

Resources for Recording Secretaries found on the LWML website or other online sources:



LWML Website:

- [LWML Secretary Guidelines](#) — “The secretary’s primary responsibility is to keep an accurate record of the proceedings at all meetings of the organization. May these guidelines help you serve efficiently, confidently, and above all, with love and joy of the Savior so that others may know our God and His love.”
- [LWML Brand Guidelines](#) — LWML brand, details about logos and use; color palette, typography, supporting marks; will be updated soon
- [LWML Bylaws](#) — The official organizational structure of Lutheran Women’s Missionary League
- [LWML Glossary](#) — Gives definitions of LWML terms
- [LWML Handbook](#) — An overview of LWML; May be useful for Districts to use for ideas
- [LWML Logo Use Policy](#) — One-page LWML logo use policy; will be updated soon
- [LWML Procedures Manual](#) — Details the responsibilities and duties of LWML Leadership
- [LWML Style Guide](#) — Organization specific styles for all LWML publications and communications. Includes terminology specific to LWML.
- [LWML website](#) — use search bar

Other Resources:

- [LCMS Style Book](#) — “A stylebook and letter-and-grammar guide are essential tools for anyone responsible for writing and editing internal and external correspondence, including letters, memos, reports, press releases and presentations, as well as publications such as magazines, newsletters, newspapers and brochures.”
- [Robert’s Rules of Order Newly Revised, 12th Edition](#)
- Your District Secretary’s previous minutes
- Internet — “Google” it