

South Central Wisconsin Synodical Women's Organization

Conference Guidelines

1. The purpose of conferences in the synodical women's organization is to support the activities of congregational women's units that are in close geographic proximity to one another.
2. Conferences shall be composed of units on the roll of this synodical women's organization.
3. Conferences shall work interdependently with the synodical women's organization and the units to fulfill the Purpose of the Women of the ELCA through activities that:
 - A. Provide experiences for learning and leadership development
 - B. Build community
 - C. Provide opportunities for joint ministry and action
 - D. Provide opportunities for stewardship education and offerings
 - E. Establish networks for communication
4. Conference officers are encouraged to plan programs and events in ways that support the Purpose Statement of the Women of the ELCA organization.
5. Conference officers shall establish procedures for an annual gathering or retreat for all members of congregational women's units within their conference boundaries.
6. Conference officers are to encourage congregational women's units to lend support of one or more common projects as proposed by the Women of the Synodical Board and the Churchwide Organization.
7. Conferences shall work cooperatively with the synodical women's organization in funding the conference's and synodical women's organization programs and projects.
8. Invitations to attend conference gatherings or events should be sent to all churches in the conference.

9. Each conference gathering shall be attended by at least one Synodical Women's Organization officer or board member.
10. The conference officers, assigned synodical women's organization board liaison, and members of the host church will constitute a planning committee for the conference gathering or event, with a minimum of 3 committee members. This committee shall plan and facilitate the programmatic activities with guidance from the synodical women's organization.
11. Conference gatherings should include time in the program for congregational women's units to report activities and upcoming events, successes and challenges.
12. Election of conference officers shall take place at the Spring Gathering. It is suggested to have two candidates for each position if possible. Consider using a committee to plan nominations. You may also use Nominating Ballot and/or take nominations from the floor at the gathering.
13. No more than one person from a congregational unit should serve on the conference board at the same time. Conference officers cannot serve simultaneously on the conference board and the SWO board. Conference officers' congregational units need to be or become active Women of the ELCA units. Conference officers are a major communication link between the Synodical Board members and the leaders of the local congregational units.
14. The elected officers of each conference shall serve a 2-year term. The terms should be staggered. No one may serve more than 4 years in the same office. The coordinator may succeed herself for one additional 2-year term as coordinator. Conference officers are:
 - a. Conference Coordinator – chairs the conference meetings, works with the recorder and the other officers in: communicating information to conference Women of the Evangelical Lutheran Church in America (WELCA) units; coordinating the conference gatherings, attending synod women's workshops (update meetings).

- b. Recorder – records the minutes of the conference meetings and works with the conference Coordinator on any other communications needed to the conference WELCA units.
 - c. Discipleship Mission – communicates and is a resource for materials/information on Discipleship. A Disciple is defined as a personal follower of Jesus.
 - d. Justice Mission – communicates and is a resource for materials/information on Justice. Justice is defined as just behavior and treatment; to do, treat or represent with due fairness.
 - e. Stewardship Mission – communicates and is a resource for materials/information on Stewardship. A steward is a person who looks after or manages items, supplies, finances, events, or opportunities.
15. Resources for conference officers can be found on the Women of the ELCA website, welca.org and in the Women of the ELCA leadership newsletter, Interchange.
16. Conference officers may request reimbursement of up to \$150.00 annually from the Synodical Treasurer to assist in covering expenditures incurred in providing/hosting the conference gathering or event. This amount may be split if two conference events and/or gatherings are held in one calendar year.
17. Conference officers shall not maintain bank accounts for the purpose of holding additional funds received from congregational units or individuals. All such funds received from congregational units or individuals shall be expended as received or sent to the Synodical Treasurer.
18. Conference officers attending conference events and women’s synodical update meetings may be reimbursed for travel expense at the same rate as synodical board members. The reimbursement rate is the standard IRS mileage rate for miles driven in service of charitable organizations. Officers need to complete an Expense Voucher form and submit it to the Synodical Treasurer.