

ZONE PRESIDENT GUIDELINES

YEAR ONE: EVEN YEAR, ELECTED IN APRIL OR MAY

JUNE-JULY

The New Zone President attends the District Convention and Carries the Banner for the Zone. This should all be arranged by June. You Represent Zone at the District Convention as a delegate.

Prepare an e-mail list of all the contacts you will need. This will include Group Presidents, and Group Secretaries, Zone officers, Zone Christian life, Zone Human Care, Pastoral Counselor, and VP Regional Rep. Save this email group. Your binder will have **Group Record Forms** for the societies and a **Zone Officer Book**.

Next up, prepare for the July Board and Planning Meeting. Preferably this meeting will be held after the District Quarterly Meeting, so that VP has a report.

1. Some zones may have a set location for this meeting. Check with your Past President for any regular dates these planning meetings are usually held.
2. Look at **Rotation Lists**, so you know who will host the Rally.
3. Plan agenda for this meeting. **Samples Board and Planning Agenda** attached.
4. Have a copy of the **Speakers List** with you at meeting. All these speakers have prior approval. Other speakers must be vetted and approved.
5. 14+ Days Prior to Planning Meeting send email reminders. Your binder will have the **Group Record Forms** for the officers of each society. Send to all those listed (listed above) on your email list.
6. **Extras** that will help prior to the Planning Meeting ---Contact hosting church, so they have input on 1-2 dates, ingathering, and are represented at your meeting. The date may have to be based on the Speaker that will be chosen. Make phone calls during the meeting to see if speaker is available. Or have two alternate date choices before you leave the planning meeting. Ask for input from your Pastoral Counselor for Bible Study ideas as this can help with relevant themes or verses. If you have one or two of these items prior to the meeting, it makes it go more efficiently.

July Planning Meeting. Get final ideas from the group and make final decisions and plan who will do what.

AUGUST

LWML Retreat at Lutheran Island Camp Christian Life Rep will distribute info on this, but support and add it to your own announcements.

SEPTEMBER - OCTOBER

You are preparing for the Fall Rally. The program with your agenda should be done. Be sure you know who is printing it and mailing it out. This can be you or the host church. **See Sample Rally Agenda attached.**

President should double check:

1. Will the Host Committee mail the invites, give the welcome, serve food, etc?
2. Does host church have items needed for your meeting and speaker? Do you need podium, microphone, 2 offering baskets, programs? Assign someone to be contact for speaker and introduce them at the meeting.

3. Recontact Pastoral Counselor to verify Bible Study is planned. Put theme in the program.
4. Have copies of the League Pledge and music. It can be in the program.
5. Arrange for musician to play music for LWML song.
6. Which group will do table prayer? (if food is served)
7. Rally can be short on time, ask the Human Care, Christian Life, to share reports in writing to make things flow more quickly.

30+ days prior to Rally the groups should get first invite to Rally. (30 days because meetings are often only once a month and you want them to announce it early).

At the Fall Rally:

1. Run the Meeting. Remember announcements and thank yous.
2. The Regional VP will bring the fall packets with new **Group Record Forms**. These are to be returned to you with deadlines. Look up the Zone dues to tell Societies at the Rally. Take time to highlight these deadlines at the Rally meeting. Your **Zone President's Packet** will have very clear directions for you. You may have to follow-up with Group Presidents if they don't respond on time.
3. Once you have the Group Record Forms, be sure to make yourself a copy before mailing them into District. You may need to contact the new officers before a new booklet comes out.
4. Update your email contact list for future.

JANUARY – MAY

January Board and Planning Meeting should be after the District Meeting. **Repeat Steps** from July meeting.

1. Additional Items: Appoint a Nominating Committee for Rally Election. (See Rotation Lists for this) This Odd year will be Secretary and Vice President/Christian Life.
2. Decide on delegate and alternate for National Convention. Encourage Young Women Reps to apply for National Convention.
3. Check your by-laws for terms, other appointed committees that need attention. When do you select a new Pastoral Counselor?

If you have any groups go Inactive during your term. Have them write a letter to the District President or Notify the Corresponding Secretary. Update your Rotation Lists if needed.

