**Meeting Manager**

December 2018 Section 11

**Bylaws: Article VIII Section 1**

The special appointed officers shall be Meeting 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.

**Section 9 – Meeting Manager**

The Meeting Manager shall:

A. contact congregations to host meetings of the LWML district Executive Committee, LWML district Board of Directors, and Spiritual Resource Department;

B. coordinate with the contact person as to items needed for the meeting;

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

D. be responsible to the District President;

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

F. maintain officer guidelines.

**Standing Rules:**

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

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 or 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)

The Meeting Manager is appointed by the President and

* is responsible to the President
* is a voting member of the Board of Directors
* serves a (4) year term or until the successor is appointed, and is eligible for reappointment
* secures meeting locations and makes arrangements for

 Board of Director Meetings

 SRD Meetings

 Change of Officers Retreat

 Meetings requested by members of the Executive Committee

 And other events as requested by the President

* prepares a written report for each regular meeting of the Board of Directors and the Indiana District Convention Manual. A brief oral report is given at the BOD meetings.