



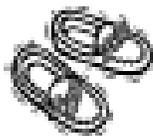
*"FOOTSTEPS*



*TO LEADERSHIP"*



## CONFERENCES



# CONFERENCES

Conferences (sometimes called clusters) are groups of congregational/ inter-congregational/special units geographically grouped in order to allow joint programs, meetings, and other activities. Boundaries of and member units are determined by the SWO Board.

## POLICY REGARDING CONFERENCES

1. Conferences shall be composed of congregational/intercongregational/special units on the roll of the North Carolina Synodical Women's Organization (SWO). Conferences in the SWO shall be determined by the SWO Board, which shall periodically review conference boundaries.
2. Conferences shall work interdependently with the SWO and the CU's to fulfill the purpose of Women of the ELCA.
3. Conferences shall elect three leaders (a Presider, a Director for Communications, and a Treasurer's Assistant) at the conference meeting/gathering.
  - a. Term of office for conference leaders shall be two years. The election of the Presider will be held at Spring Gatherings in odd numbered years and the election of Director for Communications and Treasurer's Assistant will be held at Spring Gatherings in even number years to provide for staggered terms.
  - b. Conference leaders shall be eligible for re-election.
  - c. No conference leader shall serve for more than seven consecutive years.
  - d. No more than one member from a CU shall serve as an elected conference leader.
  - e. Conference leaders shall oversee a process for elections.
  - f. Should a vacancy occur in the conference leadership, the NC SWO Board shall fill the same until the next regular conference meeting/gathering.
  - g. Leadership development for conference leaders shall be provided by the NC SWO Board.
4. The Conference Planning Committee shall plan and facilitate program activities with guidance from the SWO.
  - a. The Conference Planning Committee shall consist of the three elected conference leaders plus other individuals (Host Church President or designee, Board Liaison) who are pertinent to the planning.
  - b. Regular meetings/gatherings of the conference shall be held at least once a year. Conferences usually meet in the spring and fall.

- c. All participants of CU's within the conference are encouraged to attend.
  - d. Time shall be allowed on the agenda for a report from the NC SWO President or her representative.
  - e. The NC SWO President shall appoint a member of the NC SWO Board to serve as the Board Liaison for each conference.
5. Conferences shall normally be self-supporting and shall work cooperatively with the SWO in funding the conference's and SWO's programs and projects.
- a. The NCSWO Board shall establish a financial policy regarding Conferences' operating expenses. (See *Guidelines for Congregational/Inter-congregational/Special Units Hosting SWO Events*).
  - b. Expenses of conference meetings/gatherings and other events shall be covered by charging a registration fee to participants.
  - c. **No monies shall be kept within conferences.** All offerings received at conference events shall be promptly remitted in full to the NC SWO Treasurer.
  - d. Expenses for the NC SWO Liaison to attend conference meetings/gatherings will be paid by the NC SWO if she is traveling outside of her own conference.
6. Together with the NC SWO, conferences shall establish networks of communication.
- a. Conference elected leadership shall receive the NC SWO newsletter, *CAROLINA VINE*. This will be delivered online when possible.
  - b. Conference leaders should contact the NC SWO webmaster about Conference meetings, events and information to be posted on each conference's web page.
  - c. NC SWO Conference elected leadership shall serve as the primary liaisons between the NC SWO Board and the CU's.
  - d. The Presider shall communicate all planning for conference meetings/gatherings and other events to the NCSWO Board through the Conference Coordinator with a copy to the NC SWO President.
  - e. The Director for Communications shall inform the NC SWO Board through the Conference Coordinator of CU's who are affiliating with the Women of the ELCA, disbanding, or would like help or information from the NC SWO Board.

# CONFERENCE LEADERSHIP DUTIES

## Presider

1. With the other two conference leaders, works out details of conference events.
  - a. Outlines the event (goal, theme, place, persons involved, agenda)
  - b. Proposes a publicity schedule
  - c. Assigns responsibilities
  - d. Determines post-event follow-up (thank you's, review of evaluations)
2. Interprets program and the purpose of Women of the ELCA for CU's
3. Submits to the SWO Conference Coordinator and President completed plans of events for the SWO Board approval as necessary
4. Conducts the conference meeting/gathering or other event, and with the other conference leaders, appoints and announces the nominating committee
5. Submits to the SWO Conference Coordinator and President the *Summary of Fall (Spring) Gathering* report within one week following the event
6. Maintains contact with the NC Synod ELCA Conference Dean to support and coordinate activities
7. Serves as a member of the SWO Nominating Committee or delegates this duty to one of the other conference leaders (Note that this committee meets on Committee Day II.)
8. Sends conference news to the *Carolina Vine* Editor
9. Accepts any other duties or responsibilities as requested by the SWO President or Board

