

WHAT NEW EXECUTIVE COMMITTEE MEMBERS AND ZONE PRESIDENTS SHOULD KNOW ABOUT LWML CNH MEETINGS

WEBSITES

LWML – www.lwml.org

LWML CNH – www.lwmlcnh.org

ABBREVIATIONS

LCMS – Lutheran Church Missouri Synod

CNH – California-Nevada-Hawaii

EC – Executive Committee: All elected and appointed personnel.

- Elected officers serve a four (4) year term. Elected officers have voice and vote at meetings, with the exception of pastoral counselors. Pastoral counselors have voice but no vote at meetings.
 - Advisory and special appointed personnel are appointed by the President and attend EC and BOD meetings and serve a two (2) year term. At the discretion of the President, they may be re-appointed to serve a second two (2) year term. They have voice but no vote at meetings.
- BOD – Board of Directors: Elected and appointed EC members and Zone Presidents.

- Elected EC members and Zone Presidents have voice and vote at meetings. When a Zone President is unable to attend a Board of Directors' meeting, any elected zone officer shall be authorized to attend as a zone's representative and shall have voice and vote. If the zone representative is not an elected zone officer, she will have voice only at the meeting.

LWML CNH PERSONNEL ROSTER

The Personnel Roster is a listing of all EC elected and appointed personnel, departmental committee members, and zone presidents. **The roster is for official LWML use only.** Please advise the Secretary to the President if your information needs to be updated.

MEETINGS

Conflict of Interest Form and Participant Information Form – The Secretary to the President shall ensure all meeting participants have current forms on file and are available at all meetings. New forms are distributed to those attending an EC/BOD meeting for the first time. The Participant Information Form includes your medical information, contact person's information, etc. If changes occur on your existing form, please notify the Secretary to the President and complete a new form.

Meetings are scheduled well in advance for your planning convenience.

A "Notice of Meeting" and "Registration Form" is sent (normally by email) to all attendees approximately three weeks before the meeting. The registration form must be completed and returned to the Secretary to the President by the deadline on the form.

EC Meetings – EC meetings are held twice a year on a Friday, one in the winter and one in summer. **All LWML CNH EC members (elected and appointed) attend the EC meeting.**

- EC meetings are held at the LCMS CNH Ministry Center in Livermore, with the exception of the winter meeting (Jan. or Feb.) prior to a LWML CNH convention (in even years) which is then held at the convention site.
- If an EC member is unable to attend the meeting, she/he should notify the LWML CNH President (with a copy to the Secretary to the President) requesting to be excused from the meeting.

BOD Meetings – BOD meetings are held twice a year on a Saturday, following the EC meeting, one in the winter and one in the summer. **All Zone Presidents and EC members (elected and appointed)**

attend the BOD meeting.

- BOD meetings are held at the LCMS CNH Ministry Center in Livermore, with the exception of the winter meeting (Jan. or Feb.) prior to a LWML CNH convention (in even years) which is then held at a church in close proximity to the convention site.
- If the Zone President is unable to attend the meeting, she should notify the LWML CNH President (with a copy to the Secretary to the President) requesting to be excused from the meeting **and** advise who will represent their zone at the meeting. Forward the notice of the meeting and registration form to the zone representative so that person can register for the meeting.

Meeting Agenda and Handouts – At the meeting you will receive the meeting agenda and a packet of reports that are in order according to the agenda. A few loose reports may be handed out separately. (During the Friday EC meeting, the EC reviews the agenda and discusses at length the items to be voted on during the BOD meeting.)

Biennial Planning Meeting – The EC (elected and appointed) and all departmental committee members attend a biennial Planning Meeting in September. Zone Presidents do not attend this meeting.

TRAVEL TO MEETINGS – The LWML CNH will reimburse mileage at the current rate (currently 50 cents per mile). A copy of a MapQuest or similar printout must be provided the first time you request reimbursement for mileage to and from the LWML CNH meeting. Once you have submitted a MapQuest report, it will be kept on file and you do not need to bring a copy for each subsequent trip, **providing the locations and mileage are the same** (i.e., home to CNH Ministry Center and return home). If you are requesting reimbursement, in most cases, the check is given to you prior to the close of the BOD meeting, providing all paper work is completed and submitted to the President in a timely manner, otherwise it will be mailed to you.

LODGING (Reimbursement for lodging comes out of our mites.)

- You may request lodging on your meeting Registration Form.
- If you are eligible for reimbursement, you may submit an expense form requesting up to half of the total room cost as per diem to offset your lodging.
- Expense forms are distributed at each meeting.
EC members may request overnight lodging since they are attending a 2-day meeting. Information on reimbursement is noted below.

Zone Presidents traveling more than 100 miles one way may need overnight lodging and are eligible for reimbursement, as noted below.

The Secretary to the President will make all hotel reservations and will pair you with another person.

- Each person is responsible to pay their portion of the hotel bill when checking out. If you prefer to room alone, please advise the Secretary to the President. If you are eligible for reimbursement for half of the room rate and you'd like to room alone, you will be responsible to pay for the other half of the room rate.
- The hotel provides a continental breakfast.
Note: If you are not eligible for your lodging to be paid by LWML CNH but would like to arrive on Friday for your convenience, the Secretary to the President will make your hotel reservation and you will be responsible to pay for your room. Every effort will be made to pair you with another person, unless you prefer to room alone.

MEALS– LWML CNH provides the following meals:

Friday EC meetings:

- An afternoon snack and dinner will be provided during the meeting.

Saturday BOD meetings:

- A continental breakfast is provided for attendees arriving on Saturday morning.
- Lunch and a snack will be provided during the meeting.

Please note: We're beginning a new "practice" for guests who may be in Livermore at the time of our meals. Your registration form will indicate the meals offered.

On Friday – Zone Presidents arriving on Friday (and their guests) and EC guests may have dinner with the EC members, if arrangements are made in advance with the Secretary to the President. Zone Presidents and all guests who would like to be included in the dinner will be asked to donate the “per person” dollar amount for the dinner. If seating is at full capacity in the meeting room and the meeting has recessed for dinner, guests may eat with their LWMLer in another room.

On Saturday – If you have a guest traveling with you, they may have lunch with us. We will ask for a \$5 donation to cover the cost of their lunch. If seating is at full capacity in the meeting room, guests may eat with their LWMLer in another room.

Winter meetings prior to the LWML CNH Convention – The EC will meet at the convention hotel on Friday and their meeting will continue through dinner. The hotel does not accommodate extra seating. EC guests and Zone Presidents will need to make their own dinner arrangements.

EC REPORTS– All EC members must submit a written report to the LWML CNH President and a copy to the Secretary to the President by the report deadline date.

ZONE PRESIDENT’S REPORT FORM – Zone Presidents shall complete the Zone President’s Report Form and send it to the LWML CNH President and the Secretary to the President prior to each BOD meeting (by the report deadline date). The form is on our website (www.lwmlcnh.org) under “Resources & News/Forms”.

ROSTER OF ZONE OFFICERS & COMMITTEE CHAIRMEN – Zone Presidents shall update their zone roster annually in the fall, or as changes occur in their zone board members. Send the zone roster to the Secretary to the President and she will make further distribution to EC members. The form is on our website (www.lwmlcnh.org) under “Resources & News/ Forms”.