of members unable to attend BOD meeting. Make sure they send an elected member from their zone for voting and make sure that lady has access to all pre-meeting materials.
    - iv) Send emails to the BOD as directed from the President
    - v) Maintain accurate name plaque cards - color coded for voting

- vi) Help prepare meeting space as needed
  - vii) Assist President during BOD meetings. Ex: make copies
  - viii) Prepare reports for BOD meetings
  - ix) Receive Zone Gathering information from the Zone Presidents and compile for the President
  - h) Duties Specific to District Registrar
    - i) Send membership application blanks when requested and membership certificates upon approval
    - ii) Maintain a complete list of group record forms and a mailing list for the Lutheran Women's Quarterly and the IED newsletter
    - iii) Distribute record forms for the group membership file and to each group to be returned to:  
1. IED President, 2. IED Vice President of Communication, 3. IED Financial Secretary 4. Zone President
- 5) Standing Rules