## Director for Communication

1. Works with the other two conference leaders in planning and implementing conference events
2. Keeps an up-to-date roll of the names and addresses of CU Presidents and contact persons in non-affiliated congregations of the conference
3. Notifies the Conference Coordinator and SWO Secretary of name/address changes
4. Keeps accurate minutes or records of all conference events
5. Sends minutes or reports of all conference events to SWO Conference Coordinator, SWO President, and Conference Presider within 21 days of event.
6. Maintains a file listing names and addresses of women with leadership potential who may be used as conference resources
7. Maintains contact with non-affiliated units in both newly organized and long-established congregations
8. Forwards information about units with potential problems to the SWO Board through the conference coordinator
9. Determines a systematic way to visit and/or communicate with CU's to determine how best to support them
10. Accepts any other duties or responsibilities as requested by the SWO President or Board

## **Treasurer's Assistant**

1. Assists the SWO Treasurer in receiving all regular offerings as submitted by CU Treasurers in the conference
2. Helps count money at fall and spring conference gatherings with the help of another conference officer
3. Helps count offerings at SWO convention/gatherings
4. Works with the other two conference leaders in planning and implementing conference events
5. Along with the Director for Communication, maintains contact with and provides support to struggling CU's
6. Accepts any other duties or responsibilities as requested by the SWO President or Board

## GUIDELINES FOR FUNDING CONFERENCE EVENTS

1. Expenses for correspondence will be reimbursed by the SWO Treasurer. Simple, but accurate records should be kept. Receipts should accompany the reimbursement request form. Phone charges will be reimbursed when reimbursement request is accompanied by a copy of phone bill with organizational phone charges circled.
2. Stationery will be provided by SWO Secretary or President.
3. Travel necessary for planning the event will be reimbursed at the current per mile charge. (Travel to event is considered part of normal participation.)
4. **Events should be self-supporting.** Costs should be covered by the registration/meal fee charged attendees.
5. Fees will be set by the conference leaders in conjunction with the host CU and are subject to approval by the SWO Board or Administrative Committee. **A fee of up to \$7.00 is acceptable without approval.** Every effort should be made to assure that fees charged accurately reflect per person expenses.
6. Offerings are to be remitted in full to the SWO Treasurer by the board representative. Checks for offerings given by participants should be written to “NC SWO Women of the ELCA.” All money should be counted immediately at the end of the program by the Treasurer’s Assistant and another conference leader. In the absence of the Treasurer’s Assistant, money should be counted by the SWO board representative and another conference leader. Monies should **NEVER** be left unattended.
7. Checks for event registration/meals from participants shall be made to the host CU. Any money collected over expenses is remitted in full to the SWO Treasurer. This should be cleared and mailed **within one week of the event.**
8. Refunds will not be made to participants registering for conference events who do not attend.

## GUIDELINES FOR CONGREGATIONAL/INTERCONGREGATIONAL/SPECIAL UNITS HOSTING SWO OR CONFERENCE EVENTS

1. Registration fee, if necessary, will be set by conference leaders and subject to SWO Board approval.
2. Meal charge will be set by the host CU in conjunction with conference leaders with approval of SWO Board. The **total cost** of the event **may not exceed \$7.00 per person** without SWO Board approval.
3. If there is money remaining after paying expenses, it is remitted in full to the SWO Treasurer. Conference events are not to be fundraisers.
4. If there are insufficient funds to cover expenses, the *Accounting Procedures for Conference Gatherings* form documents the amount of shortage. **Any shortage will not be reimbursed by the SWO** but will be the responsibility of the host CU.
5. Checks from event participants will be made **to the host church** Women of the ELCA. Accurate records should be kept and submitted to the SWO Treasurer **within one week of the event** on the *Accounting Procedures for Conferences Gatherings* form.
6. Refunds to participants will not be made for conference events. Refunds to participants for SWO events may be made at the discretion and approval of the SWO Board upon receipt of a written request indicating the reason for the refund.

## **CHECKLIST FOR CONGREGATIONAL/INTERCONGREGATIONAL/SPECIAL UNITS HOSTING SWO OR CONFERENCE EVENTS**

1. Assign a registrar. Total cost shall not be more than \$7.00 per participant without SWO Board approval.
2. Invite pastor to say grace and benediction.
3. Provide name tags, coffee hour, and lunch.
4. Provide an organist or pianist.
5. Set up two tables (for committee use) in addition to those needed for food.
6. Send a map and address of host church to Director for Communication at least 2 months prior to event. There may also be a link to the congregation's website for directions.
7. President of CU will give welcome at beginning of event.
8. Assign ushers to collect offering and ballots.
9. Within one week after the event, send to SWO Treasurer:
  - a. A list of names of all people attending event for insurance purposes.  
(A copy of the registration list is fine).
  - b. All receipts for food, decorations, or any other items purchased for sales tax reimbursement to NC Women of the ELCA.
  - c. *Accounting Procedures for Conference Gatherings* form.