

LWML Officer Description Summary

Vice President of Christian Life

- The LWML Nominating Committee is seeking candidates to be elected at the 2025 LWML Convention in Omaha, Nebraska. One officer to be elected is the Vice President of Christian Life.

The Vice President of Christian Life coordinates the Christian Life Department, which includes the Christian Life Committee, the Christian Resources Editors Committee, as well as the Mustard Seed Task Force when active. She coordinates the Prayer Service, prepares reports for the Board of Directors, Presidents Assembly, and LWML Convention, and performs other duties set forth in the [LWML Procedures Manual](#) and the [LWML Bylaws](#).

Do you know a woman that may be the right woman for the job? Nominate her at lwml.org/nominations.

Nominating Committee

- The LWML Nominating Committee is seeking candidates to be elected at the 2025 LWML Convention in Omaha, Nebraska. A new Nominating Committee will be elected; a team of five (5) LWML women will be elected from a slate of nine (9) candidates.

That newly elected Nominating Committee will actively seek members to run for offices to be elected at the 2027 convention. The committee works together via email, video conferencing, and/or phone calls. A Pastoral Counselor works with the committee.

Specific responsibilities can be found in the [LWML Procedures Manual](#) and the [LWML Bylaws](#). Perhaps you know a woman who would work well in this position. Nominate her at lwml.org/nominations. Perhaps **you** are the woman who would work well on this committee. Prayerfully consider and then submit a nomination form online.

Vice President of Gospel Outreach

- The LWML Nominating Committee is seeking candidates to be elected at the 2025 LWML Convention in Omaha, Nebraska. One officer being elected is the Vice President of Gospel Outreach.

The Vice President of Gospel Outreach is the coordinator of the Gospel Outreach Department which is made up of the Mission Grants and Gospel Outreach Committees. She is directly involved with receiving mission grant proposals and guiding the selection process of grants for the convention ballot. After grant selection, she monitors their progress until support is complete. She also oversees the committee that encourages women to serve God through global service to and sharing their faith with others. More detail is available in the [LWML Procedures Manual](#) and the [LWML Bylaws](#).

Do you know someone who would serve her Lord in this way, or are you this woman? Please nominate her at lwml.org/nominations.

Recording Secretary

- The LWML Nominating Committee is seeking candidates to be elected at the 2025 LWML Convention in Omaha, Nebraska. One officer to be elected is the Recording Secretary.

The Recording Secretary records convention proceedings, meetings of the Board of Directors (BOD), and Presidents Assembly (PA). She files officers' reports with the minutes in online data storage, signs the official minutes, and sends everything to the Archivist-Historian. She reports to the Board of Directors and Presidents Assembly. She maintains the permanent record of Operating Policies for the BOD and Standing Policies for the PA. She is responsible for collecting signatures for the Code of Ethics, Conflict of Interest, and Confidentiality Agreement at the national level.

She sets an outline for the convention proceedings, prepares letters and forms for certification of delegates, alternates, YWRs, Pastoral Counselors, BOD, and Presidents Assembly for convention. She makes the floor seating assignments for the district delegations. She compiles content for the convention manual and prepares a report for the convention.

At Interdepartmental Meetings (ID) she serves as chairman if requested, prepares a summary of the ID evaluations, and presents the summary to the BOD. For a complete listing of the Recording Secretary duties please see the [LWML Procedures Manual](#) and [LWML Bylaws](#).

Do you know a woman for this job? Nominate her at lwml.org/nominations. Check out the website for more information.

Vice President of Communication

- The LWML Nominating Committee is seeking candidates to be elected at the 2025 LWML Convention in Omaha, Nebraska. One officer to be elected is the Vice President of Communication.

The Vice President of Communication coordinates the Communication Department which includes the Communication Committee, the District Technology Support Committee, and the Publications Committee. She also maintains the master directory (a list of all LWML committees, staff, Board of Directors, and Presidents Assembly), works with the Public Relations Director, and serves as the coordinator for the convention media room. Any person who fills this position will need to be familiar with different types of electronic communications, written communications, as well as enjoy working with a team who has the job of communicating about the LWML to the LCMS and to the world.

For a complete listing of Vice President of Communication duties please see the [LWML Procedures Manual](#) and [LWML Bylaws](#).

Do you know a woman who has the talent of thinking creatively about communicating with the LWML audience and also has the ability to focus on details? Nominate her at lwml.org/nominations.