

**Job Title:** Board Member, North Carolina Synodical Women's Organization (SWO)

**Purpose:** To conduct the business of the SWO between conventions.

**Responsibilities:**

1. Chair or co-chair a synodical committee as directed by the President.
2. Perform other duties as the Board may from time to time direct (e.g. submit reports, write newsletter articles, lead workshops, attend events).

**Time required:** The Board generally meets six times a year including two meetings held in conjunction with the annual convention/gathering. Preparation time could require 10 hours per month.

**Term of office:** The term of office for this position is two years with eligibility for one re-election to the same position.

**Qualifications and skills:**

1. Be committed to the mission of the Women of the ELCA.
2. Be an active participant of a unit of the Women of the ELCA.
3. Have the ability to organize, motivate and enable.
4. Be willing and able to travel for meetings on weekends.

**Job Title:** Secretary, North Carolina Synodical Women's Organization

**Purpose:** To keep accurate records of this organization and its congregational/intercongregational units and to keep units informed of pertinent matters.

**Responsibilities:**

1. Record and distribute minutes of the synodical convention(s), the Board, and the Administrative Committee.
2. Keep an accurate register of the congregational/intercongregational units and their officers, conferences and their officers, as well as the roll of synodical committee members.
3. Give the units notification of the annual convention as least three months in advance and of a special convention at least one month in advance.
4. Prepare and mail correspondence to units; gather information as needed from the units.
5. Collect historical records, documents and other materials for the archives.
6. Perform other duties as the Board may from time to time direct (e.g. submit reports, write newsletter articles, lead workshops, attend events).

**Time required:** The Board generally meets six times a year including two meetings held in conjunction with the annual convention/gathering. Preparation time could require 15-20 hours per month.

**Term of office:** The term of office for this position is two years with eligibility for one re-election.

**Qualifications and skills:**

1. Be committed to the mission of the Women of the ELCA.
2. Be an active participant of a unit of the Women of the ELCA.
3. Be able to use a computer and perform other secretarial duties as demanded by the position.

## JOB DESCRIPTIONS

**Job Title:** Vice President, North Carolina Synodical Women's Organization

**Purpose:** To act in the absence, disability or resignation of the President

**Responsibilities:**

1. Assume the duties of the President when required and serve until the vacancy is filled by the Board of the Synodical Women's Organization.
2. Chair or co-chair a synodical committee as directed by the President.
3. Perform other duties as the Board may from time to time direct (e.g. submit reports, write newsletter articles, lead workshops, attend events).

**Time required:** The Board generally meets six times a year including two meetings held in conjunction with the annual convention/gathering. Preparation time could require 10-15 hours per month.

**Term of office:** The term of office for this position is two years with eligibility for one re-election.

**Qualifications and skills:**

1. Be committed to the mission of the Women of the ELCA.
2. Be an active participant of a unit of the Women of the ELCA.
3. Have the ability to organize, motivate and enable.



**EXPERIENCE beginning with the most RECENT. List the experience in each area over the  
LAST 5 YEARS.**

**WOMEN OF THE ELCA:**

Congregational \_\_\_\_\_  
\_\_\_\_\_

Conference \_\_\_\_\_  
\_\_\_\_\_

Synodical Women's Organization \_\_\_\_\_  
\_\_\_\_\_

Churchwide Women's Organization \_\_\_\_\_

**Significant** involvement in Women of the ELCA prior to last 5 years \_\_\_\_\_  
\_\_\_\_\_

**OTHER CHURCH EXPERIENCE:**

Congregational \_\_\_\_\_  
\_\_\_\_\_

Synodical \_\_\_\_\_

Church-at-Large \_\_\_\_\_

Interdenominational \_\_\_\_\_

**MISCELLANEOUS EXPERIENCE:**

Occupational \_\_\_\_\_  
\_\_\_\_\_

Community Participation \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

**REASON FOR ACCEPTING NOMINATION:**

\_\_\_\_\_  
\_\_\_\_\_

**VOTING MEMBER TO TRIENNIAL CONVENTION  
NOMINATION FORM**

NORTH CAROLINA SYNODICAL WOMEN'S ORGANIZATION of the  
WOMEN of the ELCA

**THE INDIVIDUAL NOMINATED MUST CONSENT TO SERVE IF ELECTED.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ Email \_\_\_\_\_

AGE RANGE: \_\_\_\_\_ 34 OR UNDER \_\_\_\_\_ 50-64

\_\_\_\_\_ 35-49 \_\_\_\_\_ 65 OR OVER

ETHNIC/RACIAL HERITAGE: \_\_\_\_\_ AMERICAN INDIAN  
\_\_\_\_\_ ASIAN  
\_\_\_\_\_ CAUCASIAN  
\_\_\_\_\_ AFRICAN AMERICAN  
\_\_\_\_\_ HISPANIC  
\_\_\_\_\_ OTHER \_\_\_\_\_  
(SPECIFY)

PRIMARY LANGUAGE OTHER THAN ENGLISH \_\_\_\_\_

HAVE YOU ATTENDED A TRIENNIAL GATHERING AS A DELEGATE BEFORE?

\_\_\_\_\_ YES \_\_\_\_\_ NO

NAME OF CONGREGATION \_\_\_\_\_  
**Triennial Voting Members MUST be nominated by their Congregational Unit and only  
ONE nominee from a congregation.)**

ADDRESS OF CONGREGATION \_\_\_\_\_

CONFERENCE \_\_\_\_\_

DATE NOMINATION MAILED \_\_\_\_\_

**COMPLETE PAGE TWO OF THIS FORM AND RETURN BY JANUARY 6, 2019**

To: Nominations Chair  
Donna Prunkl  
421 South Ellis Street  
Salisbury, NC 28144  
704-267-7897 or 704-633-9641  
dprunkl@gmail.com

**EXPERIENCE beginning with the most RECENT. List the experience in each area over the LAST FIVE YEARS.**

**WOMEN OF THE ELCA:**

Congregational \_\_\_\_\_  
\_\_\_\_\_

Conference \_\_\_\_\_  
\_\_\_\_\_

Synodical Women's Organization \_\_\_\_\_  
\_\_\_\_\_

Churchwide Women's Organization \_\_\_\_\_  
\_\_\_\_\_

Significant involvement in Women of the ELCA prior to last 5 years \_\_\_\_\_  
\_\_\_\_\_

**OTHER CHURCH EXPERIENCE:**

Congregational \_\_\_\_\_  
\_\_\_\_\_

Synodical \_\_\_\_\_  
\_\_\_\_\_

Church-at-Large \_\_\_\_\_  
\_\_\_\_\_

Interdenominational \_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS EXPERIENCE:**

Occupational \_\_\_\_\_  
\_\_\_\_\_

Community Participation \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_