

## **Executive Council (EC) Positions**

### **President**

- Coordinate and chair Executive Council Meetings
- Represent LSF to other bodies (such as District, Council for Chaplaincy Ministries, and councils of other states and territories)
- Submit a report to Handover and District Synod
- Liaise with campus and CCM representatives when required.

### **Treasurer**

- Keep records of financial operations
- Submit an audited financial statement at Handover
- Coordinate fundraising activities
- Supervise finances at services and camps.
- Keep documents relating to the conduct of LSF.

In order to carry out your duties, you will have the assistance when required of the Fundraising NEO.

When considering nominating for Treasurer, please consider the need to attend a majority of LSF events – particularly Quiz night, Camps and Archies – that require financial transactions.

### **Worship Officer**

- Work closely with the Tertiary Chaplain in organising monthly worship services.
- Coordinate other worship services as required (i.e. for camps)
- Encourage further Faith Group development.

You will be assisted in your work by the Music and Drama NEOs.

### **Events Officer/Coordinator**

- Supervise the organisation of Commencement Camp, Mid-Year Retreat, Handover Dinner, Expire and Inspire
- Ensure hosts are found for Fright!
- Arrange the organisation of other events at your discretion

Assistance to you will be provided by the Publicity NEO, and you will oversee the Pinkies Coordinator and Sommelier.

### **Communications Officer**

- Coordinate and assist the Vignerons, Web Master, Publicity Officer, and Photographer NEOs.
- Promote LSF in the wider church community – both Lutheran and non-Lutheran school visits and promotion within CYFM events.

You will be assisted by the Web Master and Publicity Officer.

### **Secretary**

- Prepare an agenda and record minutes for every EC meeting.
- Maintain records
- Inform EC of pending meetings
- Maintain contact with CYFM and FUEL team and track all of their events
- Communicate between EC and the broader LSF community
- Ensure emails are sent to both the email list and the Facebook group.
- You will periodically receive reports from the representatives on other district boards, and liaise between them and the EC.

You will be assisted by the Web Master when required.

### **Keeper of the Historical Artefacts (KotHA)**

- Store and protect the historical artefacts of LSF and pass them onto the next KotHA
- Remind EC of LSF history during decision making.
- Strive to represent LSF graduates to your upmost ability
- Ensure the Patron Beast attends all EC meetings.

### **Patron Beast (Non-Human)**

- As the Patron Beast you will be a non-human entity, and as such not able to vote at EC meetings.
- You must attend all meetings and events.