

# LCMNU Student Leadership Board Position Descriptions 2024–2025

## **\*President:**

1. Oversee executive board (President, Secretary & Treasurer) and work with all leaders and ministry staff.
2. Email notice of all meetings to leadership board in advance of meetings.
3. Compile agenda for leadership meetings and preside at all meetings.
4. Act as the public spokesperson for and representative of the club/ministry.
5. Oversee Associated Student Government (ASG) club status with Northwestern University (NU), attend meetings at NU related to club or Registered Student Organization (RSO) business, coordinate club paperwork with Treasurer, Northwestern University advisor(s), and LCMNU Campus Pastor; place copies of all club paperwork on file; yearly register LCMNU as an RSO; register for all RSO Activity Fairs; and oversee information on Wildcat Connection.
6. Serve as Director on the Board of Lutheran Campus Ministry at Northwestern University (LCMNU) with voice and vote, representing the student voice.

## **\*Secretary:**

1. Take minutes at all executive board, club, and special meetings.
2. Promptly distribute minutes to all leaders and campus pastor following meetings and place a copy of minutes on file in the Center Office and/or post to shared Leadership Board Google Drive folder.

## **\*Treasurer:**

1. Oversee club account, send thank you acknowledgements for senior gifts or other donations, and complete required RSO trainings.
2. Complete financial forms related to club account including annual financial reviews, quarterly account reconciliations, and putting copies of all forms on file at the Center.
3. Communicate with President and Club Advisor regarding NU club paperwork/account and with Office Manager/LCMNU Campus Pastor regarding general student accounts (fundraising and offering) at LCMNU.
4. Record Sunday offerings and report to Office Manager.
5. Provide quarterly financial reports to the Student Leadership Board.
6. Serve as Director on the Board of Lutheran Campus Ministry at Northwestern University (LCMNU) with voice and vote, representing the student voice. Notify the Board of Directors of alumni donations to RSO account and follow up with thank you notes to alumni.

**Fundraising Leader:**

1. Form new and creative ideas for fundraising, approximately 1 fundraiser each quarter.
2. Implement plans for follow through on ideas (plan, set up, make contacts).
3. Sit on LCMNU Showcase fundraiser committee. (Showcase is the spring quarter fundraiser.)
4. Work with Communications Leader or Office Manager to advertise events.

**Communications Leader:**

1. Gather information on LCMNU events from leaders to submit to the Office Manager so info can be shared via email, Facebook, or website, and work with Office Manager in coordinating communication efforts.
2. Post 1–2 times a week about LCMNU events on Instagram.
3. Inform leaders that if they need posters or other materials to advertise LCMNU events that they can contact the Office Manager for assistance.
4. Inform leaders of where materials can be posted on campus.
5. Take pictures and remind everyone to take pictures at LCMNU events!
6. Advertise and manage the student GroupMe.

**Fellowship Leader:**

1. Plan and coordinate fellowship activities and events for students that contribute to building a sense of community. Work with Communications Leader and/or Office Manager to advertise events.
2. Assist with weekly Supper Worship and Sunday morning fellowship.
3. Create sign up sheets for Sunday greeters and clean-up; recruit and remind volunteers.
4. Intentionally welcome students to LCMNU events and create awareness for students on how they can get involved in and invest in the ministry as well as beyond the ministry.

**Worship Planning Leader:**

1. Meet regularly with the LCMNU Campus Pastor and Director of Music to plan Sunday, Wednesday, and other worship services.
2. Assist with leading worship on Sundays and Wednesdays.
3. Invite students to assist with worship and music leadership.
4. Work with Communications Leader and/or Office Manager in order to advertise worship services.

**Service Leader:**

1. Plan and coordinate (call and contact) service activities in the community (such as Connections for the Homeless/Margarita Inn monthly suppers) and possibly help with researching service trip opportunities.
2. Coordinate, attend, and participate in service events and invite students to participate.
3. Work with Communications Leader and/or Office Manager in order to advertise events.

### **Outreach (2 positions—undergraduate and graduate)**

1. Reach out to undergraduate and graduate students and help others to do so!
2. Intentionally welcome students to LCMNU events and create awareness for students on how they can get involved in and invest in the ministry as well as beyond the ministry.
3. Help set up and be present at NU undergraduate and graduate Club Fairs and other campus ministry activities such as the beginning of the year events.
4. Work with Communications Leader and/or Office Manager in order to advertise events.

### **Peace and Justice:**

1. Reach out to clubs on campus to help assist or raise awareness of special interest activities or events related to peace and justice.
2. Work with the service chair to set up opportunities to work on social justice issues in the community.
3. Raise awareness of organizations (NU, ELCA, or other) that connect college students with peace and justice concerns.
4. Be the LCMNU liaison to Connections for the Homeless/Bridges to Home: share information on the status of Bridges to Home and remind the Student Leadership Board of LCMNU's annual financial commitment to Bridges to Home.
5. Coordinate interfaith communication and cooperation with on and/or off-campus groups as applicable.

### **All LCM Leaders:**

- Participate in the life of the community (worship, fellowship, education—21theo, service, outreach) so that you can get to know the people you represent, can support others, and nurture your own faith life!
- Assist with hosting and welcoming students at the Club Fairs and beginning of the year events, help with leading student-led worship on Wednesday evenings as part of "Supper Worship," and be a point person for Connections for the Homeless meals when needed.
- Participate in the spring quarter Leadership Retreat (after elections).
- Attend leadership meetings twice a month.
- Participate in LCMNU's Campus Ministry Sunday once a year (or when scheduled) and the LCMNU Showcase (or other ministry fundraising efforts).
- As the LCMNU Board invests in supporting this ministry, you also may be asked by the LCMNU Board to offer input about or assist with various aspects of the ministry.

\*comprise the Executive Board

Approved 1 June 2014. Updated April 2015; January 2016; January 2017; February 2018; January 2019; November 2020; January 2022; January 2023; January 2024.