



DATE: December 10, 2025

FROM: Gillian Thompson, Nominating Committee Chair

TO: Executive Committee, Zone Presidents, Pastoral Counselors, and Committee Chairs

SUBJECT: **Call for Nominations - 27th Biennial Convention Nominations for Board of Directors Positions**

The 27th Biennial Convention is quickly approaching! Preparations are now underway to elect new members to the LWML Atlantic District Board of Directors. Nominations are being sought for the following offices to be placed on the convention ballot:

- President
 - Vice President of Leader Development
 - Vice President of Spiritual Life
 - Treasurer
 - Junior Pastoral Counselor
- *Vice President of Communication** – This is a new position recommended by the EC and approved by the Board of Directors.

According to the Bylaws

Articular IX, Section 2: The Nominating Committee shall:

- a. submit the names of two candidates, if possible, for each elected office to be filled, including Pastoral Counselor, to the Board of Directors at its January meeting prior to the District Convention;
- b. select candidates who are members of the LWML and have served on either the district, zone, or LWML local group level (with the exception of Pastoral Counselors);
- c. select candidates for President who have served as a zone president or a member of the Executive Committee.

Please review the responsibilities of the offices that are attached and cast the net wide by prayerfully considering the dedicated women who have served or are currently serving in your zone, local group, or at the district level. **The bylaws do not prohibit anyone in the qualifying group from nominating themselves, so if you have the experience, are passionate and willing to be engaged and active in a governance role, and feel the pull of the Spirit, we strongly encourage you to submit your name.** Your nomination may be anonymous if you wish.

The *Nomination and Consent form for Elected Officers* is attached. Please complete a form for each person nominated, have the nominee sign the form consenting to the nomination and agreeing to serve if elected and return the form. The deadline for submitting this form is **January 8, 2025**. If you have any questions, please contact one of the members of the Nominating Committee.

Sincerely,

Gillian Thompson, Queens Zone
Nominating Committee Chair
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Sue Zimmerman, Suffolk Zone
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LaNette Sagehorn, Albany Zone
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**NOMINATION AND CONSENT
FORM for
ELECTED OFFICERS**

Nominated for: Please Choose One

- ☐ **President**
- ☐ **Vice President of Leader Development**
- ☐ **Vice President of Spiritual Life**
- ☐ **Vice President of Communication**
- ☐ **Treasurer**
- ☐ **Pastoral Counselor**

You can nominate a person for each open position. Also, if you know a person who has the experience for more than one office, you can nominate her for each office you believe she is qualified. Please submit multiple copies of the form.

RETURN BY January 8, 2025

Nominee Name: _____

Address: _____

Home Phone: (____) _____ Cell: (____) _____

Email: _____ LWML Zone: _____

Church Name/City/State: _____

Nominated by: _____

Home Phone (____) _____ Cell: (____) _____

I, _____ (please print), hereby consent to have my name submitted for consideration as nominee for _____ (office nominated) of the LWML Atlantic District for the 2026 LWML Atlantic District convention and agree to serve in this volunteer position for four (4) years (2026 - 2028), if elected.

Signed: _____ Date: _____

RETURN TO:

LaNette Sagehorn (lsagehorn@nycap.rr.com)

Gillian Thompson (gilliandthompson@aol.com)

Sue Zimmerman (Cotncl@aol.com)

DEADLINE FOR SUBMISSION IS JANUARY 8, 2025

DUTIES OF OFFICERS - ARTICLE VII and VIII IN THE BYLAWS

President - The President shall: (a) preside at all LWML Atlantic District Conventions, and at all meetings of the Executive Committee and of the Board of Directors; (b) appoint chairmen of committees and other personnel, with the approval of the Executive Committee; (c) be an ex officio member of all committees, except the Nominating Committee; (d) be bonded at the expense of the District; (e) sign all checks, together with the Treasurer, for payment of money from the treasury; (f) be responsible for the executing of all valid resolutions passed by the delegates in convention; (g) provide a résumé of Executive Committee summaries to the Board of Directors; (h) review all LWML Atlantic District Recording Secretary's minutes before mailing or distribution; (i) present a report to the LWML Atlantic District Convention, (j) prepare a written report for the LWML Atlantic District Convention manual; (k) supervise the reparation of the convention manual; (l) represent the Atlantic District on the LWML Presidents Assembly or send an official substitute who shall have voice and vote; (m) receive credentials from LWML Atlantic District delegates to LWML Conventions prior to convention date; (n) send a letter to new LWML local groups or individuals who have been approved for membership; (o) present a report, upon request, to the Atlantic District—LCMS Convention; (p) report all changes of LWML Atlantic District officers to the LWML President, the LWML Recording Secretary, and the LWML Business Office; (q) make every effort to attend, or in exceptional circumstances send a representative to, at least one event in each zone during the biennium. (r) Additional duties can be found in the LWML Atlantic District Personnel Manual.

