

See laptop for Oklahoma District LWML Convention Guidelines in proper format

Oklahoma District LWML Convention Guidelines

These guidelines define job descriptions in planning the Oklahoma District LWML Convention.

In addition to the three groups defined below, a **District Site Committee**, convened by the District President shall submit a site or sites for **BOD** approval, approximately two (2) years prior to the district convention.

There are three groups involved in planning a District LWML Convention:

- A. The District Convention Planning Committee (**DCPC**)
- B. The Host Zone Convention Committee (**HZCC**)
- C. The District Board of Directors (**BOD**)

DCPC submits plans to **BOD** for final approval.

DCPC will make plans for convention including;

registration fees, registration form, budget, convention program, theme, logo, goals, objectives, interest sessions, music, devotions, prayer groups, speakers, young women and teen activities, etc.

DCPC shall work with the **HZCC** sharing ideas and plans to make the best convention possible. Communication between these two groups is essential.

DCPC shall report plans to the **BOD** asking approval and being open to suggestions from the **BOD** which could enhance the quality of the event.

HZCC works with the **District Meeting Manager** arranging and preparing physical details of the convention, i.e., dining, housing, activity spaces, etc. The **HZCC** will provide hospitality, decorations, refreshment stations, registration set-up, child care set-up, and musical instrumentation, all with **DCPC** approval. **HZCC** works in conjunction with an appointed member from the **District Communications Department** on Exhibit Hall set-up.

District Site Committee (DSC)

Consists of:

- District LWML President
- District Meeting Manager
- District Convention Planning Chairman
- Host Zone Convention Chairman

They shall:

- Set convention dates, subject to approval by the **BOD**.
- Seek facilities approximately two (2) years prior to the district convention.
- Determine site suitability for registration, convention sessions, dining, exhibit space, worship service, interest sessions, servant activities, child care, etc.
- Confirm adequate liability insurance with facility.
- Submits site(s) to the **BOD** for final approval *prior to contract signing*.

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District Convention Planning Committee (DCPC)

Consists of:

- District LWML President
- A Vice President from the **BOD**, appointed by the District President, will serve as **DCPC** Chairman
- Host Zone Convention Chairman (chosen by District President)
- Co-Chairman if desired (chosen by Convention Chairman and District President)
- District Vice President of Christian Life
- District Public Relations Director
- Host Zone President
- Junior Pastoral Counselor (plans, writes and arranges worship service for convention in conjunction with District LWML President)
- District Meeting Manager
- Up to three active LWML women
- District Communication department member

Host Zone Convention Committee (HZCC) shall have representatives from all societies of the zone.

Consists of:

- Host Zone Convention Chairman
- Co-Chairman (if desired)
- Registration Chairman
- Convention Finance Chairman
- Housing Chairman (work with meeting manager)
- Hospitality Chairman
- Dining Coordinator
- Decorations Chairman
- Building and Properties Chairman
- Child Care Chairman
- Music Chairman/Director (work with Pastoral Counselor & LWML District President)

District Convention Planning Committee (DCPC)

- Visits convention facilities outlining uses and opportunities.
- Proposes convention theme, logo, goals, objectives and registration costs for **BOD** approval.
- Proposes Bible study leader(s), speakers, interest session presenters, etc. for **BOD** approval.
- Determines special guests.
- Determines registration costs for **BOD** approval.
- Convention attendees pay registration except for special dispensation for Pastors, teens and speakers as determined by **DCPC**.
 - A. **DCPC** may set a partial fee for one-day attendance
 - B. Persons attending only worship service need not pay registration
 - C. Attendance: 300-2002(Tulsa); 280-2004(Duncan); 360-2006(Enid);

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315-2008(Claremore); 317 -2010(OKC)

- Prepares registration form to be included in the Winter *The Voice of Service*
Registration fees must cover the following:
 - A. Printing convention manual
 - B. Facility rental
 - C. Publicity material
 - D. Overages on meal costs
 - E. Microphones and other Audio-visual equipment
 - F. Expense involved in registration (badges, computer, etc.)
 - G. Anticipated travel expenses for invited speakers and presenters
 - H. Hotel room for national LWML Representative and speakers
 - I. Honorariums
 - J. Copyright fees for music
 - K. Piano and/or organ rental
 - L. Tote bags
 - M. Incidentals
 - N. Meals
 - O. Child care (if requested)
- Approves overall plans for convention

District Convention Planning Committee Chairman (VP from BOD)

- Calls an initial planning meeting of the **DCPC** eighteen (18) months prior to convention.
- Plans agendas for meetings.
- Coordinates with **HZCC** under direction of the LWML District President.
- Attends **HZCC** meetings.
- Appoints a secretary from committee.

