

Oklahoma District Zone Guidelines

Zone Leader Responsibilities

Each zone will have duties that are unique to that particular zone. These may be part of the bylaws, standing rules or job description. The following are general in nature and may vary from zone to zone.

Zone President

1. Pray for the spiritual welfare and God's guidance for the leaders and members of your zone.
2. Begin all planning and meetings with prayer, asking God to send His Spirit to give vision and inspiration.
3. Preside at meetings of the zone board.
4. Preside at all zone events.
5. Review Invoices for payment, prior to District President's approval.
6. Communicate often with your society presidents. Remind them of upcoming zone and/or district events. Offer assistance, monitor circumstances and encourage them in duties.
7. Appoint a Nominating Committee by July 1 and other committees as required.
 - A. Appoint committee chairman.
 - B. Provide copies of the Zone Nominating Committee Guidelines to committee members.
8. Stay abreast of zone plans, confirming they are carried out in a timely manner.
9. Attend Oklahoma District Board of Directors (BOD) meetings. Your responsibilities to the BOD include:
 - A. Send a zone officer to the meetings for representation, if unable to attend.
 - B. Submit a written zone report to the District President and the VP of Communication prior to each District BOD meeting.
 - C. Be prepared to give a verbal report at each District BOD meeting, if requested.
 - D. Submit articles of zone activities upon request to the District Editor for publication in *The Voice of Service*.
 - E. The Zone President is the official liaison between districts and societies. Information received at the District BOD meetings should go promptly to all society presidents at Zone Board meetings. However, if distance is prohibitive to meeting, a newsletter format and phone call may be used.
 - F. Submit from the zone, names for district officer nominations.
 - G. Keep District President and District Vice Presidents aware of zone functions.
 - H. Keep District Archivist-Historian informed of zone activities and provide her three (3) copies of items from zone events.
 - I. Receive Bible studies for Spring and Fall zone events as directed by the District President.
 - J. Provide Mite Boxes for zone events. Obtain these from District VP of Gospel Outreach.
10. Serve as Delegate to LWML national conventions and as Zone Delegate to district conventions, if so directed by the zone.
11. Responsibilities for zone events after the District BOD sets the theme are:
 - A. The Zone Board will plan an Agenda incorporating information received.
 - B. Arrange a meeting with the host society and the host congregation's pastor. The host pastor conducts opening and closing devotions.
 - C. Agenda should include opening and closing times. Courteously adhere to them.
 - D. Provide host society with copies of the Zone Spring and Fall Event Guidelines.
 - E. Discuss society responsibilities.
 - F. Provide zone event information to the District VP of Communication to prepare publicity.
 - G. Request an Annual Report from each society president for Fall Event Booklet.
 - H. Send information/flyer to each society including: date, place, time, speakers, number of delegates allowed and officer election information. In even years, a delegate for national LWML convention and a District Nominating Committee member are required.
 - I. Request Delegate names from societies prior the Fall Zone Event.
 - J. Provide name of Fall Event speaker at late summer District BOD meeting.
 - K. Serve as liaison for host society and speaker(s), providing needed equipment.

- L. Send election results with contact information to the District President and Corresponding Secretary, (include position, name, address, phone numbers and e-mail address).
12. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
13. Keep files in good order to be given to successor.

Zone Vice President

1. Pray for the Zone President and other leaders and members of the zone.
2. Preside over meetings in the absence of the president.
3. May submit Invoices for approval at Zone President's request.
4. May serve as Bylaws Chairman. If so, review Bylaws every two years and bring suggested amendments to the zone board. Follow Bylaws of zone/district for the amendment process.
5. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
6. Keep files in good order to be given to successor.

Zone Secretary-Treasurer

1. Pray for the Zone President and other leaders and members of the zone.
2. Be familiar with the format for recording Minutes.
3. Attend and record Minutes of all zone meetings.
4. Complete Minutes immediately after the meeting.
5. Distribute Minutes as directed by zone bylaws or Zone President; the District President should **always** receive a copy.
6. Retain copies of Minutes in approved/corrected form. These Minutes are the official record and may be used as a point of reference.
7. Keep accurate records of all incoming and outgoing funds of zone events.
8. Invoices of the zone are paid in a timely manner with approval of the Zone President or according to the zone bylaws.
9. Process zone correspondence in a timely manner.
10. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
11. Keep files in good order to be given to successor.

