

**Twelfth Triennial Convention  
Women of the ELCA  
September 19-21, 2023  
Phoenix, Arizona**

**CREDENTIALS COMMITTEE**

(nine members, including chair)

**Purpose of the committee:**

1. Receive and check voting member identification.
2. Make sure all credentialed voting members receive materials necessary to participate in convention business.
3. Make official reports to the triennial convention on the registration of voting members and other convention participants. This includes an official report at the beginning of each plenary session to include the following:
  - voting members, including executive board members
  - officers
  - participants
  - churchwide staff
  - guests
  - speakers, presenters, worship leaders and musicians
  - press.
4. Each daily report should reflect the total cumulative number of attendees.

**Duties of the Chair:**

1. Attend a pre-convention orientation for business committees (*on-site*). (Time and place to be determined.)
2. Obtain the on-site room assignment for this committee from the churchwide staff.
3. Call all committee meetings.
  - a. Set time and place of meetings.
  - b. Notify all committee members of the time and place of these meetings.
  - c. Provide, in writing, the time and place for committee meetings to the triennial convention secretary.
4. Convene all committee meetings.
5. Clearly communicate to all committee members the purpose of the committee, its

duties, and amount of time available for completing these duties.

6. To prepare the report of the committee on forms to be provided on-site, making five hard copies and hand them to the page in front of the stage prior to entering the stage to make your report.
7. Present the official gathering registration report to the triennial convention, as scheduled in the business plenary agenda in the *Convention Program & Reports* or as requested by the presiding officer.
8. Prepare a complete and final registration (voting members and participants) report for the triennial convention minutes.
9. Write an evaluation of the committee's work, including the work accomplished and suggestions for improving committee procedures; and submit this written report to the convention office at the end of the triennial convention.

**Duties of the Committee Members:**

1. Attend a pre-triennial convention orientation meeting (*on-site*). (Time and place to be determined.)
2. Be present at the voting member credentialing area prior to the beginning of the triennial convention to examine voting member identification and make sure all credentialed voting members receive materials necessary to participate in convention business.
3. Assist the chair in preparing registration reports for presentation to the triennial convention.
4. Be on the alert during the triennial convention for notices of committee meetings.
5. Attend all committee meetings.

**Resource person:**

A churchwide staff member is assigned to the committee as a resource person. She provides information about policies and procedures, as necessary, to the committee. She is not a committee member, but she must participate in all committee meetings. Therefore, she must be notified of all committee meetings.

**Materials to be provided:**

1. A certified list of voting members and alternates
2. Forms for reporting to the triennial convention
3. Materials needed for distribution to voting members.