District Public Relations Director

- Coordinates pre-convention publicity and news releases with **DCPC** and **HZCC**.
- Provides press releases, biographical sketches and photos as requested.
- Procures a biographical sketch of each speaker and candidate by February 1 of convention year for the convention manual.
- Provides bio of speakers for introductions.
- Provides local newspaper publicity.
- Coordinates convention LWML Store to be staffed by **Zone PR Reps**.
- Coordinates with photographer providing photos for the VP of Communication immediately after convention for publication and web site.
- Prepares Convention Evaluation Form for registration packets. Compile evaluation results and deliver to District President two (2) weeks after convention.

District President

- By direction from the **DCPC** and **BOD** approval, contacts guest speakers to confirm engagement and gives pertinent information (theme, logo, dates, time, transportation and housing).
- Presides throughout convention.
- Prepares tentative convention agenda and seek approval at Winter **BOD** meeting.
- Is a member of **DCPC** being informed of all plans.
- Meets with **DCPC** and **HZCC**.
- Coordinates Convention Manual compilation and printing with the VP of Communication.
- Plans with **DCPC** and **HZCC** the physical layout and floor plans for convention.

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- Sends letter and form to society presidents to secure delegates. (District Corresponding Secretary provides number of members in each society to determine number of delegates).
- Arranges order of procession for convention opening.
- Confirms that a district banner is created for the convention using convention logo.
- Arranges greetings to convention from host zone, LCMS District President, LLL President and other dignitaries or guests.
- Provides a copy of IRS Exemption Statement, number and sales tax exemption number to the **HZCC** Chairman. Confirms adequate liability insurance.
- Arranges with **HZCC** Chairman and **Meeting Manager** for a **BOD** pre-convention meeting.
- Assists in song selection and worship format for convention.
- Introduces or assigns introduction of special guests, speakers and presenters.
- Secures the names of **Crisis Management Team** for emergencies.

District Board of Directors

- Approves convention site and dates.
- Approves convention theme, logo, registration fees, Bible study leader, speaker(s), and convention plans presented by **DCPC**.
- Reviews District Committee Convention Exhibits.
- Approves proposed list of exhibitors presented by VP of Communication or her department.

Host Zone Convention Committee Chairman

- Attends **HZCC** and **DCPC** meetings.
- Supervises **HZCC** committee plans and serves as ex-officio member on all host committees.
- Assign committee chairmen for **HZCC** no later than conclusion of Zone Fall Fests.
- Calls first **HZCC** meeting after **DCPC** has **BOD** approval of initial convention plans.
- Provide list of committee chairmen with contact information to **District President** and all members of **DCPC** and **HZCC**.
- Confers with District President on major issues and works closely to develop a smooth running convention.
- Confers with District President, Properties Chairman, and convention site personnel to cover details and requirements.
- Secures honor guard if requested by **DCPC**.
- Is a signer on the District Convention Checking Account.
- Approves/signs Convention Expense Vouchers, forwarding them to the District President for final approval/signature.
- Arranges storage ballot boxes, securing area where ballots are counted.
- Arranges with **Convention Finance Chairman** a secured area to count offerings, LWML Store sales and other convention monies.
- Coordinates with **VP of Human Care** recipients of “Gifts from the Heart”. **VP Human Care** is responsible for promotion.
- Liaison with convention site personnel for **HZCC** needs. All inquiries must go through **HZCC** Chairman.

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- Prepares final **HZCC** Report following convention.
Report includes
 - A. Chairman reports from each committee containing pertinent information and suggestions for future conventions
 - B. A sample of registration lists, name tags, convention manual, program, worship folder, etc.
- Send final **HZCC** Report no later than eight (8) weeks after convention to District President and District Archivist-Historian.
- Include copies of final **HZCC** report in files for future **HZCC** and **DCPC** Chairmen.
- Present decoration costs, child care, and other expenses to help establish the budget.

Registration Chairman

- Receives and records Registration Forms.
- Deposits registration and forwards deposit slip to Finance Chairman.
- Is bonded through the district insurance policy.
- Updates **HZCC**, **DCPC** and District President on registration numbers, meal count, child care, delegates, pastors, YWRs, Teens, etc.
- Delegate Certification: Confirms that members registering as delegates are certified by their societies.
- Provides the District President with complete list of delegates and alternates with contact information one (1) week after registration deadline. Informs District President as changes occur.
- Prepares name tags for attendees. Make various types, identifying Delegates, Voting Board Members, Past District Presidents, Pastors, YWRs, Teens, Exhibitors, Guests and others as needed.
- Staff registration area with input with **HZCC Chairman**. Provide staff orientation and training prior to convention.
- Provides Credential Reports to District Corresponding Secretary on convention days. The First Report should be given immediately after convention opening and subsequent reports before each voting session. It is critical that changes in registration be given immediately to the District Corresponding Secretary. The Final Report is given at the close of convention.
- Prepares four (4) copies of **FINAL CREDENTIALS AND REGISTRATION REPORT** for the District President, Corresponding Secretary, Archivist-Historian, and **DCPC** Chairman.
- Prepares and distributes meal tickets and special activities tickets according to registration requests and special dietary needs. Meal packages should be indicated on name tag.

