

OFFICER & BOARD MEMBER DESCRIPTIONS

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NEBRASKA WOMEN OF THE ELCA BOARD

PRESIDENT

- Voting Member of an ELCA congregation
- 2 Year Term
- Elected at the Nebraska Biennial Convention by nominating ballot
- Chairs the Nebraska Women of the ELCA board meetings
- Presides at the convention of the Nebraska Women of the ELCA
- Ensures the constitution and bylaws are duly observed
- Serves as a liaison with the churchwide women's organization and attends the Conference of Presidents
- Serves as representative to the Synod Council or appoints a representative

VICE PRESIDENT

- Voting Member of an ELCA congregation
- 2 Year Term
- Elected at the Nebraska Biennial Convention
- Act in the absence of the president
- Performs other duties as requested by the president or the board
- Ensures the constitution and bylaws are duly observed

SECRETARY

- Voting Member of an ELCA congregation
- 2 Year Term
- Elected at the Nebraska Biennial Convention
- Responsible for recording and distributing minutes of the Nebraska Women of the ELCA convention and board meetings
- Performs other duties as requested by the board
- Ensures the constitution and bylaws are duly observed

TREASURER

- Voting Member of an ELCA congregation
- 2 Year Term
- Elected at the Nebraska Biennial Convention
- Provide keeping of all the records and be accountable for all funds
- Be responsible for disbursing funds in accordance with financial policies of Women of the ELCA and Nebraska's budget
- Present a complete report, including accounting compilation or review, to the Nebraska Women of the ELCA convention, and an interim report to each board meeting
- Ensures the constitution and bylaws are duly observed

CONFERENCE BOARD MEMBER

- Voting Member of an ELCA congregation
- 2 Year Term
- Elected at the Nebraska Biennial Convention
- Works with Conference Coordinator planning the Spring Gathering
- Serves as liaison between the board and the Conference Coordinator
- Sends communications to congregational units within conference after each board meeting and as needed
- Ensures the constitution and bylaws are duly observed