

## Call for Grand Canyon Synod Women of the ELCA Nominations

Since Grand Canyon voted to hold conventions on a biennial basis and term limits for all officers and board members is 2 years, we will be electing or re-electing all four (4) officers and eight (8) board members at the convention in November. Please note some of the current board are eligible for a second term.

Job descriptions for the offices are listed here. The terms of office are two years and begin immediately after the election, except that of the Treasurer, whose term begins February 1 after the election. Administrative Board meetings are currently held three times a year plus one pre-and one post-convention meeting. The Executive Committee may meet at additional times. All expenses for meetings are borne by the organization.

Please prayerfully consider names to be submitted for nomination from your congregational unit.

### **Job Descriptions**

#### **THE PRESIDENT SHALL:**

- Preside at all conventions of the synodical women's organization at meetings of the Board and Executive Committee
- Ensure that the constitution and bylaws of the organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for
- Be an ex-officio member of all committees of the synodical women's organization except the Nominating Committee
- 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
- Serve as liaison with the churchwide women's organization and attend the meeting of the Conference of Synodical Presidents
- Represent the synodical women's organization at, or appoint representatives to, inter-Lutheran and ecumenical associations and councils in which the organization participates;
- Serve as representative to the Synod Council, or appoint a representative

#### **THE VICE PRESIDENT SHALL:**

- Attend all Administrative and Executive Board Meetings
- Act in absence, disability, or resignation of the president. She shall assume the duties of the president until the vacancy is filled by the board of the Synodical women's organization at its next regularly scheduled meeting
- Always be up-to-date on the president's expectations and desired outcomes for a meeting
- Represent president at conference, unit, synod and ecumenical events as requested
- Chair Convention planning meetings
- Act as coordinator of the conferences, being in contact with conference mentors and planning teams
- Any other duties as requested by president

#### **THE TREASURER SHALL:**

- Provide for the keeping of all records and be accountable for all funds
- 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
- 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

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## Job Descriptions

### THE SECRETARY SHALL:

- Attend all Administrative and Executive board meetings
- Record and distribute minutes of Synodical board meetings
- Maintain a record of elected board members and officers and their terms
- Perform special duties at the board's direction
- Attend to correspondence
- Provide for the gathering and preserving of historical records and documents
- Maintain a record of the policies of the Synodical women's organization
- Provide proper reports requested by the Churchwide Women of the ELCA, i.e. dates and locations for Synodical convention, constitutional and by-law changes before they are presented to Churchwide

### BOARD MEMBERS SHALL:

- Carry out the purpose of the organization of the Women of the ELCA as stated in Article II, Section 1 of the constitution and by-laws of the organization
- Work in partnership with Churchwide women's organization, conferences and units in the Grand Canyon Synod territory
- Attend all required board meetings
- Represent the synod at conference and unit meetings
- Working with the officers, transact necessary business and make programmatic decisions between conventions
- Set policies required for effective and efficient functioning of the Synodical organization
- Serve on synod committees as appointed by the President of the organization

### AN OPPORTUNITY AWAITS YOU.....

- If you are a voting member of an ELCA congregation;
- If you are active in the women's ministry of a congregation in the Grand Canyon synod;
- If you would like to form some new and meaningful friendships;
- If you would like to be strengthened in your Christian faith;
- If you would like to have a part in shaping the ministry of women in the Grand Canyon Synod



***THEN THIS IS FOR YOU! Is God calling you to serve on the Grand Canyon Women of the ELCA synodical board?***

We hope you will prayerfully consider this opportunity to become an active member in the work of the Women of the Grand Canyon Synod by accepting a nomination for one of these vacancies.

# Nomination Form for Grand Canyon Synod Women's Board 2018 Leadership Positions

**Circle the position for which you want to nominate this person.** This form may be reproduced and you may nominate as many women as your congregational unit desires. Be sure you have the permission of the nominee.

President   Vice-President   Secretary   Treasurer   Board Member

NAME of Nominee \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Church/Congregational Unit \_\_\_\_\_

Conference \_\_\_\_\_

Age Category: 18-35 ( ) 36-50 ( ) 51-65 ( ) OVER 65 ( )

Do you qualify as a woman of color and/or person whose primary language is other than English? \_\_\_\_\_Yes \_\_\_\_\_No

Highlights of present and past activities in Women of the ELCA, congregations, conference, synod, Churchwide, community, and career: \_\_\_\_\_

\_\_\_\_\_

What gifts/talents do you feel you can bring to the Grand Canyon Women's Synod Board?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by \_\_\_\_\_ with  
permission of the nominee. *(Signature of Congregational Unit Representative)*

Nominee signature \_\_\_\_\_

**Return completed form by September 17, 2018 to  
Suki Kisling, Chair of the Nominating Committee  
1917 W. Mintbush Drive, Green Valley, AZ 85622**