Vice President of Communications – This is a new position. The person elected to this position . may perform the duties of the President, in the absence of, or at the request of the President, shall: (a) attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors; (b) oversee all activities of the Communication Committee, Publications Committee, Special Focus Ministries Committee, and the Digital Media Committee; (c) be an ex-officio member of all Committees under the department. (d) report to the Executive Committee and the Board of Directors; (e) prepare a written report for the LWML Atlantic District Convention Manual; (f) be excused from serving as chairman of any committee. (g) Additional duties can be found in LWML Atlantic District Personnel Manual.

Vice President for Leader Development - The Vice President for Leader Development may perform the duties of the President, in the absence of, or at the request of the President, and shall: (a) in the event of an emergency or unexpected vacancy in the office of President, fill the temporary vacancy until an election is held by the Board of Directors (see Article VI, Section 3a); (b) be bonded at the expense of the District and be authorized to sign checks in an emergency for the President and/or Treasurer; (Her signature should be on record at the financial institution in the event that one of the two signatories is not available.) (c) attend LWML Atlantic District Conventions and meetings of the Executive Committee and the Board of Directors; (d) serve as coordinator of the Leader Development Department and be an ex officio member of the Leader Development and Structure Committees; (e) organize and supervise LWML Atlantic District leadership training conferences and seminars; (f) report to the Executive Committee and the Board of Directors; (g) prepare a written report for the LWML Atlantic District Convention manual; (h) be excused from serving as chairman of any committee. (i). Additional duties can be found in LWML Atlantic District Personnel Manual.

Vice President for Spiritual Life - The Vice President for Spiritual Life may perform the duties of the President, in the absence of, or at the request of the President, and shall: (a) attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors; (b) coordinate the Spiritual Life Department (c) be an ex officio member of the Spiritual Life and Quarterly Committees; (d) organize and supervise the District retreat; (e) report to the Executive Committee and the Board of Directors; (f) prepare a written report for the LWML Atlantic District Convention manual; (g) be excused from serving as chairman of any committee. (h) Additional duties can be found in LWML Atlantic District Personnel Manual.

Treasurer - The Treasurer shall: (a) attend LWML Atlantic District Conventions, and meetings of the Executive Committee and the Board of Directors; (b) prepare a written report for the Executive Committee and the Board of Directors meetings and for the District Convention; (c) be bonded at the expense of the District; Atlantic District Bylaws – Approved Amendments April 30, 2022 (d) keep an accurate record and file of all receipts and disbursements; (e) make payments, including mission grants, authorized by the LWML Atlantic District President; (f) send to LWML 25 percent, or more, of mission offerings and retain 75 percent, or less, in the District treasury for payment of District mission grants and use in the Administrative Fund; (g) prepare a budget for the next biennium and present it at the LWML Atlantic District Convention; (h) close the books for financial review according to Article XVI - Fiscal Year. (i) Additional duties can be found in LWML Atlantic District Personnel Manual.

Pastoral Counselors - There shall be two Pastoral Counselors, each serving a four-year term. There shall be one Pastoral Counselor elected at each biennial convention. A newly elected Pastoral Counselor (referred to as the Junior Pastoral Counselor) shall assume his duties at the close of the convention in which he is elected. The Pastoral Counselors shall: (a) be pastors serving in the LCMS Atlantic District; (b) serve the LWML Atlantic District in an advisory capacity; (c) attend LWML Conventions in the first term of office; (d) shall attend LWML Atlantic District Conventions, Executive Committee meetings, and Board of Directors meetings as non-voting members; (e) prepare a written report for the LWML Atlantic District Convention manual. (f) Additional duties can be found in LWML Atlantic District Personnel Manual.

Nominating Committee – 27TH Biennial

Gillian Thompson - Queens Zone President, Nominating Committee Chair

LaNette Sagehorn - Albany Zone President

Sue Zimmerman – Suffolk Zone