JOB DESCRIPTIONS FROM THE CONSTITUTION
BOARD MEMBERS

SECTION 4. Officers in General
Item 1. The officers of the synodical women’s organization shall be a president, a vice president, a secretary, and a treasurer. Each shall be a participant in a unit and a member of the ELCA.

Item 2. Each officer shall be elected by the convention to a term of two years. All officers shall be eligible for one reelection to the same office.

Item 3. Upon completion of her term(s) as president, the president shall be ineligible for election as an officer or board member for two years.

Item 4. No elected person shall serve as an officer or board member for more than seven consecutive years.

Item 5. Should a vacancy occur in any of the four offices, the board of the synodical women’s organization shall fill the same until the next regular convention. The election by the convention shall be for the remainder of the unexpired term.

Item 6. The terms of the officers shall begin immediately following installation; except that of the treasurer, which shall begin February 1 following election.

Item 7. There shall be an executive committee consisting of the four officers, which shall act between meetings of the board of the synodical women’s organization.

Section 5. Duties of Officers

Item 3. The secretary shall
a. be the secretary of the board and the executive committee of the synodical women’s organization;
b. be responsible for recording and distributing minutes of the synodical convention, the board, and the executive committee;
c. give the units notification of the regular convention at least three months in advance and of a special convention at least one month in advance;
d. keep a correct register of the roll of units, along with the names of the officers of these units;
e. secure from the units such reports as from time to time may be required;
f. perform such other duties as the board may from time to time direct; and
  g. provide for the gathering and preserving of historical records and documents.
Item 4. The treasurer shall
   a. provide for the keeping of all records and be accountable for all funds;
   b. 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; and
   c. 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.

Section 6. Board Members
Item 1. There shall be 5 members of the board elected by the convention of the synodical women’s organization for a term of two years. Each board member shall be a participant in a unit and a member of the ELCA.

Item 2. No elected board member shall be eligible for more than two consecutive terms.

Item 3. No elected board member shall serve on the board in the capacity of officer and/or board member for more than seven consecutive years.

Item 4. Should a vacancy occur in the membership of the board, the board of the synodical women’s organization shall fill the same until the next regular convention. Each election by the convention shall be for the remainder of the unexpired term.

Item 5. The terms of the board members shall begin immediately following installation.

SECTION 7. Board Duties
Item 1. Transact necessary business and make programmatic decisions between conventions.

Item 2. Set policies required for effective and efficient functioning.

Item 3. Supervise and coordinate the work of all committees that the board may appoint.

Item 4. Identify board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.

Item 5. Determine the time and place of each convention.

Item 6. Prepare the proposed agenda, rules of procedure, and program for adoption by each convention.

Item 7. Report its actions to each regular convention.
Item 8. Recommend the budget to the regular convention.

Item 9. Fill vacancies in the offices and board membership until the next convention.

Item 10. Determine the fact of the incapacity of an officer or board member to perform her duties and determine if she shall be removed from her office in accordance with the policies and procedures of the churchwide Executive Board. For removal of an officer or board member, a two-thirds vote of the total board shall be required. A mail vote shall not be used to effect the removal of an officer or board member.

Item 11. Act as Constitution and Bylaws Committee. Whenever a synodical women’s organization proposes to amend its constitution and bylaws, the board of this organization shall submit prior to September 15 or February 15 the proposed amendments to the churchwide Executive Board for review and action.

Item 12. Act in such other matters as may be delegated to it by the convention of the synodical women’s organization.

UPPER SUSQUEHANNA SYNODICAL WOMEN’S ORGANIZATION SUPPLEMENTAL JOB DESCRIPTION FOR BOARD MEMBERS

1. Board members must subscribe to the purpose statement and the constitution of the Women of the ELCA. Board members will also subscribe to the constitution and standing rules of the Upper Susquehanna Synodical Women’s Organization.

2. Board members attend all board meetings, regular and special called meeting dates, usually 5 meetings a year (including the SWO Convention). In case of illness or emergency, the president must be notified of the absence prior to the meeting. (Standing Rule # 5)

3. Board members will serve on a Mission Area Committee, Convention Planning Committee or other committee that the president deems necessary. The board member may be appointed chair of above mentioned committee. Board member will attend all committee meetings held during the convention year, usually 4 meetings a year. (Standing Rule # 5).

4. Board members may serve as liaison to a cluster within the SWO, usually the cluster in which they are associated. This responsibility means that the board member will meet with the cluster coordinators to help plan the cluster gathering and give the Executive Board presentation/report at said cluster gathering. The liaisons should communicate with congregational/intercongregational units as opportunities present themselves.

5. Board members who are liaisons to a cluster may be invited to attend conference cabinet meetings or gatherings. The liaisons are encouraged to attend if their schedule permits.

6. Board members are encouraged to attend all functions sponsored by the board and committees. This support will help strengthen the bond of personal faith as well as fellowship within the SWO.