

Responsibilities of CLW Board

Chair: Plans and leads meetings; develops agenda for meetings. Meetings may be set for ZOOM or in person depending on the board's ability to travel. Along with board members, plan for the CLW booth at the Carolinas Mission Region Convocation in May and the CLW Convocation in October. Presentation of prospective board members and conduct voting if needed.

Secretary: Takes and distributes minutes of the meetings (including convocation) and distributes to the board members. Prepares the letter to the churches with pertinent information about Convocation, along with the ballots and registration forms which will be mailed to the churches. Maintains a list of churches and missions in the region; takes the role of churches at the CLW Convocation. Maintains records to pass on to the next Secretary.

Treasurer: Prepares financial reports for distribution at the CLW Convocation; reimburses for expenditures; accounts for finances and accompanies the next Treasurer to the bank for the change of signature.

Historian: Prepares the booth at the CMR Convocation and the CLW Convocation with the sign, framed pictures, table cloths, candy / prayer baskets, give away items, mission statement cards, and CLW Convocation Save-the-Date cards. Order items for Convocation as the board agrees.

Board Members will engage in planning of the CLW Convocation as needed and assist the office holders with tasks/duties as needed and requested.

Host Church for the CLW Convocation

Minimum Requirements: Provide space, tables, and seating arrangements for the CLW Convocation attendees. Provides lunch, determines the in-kind gifts, meets with the board by ZOOM or in person to determine other pertinent needs/details/support.

Host Churches who want to develop the CLW Convocation theme and activities will work with the board to ensure the inclusion of necessary components including the election of new staff, and the July information letter as noted earlier.