

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 regularly 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 zone business meetings held at zone events.
5. Approve invoices for payment.
6. Communicate, at least once a month, with your zone society presidents. Remind them of upcoming zone and/or district events, inquire as to any questions they may have or help they may need, monitor circumstances of each society (attendance, enthusiasm, successes, challenges, etc.), and encourage them in their office.
7. Appoint a nominating committee by July 1 and other committees as required.
 - A. Provide copies of the Zone Nominating Committee Guidelines to committee members.
8. Stay abreast of zone plans, making sure all plans are being 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 yourself.
 - B. Submit a written zone report to the District President, Editor, and Recording Secretary at each District BOD meeting.
 - C. Be prepared to give a verbal report at each District BOD meeting, if requested.
 - D. Submit article of zone activities to the District Editor for *The Voice of Service*.
 - E. The zone president is the official liaison between districts and societies—promptly pass on information received at the District BOD meetings to all society presidents. This is best done by hosting a zone board meeting--your society presidents and the zone officers, however if zone distance is prohibitive to meeting a newsletter format may be used.
 - F. Meet with your society presidents and zone officers often.
 - G. Submit from the zone, names for District officer nominations.
 - H. Keep District President and District Vice Presidents aware of zone functions.
 - I. Keep District Archivist-Historian in mind of zone activities and provide her three copies of items from zone events.
 - J. Bring Zone Vice President to BOD meetings to receive Bible studies for the Spring and Fall zone events.
 - K. Maintain a supply of Mite Boxes® for availability at all zone events.
10. Serve as district delegate to LWML conventions and as zone delegate to district

conventions if so directed by the zone.

11. These are responsibilities for zone events after the District BOD sets the theme.
 - A. The Zone Board will plan an agenda incorporating information received from the BOD meeting.
 - B. Arrange a meeting with the host society. Also arrange to meet with the host congregation's pastor as he will serve as counselor and conducts opening and closing devotions.
 - C. Announce opening and closing times and adhere to them.
 - D. Provide host society with copies of the Zone Spring and Fall Event Guidelines.
 - E. Discuss society responsibilities.
 - F. Set registration fee.
 - G. Provide zone event information to the District Public Relations Director to prepare publicity for the event.
 - H. Request an annual report from each society president for fall event booklet.
 - I. Send information to each society in the zone including: date, place, time, speakers, delegate representation, and election of officers. In even years, election of delegate to the national LWML convention and a member for the District Nominating Committee.
 - J. Request delegate information from societies 1 month before the fall zone event.
 - K. Obtain biographical sketch of event speaker no later than the August District BOD meeting.
 - L. Serve as liaison between speaker, District President, and host society to see what equipment is necessary.
 - M. Send to the District President and the District Corresponding Secretary the results of elections with position, name, address, phone numbers, e-mail address.
12. Maintain an enthusiastic, cooperative, joyful spirit.
13. Keep files in good order to be given to successor.

Zone Vice President

1. Pray regularly for the Zone President and other leaders and members of the zone.
2. Preside over meetings in the absence of the president.
3. May approve invoices for payment at Zone President's request.
4. May serve as Bylaws Chairman. If so, see that zone bylaws are reviewed at least every two years and bring any suggested amendments to the attention of the zone. Follow bylaws of zone/district for the amendment process.
5. Maintain an enthusiastic, cooperative, joyful spirit.
6. Keep files in good order to be given to successor.

Zone Secretary-Treasurer

1. Pray regularly for the Zone President and other leaders and members of the zone.
2. Be familiar with the correct format for recording minutes.
3. Attend and record minutes of all zone meetings and meetings of the zone board.
4. Write minutes as soon as possible after the meeting.
5. Copy and distribute minutes as directed by zone bylaws or Zone President; the District President should **always** receive a copy.
6. Keep copies of all minutes in final approved/corrected form in permanent folder. Minutes are the official record of any group and are to be properly filed and kept.

7. Keep accurate records of all incoming and outgoing funds of zone events.
8. Ensure that all invoices of the zone are paid in a timely manner, with approval of the Zone President or according to the zone bylaws.
9. Take care of zone correspondence in a timely manner.
10. Maintain an enthusiastic, cooperative, joyful spirit.
11. Keep files in good order to be given to successor.

Zone Archivist-Historian

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

Christian Life

1. Pray regularly 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. Communicate frequently with and offer assistance to society Christian Life Chairmen.
6. Promote and encourage use of Christian Life resources available from LWML Catalog.
7. Maintain an enthusiastic, cooperative, joyful spirit.
8. Keep files in good order to be given to successor.

