

GUIDELINES

DISTRICT YOUNG WOMAN REPRESENTATIVE PROGRAM

Lutheran Women's Missionary League Texas District

Qualifications

1. Must be a member of a Texas District LCMS congregation and a relatively new member of an LWML group, who demonstrates an interest in the LWML program
2. Mature young woman who is preferably 22-35 years of age (out of high school)
3. Must have previously attended an LWML Texas District Convention as a Zone Young Woman Representative
4. Is able to be away from home, as necessary, for the national LWML Convention (odd-numbered year), for any subsequent speaking engagements throughout the LWML district (for two years), and for the LWML Texas District Convention the following year (even-numbered year).

Requirements

1. Keep an accurate, detailed record of expenses
2. Send a written report of her impressions and account of experiences at the LWML convention to the LWML District President
3. Commit herself to be active in her LWML group and to encourage other young women to be a part of her excitement
4. Write articles for district publications on her experiences to show the importance of involving young women at the local and district level
5. Attend district functions, be willing to work with district leaders in areas where you both feel you can make a difference, and be open to take part in a program upon request
6. Is willing to study convention materials provided and assist with the zone YWR program at the LWML district convention
7. Is willing to attend all sessions of the convention as a non-voting participant, as well as special functions designated for Young Woman Representatives
8. Speak to groups and zones in the LWML district as feasible
9. Serve as advisory member to the LWML District Committee on Young Women.

General Information

1. The term of the LWML District Young Woman Representative is two years and begins when she attends the national LWML convention in odd-numbered years.
2. When the term as LWML District Young Woman Representative is over, will be asked to serve as member of the LWML District Committee on Young Women for the two years following, if able.
3. Convention fees, lodging, food, and travel expenses for the LWML convention will be paid for by the LWML district, based on stipulations found in the District Standing Rules.

4. The newly appointed District Young Woman Representative(s) will be notified by the District Committee on Young Women Chairman after the February Executive Committee meeting, odd-numbered years. Nominees not selected will be considered as alternates to the newly appointed District Young Woman Representative(s) and will be notified by the District Committee on Young Women Chairman after the February Executive Committee meeting, odd-numbered years.

District Committee on Young Women Responsibilities

1. Distribute guidelines, job description, list of eligible candidates, *Information Form* and *Comment Form* to zone presidents by September 1 in even-numbered years and place them on the district website.
2. Forward all nominations to the District Executive Committee for selection.

Zone Responsibilities

The Zone President shall distribute the district guidelines, job description, *Information Form*, and *Comment Form* to all group presidents. Zone executive committee/group presidents should prayerfully think about asking young women who have served or currently serving as a zone YWR and wishes to deepen her involvement in the LWML.

Group Responsibilities

1. Zone EC and each LWML group may submit up to two names to be considered for the District Young Woman Representative.
2. Assist each young woman in completing the *Information Form* and should either complete the *Comment Form* or ask the pastor of the young woman's congregation to complete it. These forms need to be sent to the chairman of the District Committee on Young Women by January 1 of odd-numbered years.

DISTRICT YOUNG WOMAN REPRESENTATIVE

Lutheran Women's Missionary League Texas District

JOB DESCRIPTION

The following are items you should have in your files, as well as a list of duties for your position. For reference, keep record of everything you do during your term of service.

Expenses

District and LWML Conventions:

Expenses to both conventions will be paid by the district following the Standing Rules and Travel Policy (in Board of Directors section of *Leader's Manual*).

Keep track of all expenses:

- Mileage or airfare
- Meals
- Registration fees
- Housing
- Copies, postage and supplies for district convention as approved by committee.

Vouchers are submitted to the chairman of the District Committee on Young Women for district convention and to District President for LWML convention.

Zone and Group Speaking Engagements:

The zone or group requesting the DYWR to speak should pay all expenses following Standing Rules and Travel Policy directly to the DYWR. An honorarium may be given to the speaker and can be retained by the speaker or donated (in full or partially) to district mites.

Reports

Reports are to be submitted to the chairman of the District Committee on Young Women and to others as specified.

Reports needed:

- After LWML convention — your experiences
- Every six months — speaking engagements and activities
- For district convention manual (sent to District Recording Secretary) — biennially in even-numbered years
- For District Executive Committee meetings and District Board of Directors meetings (sent to Secretary to the President as requested)
- Final report on speaking engagements and activities — at end of two-year term.

Correspondence

Keep a list of letters and emails received and written pertaining to YWR business.

Speaking Engagements

Keep log that includes:

- Location
- Date
- Reason/type of activity (zone or group/retreat, workshop, event, etc.).

Articles

Articles are to be written upon request for:

- *Texas Messenger* (submitted to LWML Texas District News Editor)
- LWML Texas District newsletter *The Lone Star Connection* (submitted to the District Committee on Young Women Chairman).