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- Makes arrangements for plastic name tag holders to be collected at convention close.
- Submits detailed report to **HZCC**, **DCPC** Chairmen and the District President within four (4) weeks following convention.

Convention Finance Chairman

- Arranges for checking account with local bank by July of the odd numbered year. Signers on the account are the DCPC chairman and the District Convention Finance Chairman and the District President.
- For opening account, request a \$500-\$750 advance to be approved by the **BOD** then forwarded by the District LWML Treasurer.
- Receives registration deposit slips from Registration Chairman. Registration Chairman deposits fees.
- Is bonded through the district insurance policy.
- Receives and pays all invoices, including housing, transportation, honorariums, etc.
- All invoices require a voucher, signed by the **HZCC** Chairman, and the District President.
- Arranges for counting and safekeeping of all convention offerings, store sales, and monies.

Procedures are as follows:

- A. Deposits all monies in the bank
 - B. Immediately following convention, sends a check for total amount of offerings to District Financial Secretary
 - C. All monies shall be counted at convention site, with four (4) people present.
 - D. Each Counter will sign a form to declare totals
 - E. District Financial Secretary shall be a part of this counting activity.
- Remits balance of Convention Bank Account to District Financial Secretary after all invoices are paid. This account should be closed by June 30.
 - Prepares itemization of all financial transactions providing copies to the District President, **HZCC** and **DCPC** Chairmen within four (4) weeks following convention.

Photographer (appointed by VP of Communication)

- Be present at activities, programs, worship, speakers, officer installation, and all convention proceedings. Check agenda for YWR and Teen activities.
- Reserve seat close to action, knowing location in advance.
- Access interest sessions, “Gifts from the Heart” area, and servant activities for close-up shots.

Housing Chairman

- Confers with District Meeting Manager on area Hotels/Motels.
- Coordinates with District Meeting Manager to reserve private rooms for guest speakers, national LWML Representative, LWML District President, etc.
- Arranges guest speaker airport pick up if requested by the District Meeting Manager.
- Arranges hostess for special guests, providing transportation to and from convention and any other needs during their stay.
- Submits a report to **HZCC** Chairman within four(4) weeks following convention.

Hospitality Chairman

- Assembles local promotional items, remembrance gifts, maps, LWML materials, convention manual, etc. All items are approved by the **DCPC**.
- Provides hospitality bags placed in hotel rooms for special guest prior to arrival. Directions regarding this will come from the **DCPC**.

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- Provides Greeters at entrances during registration and convention hours.
- Provides Information Table for convention attendees with a site floor plan, locations of city attractions, restaurants and hotels/motels. The Information Table should be near registration and be staffed during convention hours.
- Provides proper signage for locating convention activities, restrooms, dining and worship areas. Parking, convention entrances and exits need to be clearly marked.
- Provide parking lot attendants for evening worship.
- Provides ushers for worship service and offerings during convention.
- Submits a report to **HZCC** Chairman within four (4) weeks following convention.

Food and Dining Hall Coordinator

- Arranges meal set-up and service with District Meeting Manager.
- Provide dining hall attendants to direct seating and check meal designation.
- Provides refreshments during convention, if feasible. Coffee/cookie bar, water and etc.
- Provides coffee, juice, pastries for Friday morning during registration and servant activities, if feasible.
- Submits a detailed report to the **HZCC** and **DCPC** Chairmen within four (4) weeks following convention.

Decorations Chairman

- Designs decorations with advisement and approval of the **DCPC** carrying out convention colors and theme. Decorate the following:
 - A. Stage area and convention hall
 - B. Registration table
 - C. Tables - coverings, centerpieces and favors
 - D. Worship area
- Responsible for placement and removal of all decorations.
- Submits a report to **HZCC** Chairman within four(4) weeks following convention.