Communication

1. Pray regularly for the Zone President and other leaders and members of the zone.
2. Attend or report to all meetings of the zone as directed.
3. Attend zone events.
4. Publish and distribute zone newsletter, if applicable, communicating with society representatives to gather information.
5. Publicize zone events by distributing posters, bulletin inserts, church newsletter articles, etc. to societies within the zone and to local newspapers well in advance of the event.
6. Maintain an enthusiastic, cooperative, joyful spirit.
7. Keep files in good order to be given to successor.

Human Care

1. Pray regularly for the Zone President and other leaders and members of the zone.
2. Attend or report to meetings of the zone board as directed.
3. Attend zone events.
4. Be aware of and communicate human care emphases of the national LWML and District LWML to the societies.

5. Offer a variety of human care opportunities and communicate suggestions to societies.
6. Communicate frequently and assist society Human Care Chairmen.
7. Collect and submit results of zone human care efforts to District Vice President of Human Care when requested to do so.
8. Maintain an enthusiastic, cooperative, joyful spirit.
9. Keep files in good order to be given to successor.

Servant Resources

1. Pray regularly for the Zone President and other leaders and members of the zone.
2. Attend or report to meetings of the zone board as directed.
3. Attend zone events.
4. Encourage and promote the organization of LWML groups in the zone.
5. Research and share with the societies ways to gain and maintain active members.
6. Encourage involvement of society members in zone events through attendance and/or participation.
7. Maintain zone Personnel Resource Forms, gathering information that can be forwarded to the District Vice President of Servant Resources.
8. Maintain an enthusiastic, cooperative, joyful spirit.
9. Keep files in good order to be given to successor.

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving (Col. 3:23-24).

Zone Spring and Fall Event Guidelines

Host Responsibilities

The following committees and their duties make up the Host Spring or Fall Zone Event Committee:

1. FALL OR SPRING EVENT PLANNER should work with all committees and Zone Officers.
2. REGISTRATION
 - A. Prepare a registration sheet for signature of delegates and guests. If the alternate is substituting for the delegate, she signs the delegate sheet.
 - B. Prepare badges or name tags to present at time of registration.
 - C. At time of registration, collect registration fees; have change on hand. Speakers (and spouses, if applicable), District President and Pastors attend at no charge.
 - D. Be responsible for preparation of packets with necessary information—Program, Bible study, note pads, pencils, etc., to be given to each person upon registration.
 - E. Prepare a statement of expenses before the day of Spring or Fall event.
 - F. Pay Food Committee, receive a statement of expenses. Pay other committees, listed under Registration from the registration monies. Any monies left from the food money may be kept by the host society. Any balance from the Registration Fee should be given to the Zone Secretary-Treasurer along with all the offering. The Zone Secretary-Treasurer sends these funds to the District Financial Secretary.
 - G. Prepare and present credentials report to be read when requested.

Include:

 - a. Number of delegates present
 - b. Number of non-voting members present
 - c. Number of Pastors
 - d. Number of other guests
 - e. Total attendance

Present copy of this information to the Zone President and Zone Secretary.
 - H. Prepare and give to the District Archivist/Historian, three (3) complete folders which include the following:
 - a. Bible study
 - b. Gifts from the Heart litany
 - c. Opening/closing devotion
 - d. Any other information or pictures
3. PROGRAM & PUBLICITY:
 - A. Send invitations to all societies in the zone and a special invitation to the Zone pastors to come as their guest. The District Public Relations Director should prepare a sheet in the form of a poster which societies may post at their churches. This poster should include pertinent information concerning the cost of registration fee, meal, nursery facilities and any other information which might be of interest to the guest society.
 - B. If it is a custom in the zone to list the special project information from the societies in the program booklet, this information should be gathered prior to the printing of the program booklets.
 - C. Prepare and print the program booklet.
 - D. Keep a record of postage cost and materials; give it to the Registration Committee.

4. HOUSING:
 - A. Arrange for overnight housing for the District President and the speaker if it is necessary. The wishes of the district officer and the speaker should determine the type of housing secured. Commercial housing is paid by the zone from registration fees.
 - B. Notify the Zone President of housing location.

5. DECORATIONS & SET UP
 - A. Be responsible for decorations, banner, favors, etc., to conform to the theme of the Fall or Spring event.
 - B. See expense outline with regard to decorations.
 - C. Be responsible for the physical arrangement for the Fall or Spring event. Secure screen projector, podium, display tables, etc.

6. FOOD:
 - A. Be responsible for morning coffee and rolls and the main meal. Determine the cost of meal.
 - B. Have meals planned to serve all guests as quickly as possible.
 - C. Money collected for food at the time of registration is turned over to the "Food" committee. Meal prices should be as close to actual cost as possible.

