**Circulation Manager**

December 2018

Section 6A

**Bylaws: Article VIII Section** 1

The special appointed officers shall be Circulation Manager … **appointed by the LWML district President.** She shall:

1. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;

B be voting member of the LWML district Board of Directors.

**Bylaws:**

**Section 3 – Circulation Manager**

The Circulation Manager shall:

A. keep an up-to-date subscription list for the *Lutheran Woman's Quarterly;*

B. forward all society orders and changes to the LWML district President and national LWML office;

C. verify payment of subscriptions with the President;

D. advise societies of current cost of subscriptions and deadlines for increasing or decreasing number of subscriptions;

E. present a report to each meeting of the LWML district Board of Directors and LWML district convention;

F. be responsible to the Financial Secretary;

G. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

H. maintain officer guidelines.

**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

**5. - TBD**

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance and have no history of accidents of serious moving violations over the past three years (3-13-2015)

18.Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

**Publications:**

Use *Good News* as needed to keep members and societies informed of circulation procedures. The February issue is a good time to remind societies to order in March and pay in April.

**Procedures:**

1. Send a letter or email to societies annually in late January/early February. In this mailing include:

* Number of Quarterlies they receive
* Cost for that number
* A voucher to be returned to the Financial Secretary
* General information concerning Quarterly subscription procedures
* Is there a need to increase or decrease number?
* Is the mailing address correct?

The vouchers are available from the Financial Secretary. Using the Excel list or requesting a PDF address label file from the LCMS Indiana District office, print mailing labels for the annual letter. Another possibility is printing envelopes with return address using duplicator (if available at church). This avoids individually stamping 200+ envelopes. If your church has bulk mailing permit you may inquire about using it to save postage.

1. Send a letter or email to individual subscribers asking if they wish to renew.

Send changes to the LWML District President and she will in turn send the changes to the LWML headquarters. (This procedure is required by LWML.)

1. Increases in number can be made anytime. Decreases can only be made beginning with the summer issue.
2. Contact LWML headquarters if Quarterlies are lost.
3. Verify the bill from headquarters. Forward the invoice along with a voucher to the President, who sends it to the Treasurer for payment.

1. Keep a record of *Quarterly* orders and contributions. Periodically compare total contributions received with Financial Secretary. Each April, send a list of the number of *Quarterlies* each society is receiving to the Financial Secretary.
2. Complimentary issues of the Quarterly are sent to the following:

a. LCMS Indiana District Office - 2 copies

b. LWML IN District President - (she will advise how many)

8. Obtain a list of contact information for current treasurers from the Financial Secretary.

9. Create enthusiasm for *Quarterly* use.