

NW Minnesota Synodical Women's Organization
2022 Call for Nominations



The NW Minnesota Synodical Women's Nominating Committee is seeking nominees for the 2022 ballot for the the following Synodical Women's Organization (SWO) officers and board positions to be elected at our Annual Fall Convention/Gathering on September 16-17, 2022.

President (2-year term)

Vice-President (1-year term)

Secretary (1-year term)

Treasurer (2-year term)

Three (3) Board Members (2-year term)

Two (2) Board Members (1-year term)

Three (3) Nominating Committee (1-year)

Triennial Convention Voting Members (Phoenix AZ week of September 18, 2023)

If you are interested in being considered for one of these leadership positions or if you have a recommendation for someone to be considered, please let one of the SWO Nominating Committee members know.

Please consider this opportunity to serve. Maybe now is the time for YOU to take a leadership role with this amazing group of women who are making a difference!

Julie Jones, Board Advisor, 218-386-3692 (evenings), juliej@marvin.com

Cheryl Schupbach, 218-766-4609, schupback@gvtel.com

Cindy Sandahl, 218-242-2634, sandahl@centurytel.net

Mary Boyack, 218-731-3336, boyack@runestone.net

NOMINATION FORM



Northwestern Minnesota Synodical Organization

Check below those positions in which the nominee is willing to serve. The individual nominated must consent to serve if elected. All terms are two-year terms unless specified otherwise.

_____ President

_____ Board Member

_____ Vice-President

_____ Nominating Committee (3 positions-1 year)

_____ Secretary

_____ Triennial Convention voting member (in Phoenix AZ week of September 18, 2023)

_____ Treasurer

Name of Nominee _____

Address _____

Phone # _____ Cell # _____ e-mail _____

Name of Congregation _____ Conference # _____

Church Address _____

Participation in Women of the ELCA: regularly _____ occasionally _____ never _____

Previous Triennial Voting Member: _____ Yes or _____ No

Person Submitting nomination: _____

Home Phone: _____ cell # _____

Complete and return to:

Julie Jones

523 Nelson St NE #3

Warroad MN 56763

218-386-3692 / juliej@marvin.com

DUE: August 1, 2022

JOB DESCRIPTIONS

Responsibilities For SWO Board Members

The following SWO Board Member responsibilities are offered as a guideline in describing the general role and responsibilities of each board member position. Each SWO Board member shall also serve in other capacities such as Finance, Policy and Procedures, Nominations Committee Advisor, Conference Board Representatives, Archivist/Historian, Convention Planning Committee, Scholarship Coordinator and Mary Magdalene Awards.

Basic Responsibilities:

- a. Promote specific mission committee areas
- b. Provide information to congregational units as requested
- c. Submit information to the SNOW Editor pertaining to specific mission areas
- d. Attend all SWO Board meetings
- e. Prepare report/s for the Bulletin of Reports according to the Convention Time Line
- f. Carry out specific assignments as assigned by SWO Board and in specific job descriptions
- g. Serve as SWO Board Representative for a conference and present SWO Board report
- h. Advise a convention committee as appointed by SWO President
- i. Must be able to fulfill the required time commitment.

SWO Board Job Descriptions

The job descriptions for the SWO Board officers are taken from the SWO Constitution with a few exceptions which have been added with SWO Board approval. The interests and skills are intended to help each woman select the position for which they are best suited. They are NOT requirements for the tasks, but are merely guidelines and do not include all the possibilities. (See individual files for each position, passed on from previous Board members.)

Responsibilities for SWO President

- a. preside at all conventions of the synodical women's organization and at meetings of the board and executive committee;
- b. ensure that the constitution and bylaws of the synodical women's organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for;
- c. be an ex-officio member of all committees of the synodical women's organization except the Nominating Committee;
- d. submit a report to each regular convention of the synodical women's organization concerning her work, with observations and recommendations affecting the synodical women's organization as she may deem important;
- e. serve as liaison with the churchwide women's organization and attend the meetings of the Conference of Synodical Presidents;
- f. represent the synodical women's organization at, or appoint representatives to, inter-Lutheran and ecumenical associations and councils in which the organization participates; and
- g. serve as representative to the Synod Council, or appoint a representative.

Interest and Skills: Comfortable providing leadership for many different people, able to delegate responsibility, comfortable conducting meeting for large or small groups, appreciates diversity in people, good oral communicator as well as in written form. Writing skills and using a computer are an asset. Ability to use and have access to a computer is highly recommended.

Responsibilities For SWO Vice President

- a. Act in the absence, disability or resignation of the resident, assuming the duties of the president until the vacancy is filled by the SWO Board, if necessary, at its next regularly scheduled meeting.
- b. Perform such other duties as requested by the SWO President or board.
- c. Serve as a SWO Board Representative for a conference.
- d. Serves as Conference Advisor for all Conference Chairs.

Vice President Interest and Skills: Comfortable conducting a meeting for large for small groups; flexible; likes working with many different people; and is a good communicator orally and in written form.

Responsibilities For SWO Secretary

- a. Serves as recording officer all SWO Board meeting and Convention Business Meeting.
- b. Records and distributes all minutes to the SWO Board members for proofing. Distribute final approved copies to: SWO Board, Conference officers, Convention Planning Committee member who do not serve on the SWO Board, to the NW MN Bishop, CWO President, and SWO Executive Director. The treasurer's report shall be enclosed to anyone of the SWO Board who was absent from the board meeting, to the NW MN Bishop, and to the CWP President. The minutes and treasurer's report mailed to the NW MN are also for archival purposes.
- c. Distribute Congregational/Unit information forms to unit presidents and Conference Officers, completed forms are returned to Conference Coordinator and SWO Secretary for recording. Maintain record of current Unit Presidents, Conference Officers, Board Members and Board Committee Chairs. Supply mailing labels to various committees as requested.
- d. Immediately after the SWO Convention, notify by letter election results: newly elected board members, newly elected members of the Nominating Committee and Triennial Voting Members.
- e. Responsible for preparing and publishing the Bulletin of Reports for the SWO Conventions. Board members submit articles to Secretary (Important: See Convention timeline.) After Bulletin of Reports is printed, make it available to the SWO President to distribute to voting members with letters of committee assignments. The remaining Bulletins are held for the convention attendees during registration process.
- f. Serve as a board representative for a Conference Gathering
- g. Write letters to the congregational pastor announcing that a member of that congregation has been elected to the SWO Board.
- h. Provide the Nominating Committee with a list of Congregational/Unit presidents, Conference Officers and Board Members, forms and SWO Stationary as needed.
- i. Responsible for two pre-Convention mailings (see more details from previous mailings on file.)
- j. Presides over a meeting in absence of the SWO President and Vice-President.

Secretary Interest and Skills: Organization; Computer skills; comfortable taking notes; planning ahead; and willing to remind others about responsibilities

Responsibilities for SWO Treasurer

- a. provide for the keeping of all records and be accountable for all funds;
- b. be responsible for disbursing funds in accordance with the financial policies of Women of the ELCA and the budget of the synodical women's organization; and
- c. present a complete report, including an accounting compilation or review, to the synodical women's organization convention and an interim report to each board and executive committee meeting.

Interests and Skills: Knowledge of bookkeeping procedures, must possess computer skills, is organized, conscientious, comfortable working with small groups and is a good communicator.