Properties Chairman

- Coordinates **HZCC** and **DCPC** Chairmen initial floor design for convention.
- Coordinate with Meeting Manager the acquisition of an altar (as needed), offering containers, candles, flags, microphones, dry erase boards, tables, speaker system, audio/visual equipment, banner stands.
- Sets up physical stage area and convention hall arrangement at direction of District President.
 - A. Two (2) podiums with microphones; one for District President, one for speakers
 - B. Table for President, Parliamentarian and Recording Secretary
 - C. Table for two (2) Minutes Review Committee members
 - D. Three (3) chairs off stage left, on guest podium side, for upcoming presenters/speakers
- Reserves seating for delegates. Provides signage.
- Provides space, tables, chairs and signage for Exhibitors and LWML Store at direction of the District Planner.

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- Provides properties for interest sessions and servant activities as needed.
- Provides properties for guest speakers per their request.
- Coordinates with Hospitality Chairman outdoor signage for parking, registration. Indoor signage for registration, Gifts from the Heart, restrooms, child care, interests sessions, various stations of convention, dining area, etc.
- Maintains and staffs a “Lost and Found” table.
- Submits a detailed report to **HZCC** Chairman within four (4) weeks following convention.

Child Care Chairman

- Arranges rooms for babies, toddlers and older children.
- Arranges for sitters according to pre-registration information.
- Arranges payment for sitters, amount pre-approved by **DCPC**.
- Arranges meals for children and sitters.
- Plans age appropriate activities.
- Provides Child Care during the entire convention (also during worship, if feasible).
- Prepares for child safety issues.
- Submits a detailed report to **HZCC** Chairman within four (4) weeks following convention.

Convention Counselor (Junior Pastoral Counselor)

- Attends **HZCC** and **DCPC** meetings.
- Prepares opening devotions, prayers and worship service.
- Coordinates Worship Service Music Director and music with LWML District President and Music Chairman.
- Submits the Order of Worship for Convention Worship Service to the **DPCP** and District President for approval prior to printing.
- Confirms with Senior Pastoral Counselor, his role as Worship Service Proclaimer.
- Coordinates with LWML District President the remaining worship service participating clergy.
- Invites all Oklahoma District clergy to participate in worship service processional/recessional.
- Arranges acquisition of communion elements and communion ware.
- Arranges with Properties Chairman, the securing and placement of items for the worship setting.
- Contacts local pastor requesting him and his congregation to serve as Host.
- Arranges set-up for communion distribution.
- Includes an Offering for LWML Oklahoma District Mites in the Order of Worship.
- Submits for review, a completed Order of Worship to LWML District President and **DCPC** by March 1. Upon approval, **DCPC** sends to selected printer.

Music Chairman

- Coordinates with **DCPC**, Junior Pastoral Counselor and LWML District President music selections for worship service, and convention manual songs.
- Obtains copyright permissions.
- Arranges pre-service music for the worship service.
- Arranges with Meeting Manager the facility use of organ, piano or keyboard.
- Secures an accompanist for the worship service.
- Coordinates with the LWML District President a song leader and accompanist for convention sessions.
- Submits a detailed report to **HZCC** Chairman within four (4) weeks following convention.

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District Meeting Manager

- Serves on **District Site Committee** searching for adequate convention sites and facilities two (2) years in advance of the convention.
- Presents site selections to **DCPC** for review and on-site visits.
- Presents one (1) proposed site to **BOD** for approval.
- Compiles a list of local hotels/motels, prices, locations and contact information for publication, the **DCPC** and **HZCC**.
- Contacts food handlers for pricing and menu, then present to **DCPC** for approval.
- Seeks pre-convention **BOD** dinner locations with LWML District President approval.
- Coordinates equipment needs for speakers/presenters with Properties Chairman.
- Provides Interest Session presenters with number of attendees.
- Coordinates Interest Session room set-up with Properties Chairman.
- Assists in acquiring and set-up of music equipment.

District Planner

- Serves on the **DCPC**.
- Assists with convention site floor plan and set-up.
- Presents proposed Exhibitor List for approval at Fall and Winter **BOD** meetings.
- Requests LWML District Committee Exhibit information/forms.
- Makes additional exhibitor contacts upon **BOD** request/approval.
- Coordinates exhibitor registration, fees, confirmation and set-up requirements.
- Informs Exhibitors of exhibit hours with set-up and disassemble times.
- Provides Registration Chairman with Exhibitor List and fees collected at least two (2) weeks prior to convention.
- Prepare a small welcome gift for exhibitors.
- Welcomes and assists Exhibitors in exhibit area during set-up, attending to special needs.
- Send a thank you letter to Exhibitors immediately after convention.

These guidelines are to assist in convention planning. In some instances, changes are necessary depending upon circumstances.

Conventions are planned for even numbered years. Each zone has the opportunity to host a convention through a rotation system.

May the Lord bless and guide us now and in our future endeavors as we strive to proclaim His son Jesus Christ through the service of LWML.