

POSITION DESCRIPTIONS FOR LYO BOARD OFFICERS & CONFERENCE REPRESENTATIVES

As a Member of the LYO Board, you are expected to live out God's word by:

- Encouraging all youth of the synod to grow in their faith and participate in the life of the congregation, synod, and wider church
- Encouraging and supporting all LYO Board members
- Attending all meetings of the LYO Board during your two-year term. The Board usually meets 3 times per year and the fall gathering.
- Assisting in the planning and promotion of the annual WND Synod LYO Gathering.
- Representing the LYO Board, congregation, synod and wider church through personal actions inside and outside of the church.
- Work to fulfill the duties of your position:

PRESIDENT

The synod LYO president is elected to a two-year term on the WND Synod LYO Board. As Vice President, s/he serves the first year as Vice President then transitions into a second year serving as President of the Western North Dakota Synod LYO Board.

Expectations of the President:

- Preside over all meetings of the WND Synod LYO Board and business meetings of the gathering.
- Work with the Gathering Coordinator to prepare agendas for all meetings of the LYO Board.
- Represent the WND Synod LYO Board at functions of the synod and the ELCA, such as the Western North Dakota Synod Assembly, synod council meetings, and ELCA Youth Leadership Summit.
- Submit reports to the WND Synod Assembly and the WND Synod Council.

VICE PRESIDENT

The synod LYO Vice President is elected to a two-year term on the WND Synod LYO Board, serving the first year as Vice President then transitioning into a second year serving as President of the Western North Dakota Synod LYO Board.

Expectations of the Vice President:

- Acts in the absence of the president, assuming the responsibilities of the president
- Supports the president by accepting duties and responsibilities assigned.

SECRETARY

The synod LYO secretary is elected to a two-year term on the WND Synod LYO Board.

Expectations of the Secretary:

- Keep accurate minutes of all board meetings and record all actions of the annual gathering.
- Send advance notices reminding all board members of upcoming meetings.
- Handle correspondence, as needed, for the organization.
- Attend the ELCA Youth Leadership Summit during the 2nd year of their term.

TREASURER

The synod LYO Treasurer is elected to a two-year term on the WND Synod LYO Board.

Expectations of the Treasurer:

- Report on the financial status of the LYO Board.
- Attend the ELCA Youth Leadership Summit during the 2nd year of their term.

CONFERENCE REPRESENTATIVE

Conference Representatives are elected to a two-year term on the WND Synod LYO Board.

Expectations of Conference Representatives:

- Communicate with the congregations of their respective conference,
 - Encourage congregations in their support of youth in ministry in their communities.
 - Encourage congregations to participate in synod and national youth events.
 - Promote the annual gathering within their conference.

<p style="text-align: center;">POSITION DESCRIPTIONS FOR LYO BOARD CONFERENCE ADVISORS</p>

- Contribute to the decisions of the LYO Board via wise counsel, advisement, encouragement and support.
- Attend all meetings of the LYO Board (usually 3 times per year, and the fall gathering).
- Encourage all youth of the synod to grow in their faith and participate in the life of the congregation, synod, and wider church.
- Encourage and support all LYO Board members.
- Assist in the planning and promotion of the annual WND Synod LYO Gathering.
- Work with the youth representative from their conference to communicate with the congregations of their respective conference,
 - Encourage congregations in their support of youth in ministry in their communities.
 - Encourage congregations to participate in synod and national youth events.
 - Promote the annual gathering within their conference.
- Assist at LYO Gathering with Registration and anything needed (as available)

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.” -1 Timothy 4:12