

Executive Director's Job Description

Agrees to support South Carolina Lutheran Men in Mission Purposes, Objectives, Goals and Programs as approved by the Executive Committee and published in the SCLMM Directory

- Promote the Goals of SCLMM.
- Assist Members of the SCLMM Executive Committee in carrying out their individual duties and assist the President in setting meeting agendas.
- Attend at least one meeting of each LMM Conference annually. Ensure each Conference has a President, and strive to increase the number of Men's Units in each Conference. Deliver the message of South Carolina Lutheran Men in Mission to pastors, churches, and Lutheran Men Units.
- Submit a Detailed Activity Report for the Executive Director's Column in each issue of the Epistle. Also, encourage Conference Officers to submit Epistle Articles on time.
- Proofread Directory for distribution at Convention.
- Prepare a Yearly Report of Activities for the Annual Directory.
- Make a personal visit to new pastors in the Synod to promote SCLMM activities.
- Visit local LMM Units when requested.
- Assist Officers with Annual Convention and other Men's Gatherings.
- Present a written report on the Executive Directors Activities at each Executive Committee Meeting.
- Serve as ex-officio member and resource person for the Long Range Planning Committee.
- Represent SCLMM at Meetings when requested by the President or Executive Committee.
- Maintain list of all past South Carolina Lutheran Men in Mission Presidents and Award Winners.
- Maintain SCLMM Archives at the Lutheran Theological Southern Seminary, including copies of the Epistle, Minutes of Executive Committee Meetings, South Carolina Lutheran Men in Mission Conventions and Directories.
- Respond to written and verbal requests on behalf of SCLMM or refer such to the appropriate Member of the Executive Committee.
- Maintain a working relationship with the Pastors of the South Carolina Synod, the Bishop and Staff of the South Carolina Synod, ELCA Lutheran Men in Mission Leaders, LMM Conference and LMM Unit Leaders, Women of the ELCA and Lutheran Church Youth.
- Insure appropriate certificates and awards are prepared for Outstanding Units and individuals for presentation at conference and synod levels.
- Facilitate the invitation of special convention guests.
- Maintain banners and display them at Synod and SCLMM Functions.
- Other duties as assigned by the SCLMM Executive Committee.
- Prepare unit charters for newly organized and reactivated LMM units.
- On behalf of SCLMM, will send cards/flowers for sickness or death for those having served SCLMM.
- To be evaluated annually, before convention, by the personnel committee. This committee is comprised of three past presidents, with the immediate past president acting as Chairman.