

## Women on a Mission Annual Responsibilities of Board Members

(does not include monthly or "special" responsibilities)

January	Board	Have Treasure's book audited if Treasurer position changes
	Secretary	Write year end summary for January Annual Congregational meeting, submit to church secretary first week of January
	Coordinators	Contact all your position heads if their activity is approaching (Student Care packages)
February	Treasurer/LWMS	Set out basket for LWMS collection per Board's instructions
	Treasurer/Board	Prepare budget and submit to Elders for church budget consideration
	Coordinators	Contact all your position heads if their activity is approaching (Sisters in Christ)
March	Treasurer	Send LWMS dues to national office, per board's approval
	Coordinators	Contact all your position heads if their activity is approaching
April	Board	Order Confirmation gifts for May confirmands
	Coordinators	Contact all your position heads if their activity is approaching
May	Board/Coordinator	Gather list of graduates (LES and public school) for graduation coffee in June
	Coordinators	Contact all your position heads if their activity is approaching
June	Coordinators	Contact all your position heads if their activity is approaching
July	Coordinators	Contact all your position heads if their activity is approaching
	Board	Update WOAM Handbook
August	Coordinators	Approach individuals to fill their activity positions
	Coordinators	Prepare sign-up sheets for September Kick-off Sunday for any activity positions not filled
	Coordinators	Contact all your position heads if their activity is approaching (Adopt Seminary Student)
September	President	Select committee to develop slate of nominees for office and coordinators to present to Elders for approval
	Coordinators	Contact all your position heads if their activity is approaching (LWMS-Mission Month)
	Board	Update Women on a Mission position heads
October	Board	Assemble list of charitable contributions for year
		Contact all your position heads if their activity is approaching (Food Baskets-Giving Tree)