Zone Archivist-Historian

1. Pray for the Zone President and other leaders and members of the zone.
2. Attend or report to all zone meetings as directed.
3. Attend zone events.
4. Gather and maintain zone historical records.
5. Assist Society Archivist-Historians in maintaining society records.
6. Submit zone historical reports/materials to District Archivist-Historian.
7. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
8. Keep files in good order to be given to successor.

Zone Christian Life

1. Pray for the Zone President and other leaders and members of the zone.
2. Attend all meetings of the zone board.
3. Coordinate spiritual life programming for zone events in cooperation with the zone board.
4. Attend zone events.
5. Assist society Christian Life Chairmen.
6. Promote and encourage use of LWML Christian Life resources.
7. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
8. Keep files in good order to be given to successor.

Zone Public Relations Representative

1. Pray for the Zone President and other leaders and members of the zone.
2. Attend zone and district events as directed, including, but not limited to:
 - a. District Board of Directors meeting prior to a Fall Fest (August),
 - b. District Board of Directors meeting before District Convention (February of even-numbered years)
 - c. Workshops and retreats as scheduled.
3. Coordinate with the Zone President to make sure that information is distributed in a timely manner to societies and congregations.
4. Encourage societies to send information and photographs to the District President and/or the District Vice President of Communication.
5. Photograph zone events, providing copies to District VP of Communication.
6. Publish and distribute zone newsletter to include society and zone news.
7. Set up and staff LWML Store at zone events:
 - a. Receive tubs of materials from District LWML Store Chairman.
 - b. Set up and take down the LWML Store.
 - c. Tabulate receipts and send proceeds to District Financial Secretary immediately after the event.
 - d. Provide an inventory if requested.
 - e. Send proceeds to District Financial Secretary immediately after the event.
8. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
9. Keep files in good order to be given to successor.

Zone Human Care

1. Pray for the Zone President and other leaders and members of the zone.
2. Attend meetings of the zone board as directed.
3. Attend zone events.
4. Communicate to societies, Human Care projects of national and District LWML.
5. Offer Human Care opportunities to societies.
6. Assist society Human Care Chairmen.
7. Submit results of zone Human Care projects to District V P of Human Care.
8. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
9. Keep files in good order to be given to successor.

Zone Servant Resources

1. Pray for the Zone President and other leaders and members of the zone.
2. Attend meetings of the zone board as directed.
3. Attend zone events.
4. Encourage the organization of LWML groups in the zone.
5. Research ways to gain and maintain active LWML members.
6. Encourage involvement of society members in zone events.
7. Gather Personnel Resource Forms and forward to District V P of Servant Resources.
8. Maintain an enthusiastic, cooperative, joyful spirit. Be a problem solver.
9. Keep files in good order to be given to successor.

