

LUTHERAN WOMEN'S MISSIONARY LEAGUE BOARD OF DIRECTORS REPORT**ADMINISTRATIVE ASSISTANT**

Sept. 30-Oct. 1, 2016

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| <p>PURPOSE: It is the purpose of this officer to assist and encourage the president in all areas that are most helpful to her and to do this to the best of my ability with God's help.</p> |
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ACTIVITIES

Since the Board of Directors meeting in February, 2016, I have accomplished the following:

1. Prepared for Convention:
 - a. Reserved rooms for officers and dignitaries.
 - b. Worked closely with the Secretary and Convention Registration Chairman on delegate seating
 - c. Arranged seating for delegates, YWR's, and dignitaries on the convention floor.
 - d. Acted as Floor Manager at the Convention.
 - e. Other duties as deemed necessary to assist our president.
2. Finalized reservations for the BOD at Best Western for this meeting.
3. Arranged catering with Lee's for Friday and Schulte's Supermarket for Saturday meals.
4. Contacted five zone presidents to request snacks for Saturday's meeting and luncheon and five officers for desserts.
5. Prepared and distributed supplies for this meeting.
6. Did preliminary research on bus transportation to the Albuquerque Convention and prepared a report on that.
7. Remained in constant contact with Christie Steffens, our District President.