

## 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 (or until re-elected), we will be electing all four (4) officers and up to eight (8) board members at the upcoming **convention** on November 10-12 at the Holiday Inn and Conference Center, Mesa, AZ. 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 (or until re-elected) 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. Virtual meetings may occur to save time and travel.

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

### Job Descriptions

#### **THE CHAIR 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 CO-CHAIR SHALL:**

- Attend all Administrative and Executive Board Meetings
- Act in absence, disability, or resignation of the Chair. She shall assume the duties of the Chair 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 chair's expectations and desired outcomes for a meeting
- Represent chair at conference, unit, synod and ecumenical events as requested
- Chair Convention/gathering planning meetings

- Act as coordinator of the conferences, being in contact with conference mentors and planning teams
- Any other duties as requested by Chair

### **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

## **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 Chair of the organization

# AN OPPORTUNITY AWAITS YOU.....

- If **YOU** are a voting member of an ELCA congregation;
- If **YOU** would like to form 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.

There can be two women from the same congregational unit elected to the synodical board, providing one is an officer and one is a board member.