Zone Event Guidelines

Host Responsibilities

1. District Christian Life Committee will provide a packet to include: Registration/PR flyer, agenda, opening and closing devotion, Gifts from the Heart blessing, Bible study and theme related items.
2. Zone or District President will appoint a Host Chairman.
3. REGISTRATION
 - A. Prepare Registration sheets for delegate and attendee signatures.
 - B. Provide name tags and Sharpie pens for registration.
 - C. Provide greeters with warm smiles and signage, with directions to registration, coffee area, child-care and restrooms.
 - D. At Registration collect unpaid fees. Speakers, District President, teens and Pastors attend at no charge.
 - E. Prepare packets with agenda, Bible study, updated national and District Mission Grant list and related items. Distribute to attendees at registration.
 - F. Assemble all invoices/costs prior to the event.
 - G. Donations are encouraged for food, printing, decorations, favors and other items. If costs are incurred, provide receipts and reimburse from registration money.
 - H. Zone event offerings are designated for mites unless preapproved by the BOD.
 - I. Excess registration money and offering are given that day to the Zone President, who forwards immediately to the District Financial Secretary.
 - J. LWML Store sales are immediately forwarded to the District Financial Secretary by the PR Reps.
 - K. Prepare a Credentials Report for the assembly and the Zone President.
Report includes:
 - a. Number of delegates
 - b. Number of non-voting members
 - c. Number of Pastors/Vicars
 - d. Number of Teens
 - e. Number of YWRs
 - f. Number of children
 - g. Total attendance
 - L. The Zone President gives three (3) complete registration packets, photos and other related items to the District Archivist/Historian one (1) week after event.
4. PROGRAM & PUBLICITY
 - A. The Zone President and Zone PR Rep contact all societies and pastors in the zone, inviting them to the event.
 - B. The District VP of Communication is responsible for a Registration/flyer for societies to use in church publications and on bulletin boards. The flyer will include who, what, when, where, cost, and nursery options.
 - C. The Zone President gathers and provides special project information to be included in the registration packets.
 - D. Registration is responsible for printing and preparing registration packets.
 - E. Provide ushers and containers for Mite offering taken during Opening Worship.
5. HOSTING GUEST SPEAKERS/HOUSING
 - A. Confirm speaker/guest. (Waive meal costs and registration)
 - B. Confirm date, speaking time allotment and agenda placement.
 - C. Provide directions to location and estimated time of arrival.
 - D. Provide theme and approximate audience numbers.
 - E. Confirm mileage reimbursement or honorarium. (\$50 limit)
 - F. Inquire special needs for presentation.
 - G. Assign hostess to greet guest upon arrival and provide pertinent information.
 - H. Arrange overnight housing for District President and the speaker if necessary. LWML host housing preferred. If hotel/motel is used, it is paid from registration fees.
 - I. Notify the Zone President and guests of housing location.

6. DECORATIONS & SET UP
 - A. Be responsible for decorations, banner, favors, etc., to conform to the theme.
 - B. Donations are encouraged for decorations and door prizes.
 - C. Be responsible for the physical arrangement of the room. Secure screen, projector, podium, display tables, etc.

7. FOOD
 - A. Provide morning coffee and rolls/breakfast and the lunch.
 - B. Donate all food if possible.
 - C. Serve guests quickly and efficiently.

8. LWML STORE
 - A. Zone PR Reps set up, staff and take down store.
 - B. Provide two (2) or more tables for store.
 - C. PR Reps handle sales. Proceeds go immediately to District Financial Secretary.

9. CHILD-CARE
 - A. Plan for child-care.
 - B. Registration/flyer gives child-care options, information, location and cost.
 - C. Registration/flyer asks for names and ages of children.
 - D. Parents provide a sack lunch with beverage for child (children.)
 - E. Parents must provide medical information form. See www.oklwml.org for forms.
 - F. Staff child-care area appropriately.

10. GIFTS FROM THE HEART
 - A. Provide area for receiving 'Gifts'.
 - B. Publicize items and receiving agency prior to event.
 - C. If Lutheran World Relief (LWR) is recipient, coordinate with the Zone VP of Human Care.

11. ENTERTAINMENT (optional)

If entertainment is provided, related costs are paid by the host society.

OUTLINE OF ZONE EVENT EXPENSES

Registration

1. Postage, paper
2. Name tags and Sharpie Pens
3. Registration Packets
4. District President or District Rep
5. Speaker gratuity (\$50 limit), mileage or honorarium
6. Speaker's complimentary registration
Pastor's complimentary registration

Meal Cost to Include

1. Food
2. Table Decorations
3. Favors
4. Door prizes (optional)
5. Entertainment (optional)
6. Meals - pastors, speakers, District Pres/Rep

Zone Nominating Committee Guidelines

1. Three (3) member committee appointed by the Zone President before July 1 of an election year.
2. Committee members are selected from three different societies.
3. Committee meets by August 1 to secure candidates. Candidates should be from different societies. Two candidates per office recommended.
4. Pastors of candidates shall be contacted to determine eligibility and qualifications.
5. Written or e-mail contact to potential candidates to secure their consent is required.
6. Provide each candidate a copy of the Oklahoma District Zone Guidelines outlining the officer duties.
7. Secure candidates by August 15 of the election year. Request a brief biography of each candidate for the zone event packet.
8. The slate will be available two weeks prior to the zone event.
9. The Nominating Committee Chairman will present the slate at the zone event.
10. Nominations may be received from the floor by the Zone President the day of the event with prior consent.
11. If a paper ballot is used, the Committee Chairman moves to destroy the ballots immediately after the event. The Zone President asks for a delegate vote on the motion. Ballots are destroyed if motion carries.