

## **LWV La Plata Board of Directors and Off-Board Members**

### **Total Board Responsibility**

Acceptance of responsibility for understanding the process and duties of the policy-making body of the League as well as the portfolio you accepted

- ❖ Makes, directs, and applies policies
- ❖ Sets priorities and directs the program
- ❖ Reads and responds to board related emails on a frequent basis, at least twice a week
- ❖ Maintains communications with its members
- ❖ Encourages and stimulates members' participation, interests and leadership potential
- ❖ Seeks out potential new members
- ❖ Supports and encourages new members
- ❖ Maintains communications with other League boards
- ❖ Shares responsibility for continuing health of League, plans for succession of leadership
- ❖ Keeps alert to new ways of serving our community
- ❖ Keeps alert to sources of funding
- ❖ Attends board meetings, and calls when unable to attend
- ❖ Attends general meetings as often as possible
- ❖ Supports other board members and volunteers when assistance is needed
- ❖ Seeks help before becoming overwhelmed
- ❖ Promotes LWV whenever appropriate

**The Board has 14 positions, including Officers and Directors. Positions 1-4 are Officers of the Board. A generic Job description for board members who are Portfolio Directors is attached.**

### **1. Co- Presidents 2012-13 - LWV La Plata County**

#### **Official Voices of the League, Board Co-Chairs and Officers**

##### **Trish Pegram**

- Speaks for the LWV in La Plata County
- Signs all communications: letters, statements, positions, etc., or delegates to other board members as appropriate
- Runs LWV board meetings
- Acts as focal point for LWV National and State communications
- Presides at all official meetings, including LWVLPC Board Meetings
- Acts as focal point for local non-profits and government agencies
- Coordinates requests for grants and fund-raising
- Coordinates with Treasurer requests for approval for use of Ed Fund moneys
- Guides board in strategic planning session

##### **Ellen Park**

- Sends email notices and reminders to LWV members and other community members about upcoming events
- Maintains email list for league
- Reviews and approves official membership list maintained by membership chair
- Reviews monthly financial statements from Treasurer prior to approval by board
- Reviews monthly board meeting minutes from Secretary prior to approval by board
- Approves publicity statements and PR contacts

## LWV La Plata Board Of Directors Job Descriptions 2012-13

- Reviews and approves LWVLPC Web Site Content
- Coordinates policy and bylaw changes and maintains current versions of each on web site
- Organizes, prepares and sends out Board agenda
- Maintains event calendar

### **Shared, or case by case**

- Directs the overall management of activities: sets priorities and goals, approves advocacy and action plans, approves program and event scheduling
- Serves as an ex officio member of all committees, except the nominating committee
- Organizes board retreats
- Coordinates annual meeting
- Coordinates requests for funding
- Coordinates development of each event by assigning a “leader”: the leader coordinates with the Board in setting up times/dates/venues for each event, maintains action list, and creates and maintains budget for the program.
- Coordinates with the Publicity/Special Event Coordination/Fundraising /Webmaster for each program

### **2. Vice President – League Program and Communications**

- Operates as back-up and general aide for the co-presidents – runs meetings and activities in absence of the president..
- Coordinates League Studies
- Coordinates League Programs (impact on issues, policy positions, etc.)
- Coordinates development of current communications strategy (website, social media, PSAs, op eds, member communications (other than reminders of meetings)
- Develops media plan for the program year (reminders of particular anniversaries, such as UN Day, Women’s Equality Day, Constitution Day, etc.)
- Coordinates transfer of calendar information to members
- Maintains list of “Friends of the League”
- Receives and reviews newsletter from other Colorado Leagues for applicability to LWVLPC
- Other duties as directed by co-presidents

### **3. Treasurer**

- Custodian of LWV assets
- Keeps accurate books for League funds and fund in Education Fund
- Collects dues, donations, grants, etc. and deposits amount in LWVLPC checking account
- Pays bills and general LWVLPC operations expenses from LWVLPC checking account
- Enters expenses and income on spreadsheet
- Collects donations to LWVLPC Education Fund and submits to LWVCO Ed Fund Account
- Accounts for LWVLPC funds in LWVCO Education Fund
- Sends acknowledgements suitable for income tax filing to donors to the LWVLPC Education Fund
- Sends thank you email to donors to general fund.
- Makes timely payments to LWVUS and LWVCO PMP from operations fund and education fund as designated
- Informs president, membership chair and newsletter chair of new and renewed members
- Pays annual Secretary of State fee

## LWV La Plata Board Of Directors Job Descriptions 2012-13

- Files annual tax return if required. As of this time, no filing is necessary, since LWVCO files the tax exempt return on behalf of our and other Colorado Leagues, and our Operations fund is below the current IRS threshold for filing
- Advises board of potential problems
- Provides board with monthly printed copy of current data on income and expenses (actual vs. budget)
- Provides board with monthly printed financial statement
- Recommends appropriate adjustments to the budget
- Provides Board and Budget Committee with information on trends (membership, etc.)
- Serves on Budget Committee, but not as chair
- Presents report at annual meeting

### 4. Secretary

- Takes minutes at board meetings and the annual meeting.
- Distributes minutes electronically to board members
- Maintains and follows up with board members on actions resulting from board meetings, annual meeting, and annual retreat
- Archivist of minutes
- Archivist of LWV history

