

GUIDELINES
DISTRICT YOUNG WOMAN REPRESENTATIVE PROGRAM

Lutheran Women's Missionary League Texas District

QUALIFICATIONS

1. Is a member of a Texas District LCMS congregation and a relatively new member of an LWML Society, who demonstrates an interest in the LWML program
2. Mature young woman who is preferably 22-35 years of age
3. Must have previously served as a Zone Young Woman Representative, and completed her term in that capacity
4. Is able to be away from home, as necessary, for the National LWML Convention (in 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 (in 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 Society and to encourage other young women to be a part of her excitement
4. Write articles for District publication 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 Societies 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 on March 31 of 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.

DISTRICT COMMITTEE ON YOUNG WOMEN RESPONSIBILITIES

1. Distribute Guidelines, job description, list of eligible candidates, information forms for nominee and comment forms to Zone Presidents by October 1 in even-numbered years, and place them on the District Website.
2. Forward all nominations to the Executive Committee for selection.

ZONE RESPONSIBILITIES

Zone President shall distribute the District Guidelines, Job Description, Information Form, and Comment Form to all Society Presidents. Zone Executive Committee/Society Presidents should prayerfully think about asking Young Women who have served a term as a Zone YWR and wishes to deepen her involvement in the LWML.

SOCIETY RESPONSIBILITIES

1. Zone EC and Societies 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 young woman's congregation to complete it. These forms need to be sent to the Chairman of the District Committee on Young Women by December 15 of even-numbered years.

District Young Woman Representative Nomination Form
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.

ADDRESSES AND TELEPHONE NUMBERS

- * District Committee on Young Women Members
- * District Executive Committee
- * Zone Young Woman Representatives
- * Directory of Zone Presidents and List of Societies (Current Membership Directory)

INCOME AND EXPENSES

You should keep track of all expenses:

- * Supplies used
- * Long distance telephone calls on LWML business
- * Postage for LWML materials or letters
- * Mileage for LWML speaking engagements (see Standing Rule #8)
- * Copies made

Vouchers submitted to Chairman of District Committee on Young Women for payment or reimbursement

Keep track of reimbursements and honorariums that should be applied to expenses

Prepare a biannual profit-loss statement (simply add your reimbursements/honorariums and subtract your expenses to arrive at your profit or loss)

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 -- expense/speaking engagements
- * For Texas District Convention Manual (sent to District Recording Secretary) -- biennially in even-numbered years
- * For District Executive Committee meetings and Board of Directors meetings (sent to Secretary to the President) -- as requested
- * Final report on speaking engagements and expense/profit -- at end of two-year term

CORRESPONDENCE

Letters received and written pertaining to YWR business

SPEAKING ENGAGEMENTS

Keep log that includes:

- * Location
- * Date
- * Reason (Zone or Society)

ARTICLES

Written for Lutheran Witness - LWML Texas District section (upon request)

Submitted to LWML Texas District News Editor

Suggested articles: * After LWML convention, your experiences

* Before/after District convention

* At end of term

Written for LWML Texas District Newsletter, *Linked By Love* (upon request)

Submitted to Chairman of the District Committee on Young Women