

# Job Description for Elections

## Before the Conference

The following positions are open for election:

Secretary  
Male Program Committee Member  
Female Program Committee Member  
Female Program Committee Member

Incumbents are eligible for re-election.

Discuss among your faculty members who will be responsible for which positions or if you will communicate with each other when you have found someone willing to serve.

Reference [www.wlstc.org](http://www.wlstc.org) to determine the job descriptions for all of the officers and committee members.

During the summer or early days of school call members of the conference to ask if they are willing to serve in any of the conference positions. Share with them the duties they would have if elected and the need for the conference to have talented, committed individuals.

We would like to have three candidates for each position. We would like to have a variety of skills, ages, and geographic regions represented.

When a person volunteers to allow their name to be on the ballot:

1. Thank them for their willingness to serve.
2. Obtain an e-mail address for communication.
3. Ask them to put together a short biography for use on the ballot.
4. Ask them to e-mail this information to [pkrueger@wi.rr.com](mailto:pkrueger@wi.rr.com)
5. E-mail Phil Krueger at [pkrueger@wi.rr.com](mailto:pkrueger@wi.rr.com) to let him know that you have someone who is willing to serve.

Resource person:

Phil Krueger, Word of Life Lutheran School, 414-281-7808; [pkrueger@wi.rr.com](mailto:pkrueger@wi.rr.com)