

Timeline for Zone Presidents

LWML Texas District

Due Date	Frequency	Task	Location in Leader's Manual
Monthly	Every year	Submit mites to District Financial Secretary	Zone Leaders - pg 9 Financial - pg 2
Monthly	Every year	Send zone officer/chairman updates to District VP of Organizational Resources (as changes occur)	Zone Leaders - pg 9 Financial - pg 2
Monthly on 9th day	Every year	Articles due for <i>District News</i> in <i>The Lutheran Witness</i>	Communication - pg 1
January	Odd-numbered year	Travel fund assessment is sent to zone presidents and zone treasurers from District Financial Secretary	Board of Directors - pg 5 Financial - pg 4
February	Odd-numbered year	District banner design for LWML Convention due to District President	Board of Directors - pg 6 Standing Rules - pg 2
February	Every year	LWR Bulletin is posted online with ingathering info	Mission Service - pg 2
February	Odd-numbered year	Board of Directors meeting (usually Camp Lone Star) Info on LWML Convention will be provided by District President. President may call a meeting in even-numbered years at CLS.	Board of Directors - pg 1
February 1	Odd-numbered year	Names of delegates and alternates for LMWL Convention due to District President	Board of Directors - pg 6 Standing Rules - pg 2
Spring	Every year	Send minutes of zone meetings to District President and Archivist-Historian	Standing Rules - pg 1 Zone Leaders - pg 4, 8
Spring	Every year	Forward <i>Linked by Love</i> and District President's <i>Items of Importance</i> to each group and individual member of the zone	Zone Leaders - pg 7
Spring	Odd-numbered year	Zone Presidents Orientation (usually Camp Lone Star)	Zone Leaders - pg 7 Board of Directors - pg 1
Spring	Even-numbered year	Zone delegates for District Convention elected	Zone Leaders - pg 9
March 1	Even-numbered year	Zone Young Woman Representative (YWR) nominee information due to Committee on Young Women Chairman	Board of Directors - pg 5 Young Woman Representatives - pg 1, 2-5
March 1	Even-numbered year	District Convention registration packet and delegate certification forms mailed to zone and group presidents	Organizational Resources - pg 1
March 31	Odd-numbered year	Travel fund assessment due to District Financial Secretary from zone	Board of Directors - pg 5 Standing Rules - pg 3
March 31	Every year	Scholarship applications due (postmarked) to District Scholarship Endowment Fund Committee Chairman	Scholarships - pg 1
May 1	Even-numbered year	District Convention Delegate/Alternate Certification forms from groups due to zone president	Board of Directors - pg 5 Organizational Resources - pg 1
May 15	Even-numbered year	District Convention Delegate/Alternate Certification forms due to District VP of Organizational Resources	Organizational Resources - pg 1

Due Date	Frequency	Task	Location in Leader's Manual
June 1	Even-numbered year	Zone Archivist-Historian updates zone history and sends to District Archivist-Historian	Archivist-Historian - pg 2, 3 Zone Leaders - pg 8
Summer (June)	Even-numbered year	Board of Directors Meeting (day prior to District Convention)	Board of Directors - pg 1
July 1	Even-numbered year	Zone Presidents receive request for District Young Woman Representative (DYWR) nominations from Committee on Young Women Chairman	Young Woman Rep - pg 1, 6-12
August 15	Even-numbered year	Nominations for LWML Officers due to LWML Nominating Committee	Board of Directors - pg 5
August 15	Even-numbered year	LWML Mission Grant proposals due to District President	Board of Directors - pg 6 Mission Grants/Gospel Outreach - pg 7
Fall	Every year	Lutheran World Relief Ingathering (sites and dates to be announced)	Mission Service - pg 2
Fall	Even-numbered year	Zones elect zone presidents (Zone Presidents Orientation held after the elections, date to be determined in the spring of odd-numbered year)	Board of Directors - pg 1 Standing Rules - pg 3
Fall, immediately after ZP election held	Even-numbered year	Send name of zone president to Vice President of Organizational Resources	Board of Directors - pg 1
Fall	Every year	Send minutes of zone meetings to District President and District Archivist-Historian	Standing Rules - pg 1 Zone Leaders - pg 4, 8
Fall	Every year	Forward <i>Linked by Love</i> and District President's <i>Items of Importance</i> to each group and individual member of the zone	Zone Leaders - pg 7
September 1	Every year	Membership report forms and <i>Lutheran Woman's Quarterly</i> subscription forms mailed to zone president	Organizational Resources - pg 1, 9-13
September 1	Even-numbered year	District Young Woman Representative nominations due to the Committee on Young Women Chairman	Board of Directors - pg 6 Young Woman Rep - pg 1, 6-12
October 1	Odd-numbered year	Zone Presidents receive information for Zone YWR Program from Committee on Young Women Chairman	Young Woman Rep - pg 1, 2-5
November 1	Odd-numbered year	Submit request to host a District Convention in 5+ years (if in your region on schedule) to District President	Conventions - pg 1 Standing Rules - pg 2
November 1	Odd-numbered year	LWML Texas District mission grant proposals due to District VP of Gospel Outreach	Board of Directors - pg 5 Mission Grants/Gospel Outreach - pg 7-13
November 1	Odd-numbered year	Nominations for district officers due to District Nominating Committee Chairman	Board of Directors - pg 5 Standing Rules - pg 1
November 1	Every year	Group/Individual membership reports and <i>Quarterly</i> subscription order due to zone president	Organizational Resources - pg 1, 9-13 <i>Quarterly</i> - pg 1
November 15	Every year	Zone, group/individual membership reports and <i>Quarterly</i> subscription order due to VP of Organizational Resources	Board of Directors - pg 4 Organizational Resources - pg 1 Standing Rules - pg 1
December	Even-numbered year	District President sends info on LWML Convention	Board of Directors - pg 6
	Every five years	Review zone bylaws	Zone Leaders - pg 4, 8 Structure - pg 1-3