



## **League of Women Voters – Flint Area**

### **LWVFA Board Officer & Director Job Descriptions**

**Updated & Approved 2018**



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## The Board

### Officers of the Board

The Board of Directors of the League of Women Voters of the Flint Area is the governing board for the League of Women Voters of the Flint Area, a 501(c)(4) organization. As such, it represents the owners of the corporation (its membership) and provides leadership. It consists of both elected and appointed officers and directors, as described in the bylaws.

*The Board is responsible for leadership tasks. Organizational duties include:*

- Setting policy
- Planning and establishing goals and objectives
- Approving, monitoring and evaluating programs
- Interpreting community needs to the organization
- Carrying out bylaws and convention mandates for LWVFA
- Promoting membership
- Maintaining a fiscally sound organization

*Duties of All Board Members:*

- Prepare for and participate in board and committee meetings, on a regular basis
- Prepare a report for the Board meeting, when appropriate, in written form.
- Serve on at least one committee
- Maintain confidentiality of the board's executive sessions
- Suggest agenda items for board and committee meetings to ensure that significant policy-related matters are addressed.
- Endeavor to keep disagreements and controversies impersonal and to promote unity.

*Transfer of Duties:*

- At the end of the term, personally meet with the successor to transfer materials, bring them up to date on any ongoing business that needs to be taken care of, explain responsibilities, and offer any suggestions before (or at) the upcoming Board meeting.
- Give input for the budgeting process
- Submit expenses incurred to Treasurer, with attached receipts

### President

Duties as outlined in bylaws

- Provide leadership for the League.
- Support all League activities.

- Is the official spokesperson for the LWVFA, speaking for the League through media, public speaking engagement, etc.
- Conduct or arrange for board training.
- Be knowledgeable about League procedures and programs.
- Encourage leadership development among other board members, enabling individual growth and learning.
- Receives mail, directs to correct board position or attends to proper disposition
- Maintains telephone – at current time phone is president’s personal number
- Maintains files
- Oversees calendar – schedule of meetings, topics, etc.
- Files reports to state and national offices

### First Vice-President (Administrative)

Duties as outlined in by-laws

- Oversees portfolios of directors on board or off-board positions (Publicity, Technology, Finance, Membership, Bulletin)
- Stay informed about national, state and local issues related to the assigned portfolio areas.
- Facilitate communication among activities between assigned portfolio areas.
- Identify opportunities for involvement in issues related to assigned portfolio areas.
- Identify opportunities to collaborate with other organizations and coalitions to advance League positions.
- Works with the Second Vice President to coordinate portfolio interaction, as needed.
- Provide regular updates to the board.

### Second Vice-President (Advocacy/Program)

Duties as outlined by by-laws

- Oversees portfolios of directors on board or off-board positions (Social Policy, Government, Voter Service, Natural Resources, International Relations)
- Stay informed about national, state and local issues related to the assigned portfolio areas.
- Facilitate communication among activities between assigned portfolio areas.
- Identify opportunities for involvement in issues related to assigned portfolio areas.
- Identify opportunities to collaborate with other organizations and coalitions to advance League positions
- Works with the First Vice President to coordinate portfolio interaction, as needed.
- Provide regular updates to the board

### Secretary

Duties of the Secretary:

- Takes minutes at all decision-making meetings of the board and at the annual meeting.

- Maintains the record of attendance at all board meetings.
- Types and distributes minutes in a timely fashion.
- Maintains a file of all written reports and minutes with corrections.
- Transmits minutes to state league, as needed.
- Verifies when quorum is present.
- Notifies LWVUS and LWVMI of changes in board positions.

## **Treasurer**

Duties of the Treasurer as outlined in by-laws:

- Collect and disburse all League funds as directed by the board, allocating funds to budget categories.
- With the Membership Director, maintain an up-to-date membership list and send out dues notices.
- Oversee all League financial records. Assist board members with financial information, as needed. Provide complete records for audits.
- Make periodic reports to the board.
- Prepare a report for the annual meeting.
- Prepare required reports for the state and national Leagues and the federal government, as necessary.
- Prepares acknowledgement letters to contributors.
- Serves on budget committee.

## **Directors of the LWV of the Flint Area Board**

Directors of the League of Women Voters of the Flint Area are responsible for:

- Familiarity with national, state and local program positions.
- Knowledgeable about the subject content for which the director is responsible.
- Forming a committee /Chairing committee meetings.
- Coordinate with Publicity Director/Committee so that events can be publicized appropriately.
- Maintain files and prepare a year-end report.
- Consider whether sufficient financial resources are budgeted to carry out project/programs to achieve the desired result.
- Develop options and make recommendations on plans, policies and priorities for board consideration.
- Present committee reports and recommendations to the full board.
- Receives mailings pertinent to these studies or positions.
- Oversees committee for studies.
- Oversees action on positions.
- Update website on relevant portfolio-related information and links.

### ***Government***

Goal: To promote an open governmental system that is representative, accountable and responsive.