Spring Rally

1. Follow the same steps as Fall.
2. 30 days prior to Rally, invitations should go out to each Group and Officers.
3. 14 days prior an email reminder could be sent by you or Zone Secretary.
4. Election will be held. Installation of Officers by Pastoral Counselor. See Binder for script.

June is National Convention Month.

YEAR TWO – ODD NUMBERED YEAR

Repeat Year One Steps with a Few Changes

Board and Planning Meeting.

1. 14+ Days Prior to Planning Meeting send email reminders to your officers and each society officers.
2. Follow Year one steps for July Board and Planning Meeting.
3. An addition for Fall Rally is to include a report from the Zone Delegate from National Convention.

Fall Rally.

1. Follow the same steps as last year September/October notes.
2. 30 days prior to Rally, invitations should go out to each Group and Officers.
3. 14 days prior an email reminder could be sent by you or Zone Secretary.
4. Add information for District Convention coming next summer.
5. After the Rally collect and send in the checks and Group Record Forms. Follow steps in President's Fall Packet.

January Board and Planning Meeting - Repeat Steps from last year.

1. Additional Items: Appoint a Nominating Committee for Zone Election. (See Rotation Lists for this) This Even year will be Zone President and Zone Treasurer.
2. More info on District Convention. Check District By-Laws for more info about Society Delegates and forms. Encourage Young Women Reps to Attend.
3. Zone Banner for Convention is also prepared.

Spring Rally

1. Follow the same steps as last year. And prepare your agenda.
2. 30 days prior to Rally, invitations should go out to each Group and Officers.
3. 14 days prior an email reminder could be sent by you or Zone Secretary.
4. Appointment of Pastoral Counselor may also be on agenda.
5. Election of New President. Turn over notes to new President, unless serving a second term.
6. Have the Installation of Officers at end of Meeting. Pastoral Counselor can do this.

2 Attachments: Sample Planning Meeting Agenda, Sample Rally Agenda

Chances are the past President will have saved you some sample agendas. These are very helpful. Be sure to do the same for the next President.

Attachment A. (You may want to bring copies for the group, it helps to keep meeting on track)

LWML _____ Region, _____ Zone
Board and Planning Meeting
JULY OR JANUARY

Call To Order: We open in the name of the Father, the Son, and the Holy Spirit. **Amen.**

Devotions: Pastor

Roll Call: Secretary

Secretary Minutes

Treasurer Report

Regional VP Report

Other Committee Reports: (written reports when possible, Christian Life, Human Care,...)

Business: (Fill in what you can from Rotation Lists, so you are prepared for meeting)

Fall Rally or Spring Rally:

Place _____

Date _____ **Time** _____

Table Prayer: _____ **Theme** _____

Speaker: _____

Ingathering: _____

(some rallies have added an hour or more for servant events at beginning or following)

July Possible Updated Rotation Lists to hand out

January Meeting: Add appointed Nominating Committee for Spring Rally Election of Officers

Announcements:

LWML Retreat at LIC is August

LWML National or District Convention is June

Next Board & Planning Mtg: _____ *date* _____ – _____ *group* _____ Serves

Closing Prayer

Attachment B (This detailed agenda is helpful for yourself, it is not necessary to hand them out to the entire Rally) This plan is for a 4 hour Rally ending with food- it is possible to have lunch in the middle and speaker or servant event after.

Rally Agenda.
FALL OR SPRING

Welcome by Host Group

Bible Study: Pastoral Counselor will prepare this. Usually about 45 minutes.

Call To Order: We open in the name of the Father, the Son, and the Holy Spirit. **Amen.**

Roll Call: Conducted by the Secretary

Secretary's Minutes- if no corrections, they will be filed for review.

Treasurer's Report- motion to accept, placed on file.

Reports:

- Region Vice President
- Human Care
- Christian Life
- Young Women Reps
- Historian
- Others

Unfinished Business

New Business: This could include elections, appoint delegates, appointments to standing committees, installations, by-law updates, banners, etc.

Speaker

Announcements: This could include LWML Retreat, conventions, leadership workshops, news, mission grants, Ingathering information

Adjournment and Closing Table Prayer (if food is served)