

SUMMARY OF POSITION RESPONSIBILITIES

The [churchwide constitution](#) provides a detailed listing of all responsibilities for officers and board members. Here is a summary listing of accountabilities and obligations.

The **secretary** serves as secretary of the triennial convention, the executive board and the executive committee, recording and distributing minutes. With the assistance of staff, she keeps record of units and synodical organizations, provides for the gathering and preserving of historical records and documents, is the secretary of the corporation and performs other duties as requested by the president or board. Experience with word processing software is essential and a knowledge of parliamentary procedures and *Roberts Rules of Order* is helpful.

The **treasurer** provides for financial record-keeping (accomplished by staff) and, on behalf of the executive board, is accountable for all funds of the churchwide women's organization, consistent with the financial policies of Women of the ELCA and the ELCA. She interprets the financial condition of the churchwide organization and presents a complete report, including an audit, to the triennial convention and interim reports at each executive board meeting. Experience in budget preparation and interpretation and knowledge of corporate financial record-keeping is essential.

Executive board members provide for long-range planning for the churchwide women's organization, ensuring that programs are implemented that meet the organization's mission, purpose and priorities. They set policies for effective and efficient functioning and transact necessary business between triennial conventions. They promote and encourage participation in Women of the ELCA, interpreting the life and work of the organization to participants, the church and the public. They recommend budgets, manage assets, are accountable for all funds of the organization and interpret the financial commitments of the organization. They elect the organization's executive director, authorize other staff positions, establish the salary structure and arrange for an annual review of the executive director.