7. NURSERY:
 - A. Plan for the care of children.
 - B. Ask the publicity committee for advance registration of the children and their ages."
 - C. Parents are asked to provide the medical information papers and also a sack lunch for their child. This committee should provide drinks.
 - D. Plan for a sufficient number of attendants to care for the needs of all the children.

8. ENTERTAINMENT: (optional)

Plan for any and all social activities during the event. This is an optional item and any costs are paid by the host society.

OUTLINE OF ZONE FALL AND SPRING EVENT EXPENSES

Registration

1. Postage, paper
2. Badges, name tags
3. Program Booklets
4. Folders
5. Notebook
6. Pencil
7. Speaker gratuity (\$50 limit), mileage
8. Babysitting
9. District Representative registration
10. Speakers registration, spouse if applicable
11. Pastors' registration

Meal Cost to Include

1. Meal
2. Table Decorations/Flowers
3. Favors (optional)
4. Door prizes (optional)
5. Morning Refreshments
6. Entertainment (optional)
7. Meals for pastors, speakers & spouses, if applicable, and District Representative

MEAL SHOULD BE PRICED TO
INCLUDE THE ABOVE ITEMS.

Zone Event Guidelines For Host Society

1. Prepare and print the program packet to include:
 - Agenda
 - Song sheet
 - LWML Pledge
 - Contact Information
 - Speaker bio/topic
 - Mission Grant (updated district/national list)
 - District President Letter
 - District Treasurer Report for zone
 - Society reports (optional)
 - Flyers for upcoming events (Convention, Retreat, etc.)
 - All contents must be approved by zone president prior to printing

2. Consider providing Childcare
 - Clearly state directions in publicity
 - Children's lunch arrangements and cost
 - Reservation information

3. Event room set-up
 - Microphones/Audio visual equipment
 - Podium
 - Table and chairs for Diaz, if desired
 - Bibles available

4. LWML Store set up
 - Adequate size table
 - Attendant with change box
 - Identify clearly money from sales and remit to District Financial Secretary

5. Registration
 - Fees:
 - Fees are determined to cover all expenses related to the event
 - Remember to give honorarium (\$50 limit) and mileage to speaker
 - Child care costs should be charged in addition to registration fee

 - Set Up with Personnel:
 - Have sign in sheets - Two for each society (one for delegates and one for non-voting members in attendance)
 - Sign in sheet for Special Guests
 - Provide name tags - use dark Sharpie pens or computer generated if possible)
 - Pre-registration and pre-payment recommended

- Collect Registration fees - (Registration money, after expenses should be sent by check or Money Order to the District Financial Secretary)
- Gather Mite offering during opening worship
- Provide Ushers
- Remit entire offering to District Financial Secretary noted appropriately
- All remittances should be made promptly to the District Financial Secretary

6. Hospitality

- Provide greeters with warm smiles
- Provide light/appropriate refreshments as people arrive
- Provide lunch or additional meal when appropriate
- Decorate the dining room per event theme
- Table favors or takeaways may be provided

7. Hosting Speaker/Special Guest(s)

- Upon confirmation provide speaker with:
 - Time allotment
 - Placement on agenda
 - Theme of event
 - Information about the audience
 - Determine any required fees
- Prior to event inquire of special needs for presentation
- Provide complete directions to event location
- Inquire as to time of anticipated arrival
- Greet special guest(s) upon their arrival
- Assign a hostess for special guest(s)
- After speaking, give honorarium (\$50 limit) in a discrete manner
- Provide overnight accommodations with LWML member
- Waive registration fee and meal costs

8. Gifts from the Heart

- Provide attended, designated area to receive items
- Publicize items needed and agency receiving, prior to event
- If Lutheran World Relief (LWR), designate the event, collection items specifics, in attended area

9. Credentials Report

- Required for voting accuracy

Define:

- # Voting Delegates _____
- # Special Guests _____
- # Non-Voting Attendees _____
- # Pastors _____
- # Children in Child Care _____
- Total in Attendance _____

Zone Nominating Committee Guidelines

1. Three member committee appointed by the Zone President before July 1 of an election year.
2. Committee members are selected from three different societies.
3. Meets by August 1 to secure candidates for offices. For good zone representation, candidates should not all be from one society. Two candidates per office recommended.
4. Pastors of the candidates, shall be contacted to determine eligibility and qualifications of the candidate.
5. Written contact to the candidates is made to secure their consent as a nominee for office.
6. Provide each nominee a copy of the Oklahoma District Zone Guidelines which outlines the officer duties.
7. Secure nominees by August 22 of the election year. Request a brief biography of each nominee for the zone event booklet and for to the Zone President.
8. The slate will be sent to each Society President at least two weeks prior to the zone event.
9. The 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 from the nominee.
11. All nomination documents will be turned given to the Zone President immediately after the zone event.