

Nominating Committee:

Bylaws:

Article IX NOMINATIONS

Section 1

Each Zone shall select one (1) member to serve on the Nomination Committee and give that name to the President by January 1 of odd- numbered years. The President shall, at the first BOD in the odd years, appoint a chairman and a Pastoral Counselor to act in an advisory capacity. A member of the BOD may be appointed to this committee at the discretion of the President.

Section 2

The slate of candidates for the IED offices shall be sent to the President by November 1st of odd numbered years. The slate of candidates shall be presented to the BOD at the November BOD meeting for approval. Once approved, the information will go to the IED Newsletter Editor for publication in the Spring edition of the IED Newsletter.

Section 3

A ballot with the slate of candidates listed alphabetically for each office shall be prepared by the Nomination Committee.

Section 4

Nominations for elected officers may be made from the floor of the convention provided written consent of the nominee has been secured and she meets the stipulated qualifications for office.

President

Bylaws:

The President shall:

- A. Preside at all meetings of the IED Executive Committee (hereinafter referred to as EC) and BOD;
- B. Be an ex officio member of all committees except the Nominating Committee;
- C. Appoint the committee chairmen and personnel for other positions as indicated in the bylaws with the approval of the BOD;
- D. Sign all expense vouchers;
- E. Appoint, in consultation with them, Pastoral Counselors as advisors to committees (see Article XII, Section 6A);
- F. Present applications for society or individual membership to the BOD for approval;
- G. Be a member of the LWML Presidents Assembly and attend LWML conventions as a delegate. If unable to attend an LWML Presidents Assembly meeting or a convention, any elected IED officer shall be authorized to attend as the district's representative shall have voice and vote.

Procedure Manual:

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

Vice President of Christian Life

Bylaws:

Section 2

The Vice President of Christian Life may perform the duties of the President in the absence or at the request of the President, and shall:

- A. Submit materials to LWML Christian Life Department;
- B. Coordinate the Christian Life Committee and serve as Program Resources Chairman;
- C. Report to BOD;
- D. Perform other duties as set forth in the IED Procedures Manual.

Procedure Manual:

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

Vice President of Gospel Outreach

Bylaws:

Section 4

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

- A. Serve as chairman of the Mission Grants Committee;
- B. Serve as chairman of the Student Aid Committee;
- C. Serve as chairman of the Endowment Fund Committee;
- D. Report to BOD;
- E. Perform other duties as set forth by the IED Procedures Manual.

Procedure Manual:

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

Financial Secretary

Bylaws:

Section 7

The Financial Secretary shall:

- A. Deposit all IED funds received by her in a financial institution approved by the EC;
- B. Keep an exact record of all receipts and deposits;
- C. Report regularly to the Treasurer all funds received and deposited;
- D. Report all mission contributions twice yearly in the IED newsletter;
- E. Report to BOD;
- F. Perform other duties as set forth by the IED Procedures Manual.

Procedure 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.

Recording Secretary

Bylaws:

Section 8

The Recording Secretary shall:

- A. Record the convention proceedings, EC and BOD proceedings;
- B. Receive credentials of certified delegates and alternates prior to the IED convention;
- C. Report to BOD;
- D. Be a member of Convention Committee;
- E. Perform other duties as set forth by the IED Procedures Manual.

Procedure Manual:

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