- Voting Rights
- Election Process
- Citizen Rights
- Legislation & Governmental policies

### ***Membership***

Goal: Recruit and involve members in the League's activities

- Identify and recruit potential members, e.g., candidate meetings, political meetings, and social groups.
- Develop methods of involving all members.
- Provides League orientation for new members
- Maintains an up-to-date membership list
- Plans and coordinates special membership recruitment events
- Files membership information to state and national, as necessary.
- Works with the Treasurer on dues collection.
- Assist the Nominating Committee with recommendations of members to serve on committees and the board.

### ***Natural Resources***

Goal: To promote an environment beneficial to life through the protection and wise management of natural resources in the public interest.

- Resource Management
- Environmental Protection and Pollution Control (Air Quality, Energy, Land Use, Water Resources, Waste Management and Nuclear Issues)
- Public Participation
- Agriculture Policy

### ***Social Policy***

Goal: To secure equal rights, equal opportunity for all and to promote social and economic justice, as well as the health and safety of all Americans.

Oversees program areas, including:

- Equality of Opportunity
- Fiscal Policy
- Health Care
- Immigration
- Meeting Basic Human Needs
- Child Care
- Early Intervention for Children at Risk



- Violence Prevention
- Gun Control
- Urban Policy
- Death Penalty

### *Technology*

Goal: To promote and improve the use of technology within the League and in its programs.

- Create, maintain and coordinate up-to-date website, blog and social media sites.
- Coordinate website, blogs and social media content.
- Research and makes recommendations for new technology based hardware and software.
- Develops guidelines, standards and procedures for use of technology

### *Voter Service*

Goal: To protect the right of all citizens to vote; encourage all citizens to vote.

- Uphold the nonpartisan policy of the League.
- Recommend voter service activities for the year for board approval.
  - Candidate forums (including video forums)
  - Voter guides
  - Voter Registration drives
  - Other
- Develop Voter Service Guidelines for board approval.
- Promote voter registration and voter turnout. Provide voters with information on voting procedures, candidates and issues.

### **Off-Board Positions & Committees**

#### *Newsletter*

- Decide (with officer input) on articles to go in each issue.
- Introduce/List names of new members (without addresses)
- Post the bulletin on the website
- Write, type, edit, and distribute the bulletin
- Maintains mailing list and email list
- Mailing/e-mailing should include all members, LWVMI Board and other Michigan Leagues, and donors that have indicated so.
- Make sure that new members are included, as they join.
- After the Finance Drive, revise the list as it pertains to donors.

#### *Finance*

- Proposes fundraising goals to the board

- Outlines the strategy for meeting those goals.
- Oversees implementation of a board-approved plan.
- When appropriate, send letters to prospective donors.
- Oversees annual finance drive

### *Observer Corps*

- In consultation with the Board, identifies councils, committees and commissions to be monitored.
- Recruits and trains observers.
- Develop a reporting system (observer -> committee -> board) to verify/identify:
  - Open meetings
  - Opportunity for citizen input
  - Courtesy to citizens
  - Items that relate to LWV positions
- Notify the board of agenda items on which the board may want to have input, so they may send another spokesperson to the meeting. (Note: The observer is not allowed to speak to substantive issues at a meeting)

### *Legislative Action*

- Legislative Interviews with local legislators to present LWVFA positions:
  - Set date/time
  - Invite legislators
  - Arrange for logistics
  - Find league members to present positions
  - Report the outcome to LWVMI, as necessary
- Legislative Forums with local legislators:
  - Schedule sessions
  - Arrange for logistics
  - Invite legislator
  - Find moderator

### *Publications*

- Maintains publications file
- Orders and distributes publications as requested by members
- Orders and distributes publications catalogues
- Reviews publications for bulletin

### *Nominating Committee*

- Be familiar with Job Descriptions of the Board.
- Identify candidates that have strengths and skills for the needed positions.
- Conduct interviews of candidates.
- Submit the slate to the board.
- Present the slate to the general membership at the Annual Meeting.
- Identify and submit slate of candidates to serve on the next Nominating Committee.

### *Budget Committee*

- Request budget suggestions from board members.
- Prepare proposed budget for submission to the board, reflecting the league's priorities, programs and goals.
- Present the proposed budget to the board and consider changes recommended by the board.
- Revise the budget as directed and send budget to Treasurer.
- Present the proposed budget to the membership at the annual meeting.

### *Publicity (Public Relations)*

Goal: To promote the League's image and activities in the community and inform the public of the League's services, positions, membership opportunities and fundraising efforts.

- Formulate a public relations plan and submit it to the board for approval.
- Explore all means of promoting the League: media releases, op-ed pieces, radio/television appearances, press conferences, exhibits and displays.
- Develop and maintain contact with media representatives. Maintain an up-to-date list of media contacts, as well as a list of organizations for networking.
- Develop all media releases, with input from the appropriate Director, and direct the releases to the appropriate contacts.
- Publicize general meetings open to the public, candidate or issue forums, and other meetings and events sponsored or co-sponsored by LWVFA.
- Maintain copies of materials which could be used for release – i.e., newspaper clippings, flyers, and ads.
- Explore and suggest all means of promoting the League to the board – including letters to the editor, Op Ed pieces, exhibits, radio and TV spots.
- Attend and participate in board meetings.