

Montana Lutheran Youth Organization Board Responsibilities

President

- A. Preside over all meetings of the Board. Usually the Board meetings consist of a spring meeting, meetings during Convo/Moseleadrium, and meetings at the Fall Gathering. Because of the size of our Synod, we also do much of our business via e-mail.
- B. Prepare an agenda for all meetings of the Board.
- C. Appoint necessary committees to carry out the work of the organization.
- D. Represent the MLYO at functions of the Synod or the ELCA where appropriate and requested, such as the CSLYOPS meeting (Convention of Synod Lutheran Youth Organization Presidents) normally held in November.
- E. Submit reports to the Synod Council of the Church, and the convention or organization. The president speaks to the Synod Assembly on Sunday morning of the Assembly. Also the president should submit a report to the Synod Office prior to the Synod Assembly.

Vice President

- A. Act in the absence of the President, assuming those responsibilities.
- B. Support the President, and assume such duties that the Board assigns to the office of Vice President.
- C. Fill in for any member of the Executive Board as needed until it is appropriately filled.

Secretary

- A. Keep accurate minutes of all Board meetings.
- B. Assist the President in preparing an agenda for the meetings of the Board.
- C. Keep a current copy of the constitution of the MLYO and distribute one copy to each board member.
- D. Assume such duties as the Board assigns to the office of Secretary.

Multi-Cultural Representative

- A. Be a person of color or ethnicity other than the dominant culture(s).
- B. Attend MYLE Conference.

Synod Council Representative

- A. Be a voice for Montana Synod youth on the Montana Synod Council.
- B. Attend Synod Council Meetings three times a year.
- C. Serve on a committee of the Synod Council (Education & Society).

Regional Representatives

- A. Distribute information about MLYO events to congregations in their assigned region.
- B. Serve as a contact person between their region and the MLYO board.
- C. Attend at least 2 board meetings per year to remain in good standing. Must attend at least one board meeting to remain on the board, so long as a written report is submitted to the advisor at least one week prior to the upcoming meeting for which they will be absent.
- D. Regions include the Northwest (A), Southwest (E), Eastern (C), South Central (D), and North Central (B). Efforts will be made to get representatives from each region. See attached map.

Adult Advisor

- A. Advise the MLYO board and assist them with their duties.
- B. Provide primary leadership for planning and running Convo/Moseleadrium.
- C. Assist/advise the MLYO board in planning and running the Fall Gathering.
- D. Arrange for appropriate adult accompaniment for the CSLYOPS meeting.