### 5. Event Coordinator

- Assigned by LWVLPC Board to plan and execute a specific event (one coordinator per event)
- Recruits, leads and assigns tasks to team to plan, host and execute the event
  - arranges speaker (s),
  - requests and confirms venue,
  - designs venue layout,
  - determines A/V & laptop/projector requirements,
  - identifies audience,
  - identifies co-sponsors if needed,
  - develops appropriate publicity plan (working with Publicity Coordinator),
  - recommends intended audience to the board for decision,
  - organizes refreshments if needed
- Develops and submits a budget for the event to the LWVLPC Board for approval
- Responsible for fundraising to meet extraordinary expenses, if any, of the event
- Responsible for publicity tasks with assistance and participation of Publicity Coordinator
- Provides to web master and newsletter editor notices and fliers for web site, social media, monthly calendar
- Requests email blast from board member to LWVLPC members 2 weeks ahead of event

### 6. Publicity Coordinator

- Drafts posters, advertisements, fliers, public service announcements from input provided by Event Coordinator
- Submits publication drafts to appropriate Event Coordinator for review and amendments
- Assists Event Coordinator when needed with letters to the editor and/or media opinion pieces for major LWVLPC events
- Develops and maintains a detailed list of media contacts (radio, TV, newspapers, community bulletin boards) within the Four Corners region
- Distributes approved publications to appropriate media contacts for promotion of LWVLPC events
- Coordinates with Event Coordinator video-taping and broadcasting of selected LWVLPC events

## LWV La Plata Board Of Directors Job Descriptions 2012-13

- Coordinates with LWVLPC Treasurer for budgeted publication expenses

### 7. Fundraising and Development

- Responsible to the LWV-LPC Board for fundraising activities for selected LWV-LPC events
- Develops and maintains a detailed list of funding sources for selected LWV-LPC activities
- Drafts grant applications and funding requests for major LWV-LPC events
- Coordinates approved grants and external funding including post-activity expense reporting

### 8. Webmaster

- Develops and maintains the [www.lwvlaplata.org](http://www.lwvlaplata.org) website
- Develops and maintains the [lwvlpc@aol.com](mailto:lwvlpc@aol.com) email site
- Coordinates the website with site hosting facility (Iwvnet.org)
- Coordinates the domain name registration with hosting facility (Network Solutions)
- Updates the [www.lwvlaplata.org](http://www.lwvlaplata.org) site as requested by the LWV-LPC Board and appropriate committee chairpersons
- Develops and maintains the <http://lwv-blogger.blogspot.com> blog
- Coordinates the blog site with blog hosting facility (Google Blogger)
- Provides education and tutorials on use of website, blogsite and email list-serve capabilities
- Reports to the LWVLPC board concerning usage of electronic communications

### 9. Voter Service Chair - LWV La Plata County

- Forms and coordinate a Voter Service committee
- Plans, coordinates, publicizes, and holds candidate and issue forums along with the Voter Service committee.
- Provides forums as above for incumbent officials, as appropriate
- Works with public relations in providing information to local media
- Supervises the publication of Voter Guides
- Assists the Finance Chair in securing funding for Voter Service activities
- Works with County Clerk on Registration and other pertinent issues
- Coordinates voter registration activities
- Keeps League membership informed on Voter Service activities
- Facilitates the hanging of the LWV La Plata County banner urging citizens to vote
- Provides relevant information to the webmaster to insure currency of the League website
- Insure a personal non-partisan position in these activities

Note: Voter Service forums to be held in compliance with procedures outlined in the Voter Service Handbook published by LWVCO in 2009

### 10. Membership

- Coordinates membership recruitment and renewal campaign
- Keeps LWVUS membership database updated
- Maintains roster of members
- Maintains electronic distribution list of email addresses
- Is alert to potential new members
- Takes suggestions of potential members from other LWV people
- Sends new member packet to each new member
- Gives orientations for new and prospective members, may be no more than personal conversation about new member packet and answering questions
- Maintains file of member interests, passes info on to appropriate LWV person

## LWV La Plata Board Of Directors Job Descriptions 2012-13

- Is alert to member needs for transportation, etc.
- Usually serves on nominating committee, but not as chair
- Make sure guests and/or new members feel welcome at meetings, alerts meeting leader of their presence
- Generate ideas for special meetings or aspects of meetings that would attract new members
- Coordinates production and distribution of membership forms and brochures

### 11. Legislative Issues/Local Advocacy

- Receives action alerts from LWVCO and LWVUS and responds as appropriate
- Establishes contact with LWVCO Legislative Chair
- Maintains list of members who wish to be alerted and requests action
- Subscribes to and reviews LWVCO Legislature Letter
- Provides relevant legislation and action information to LWVLPC webmaster for inclusion on web site
- Informs LWVLPC Committee Directors and members when action alerts fit into their portfolios
- Suggests when official LWVLPC letter to legislators or newspaper would be appropriate and help with content
- Encourages member attendance at important/relevant government meetings
- Attends LWVCO Legislative Day if possible

### 12. Global Outreach

- Assists Great Decisions Program Coordinator, who:
  - Arranges venue and material
  - Coordinates creation and distribution of flyer
  - Orders books from Foreign Policy Association ([www.fpa.org](http://www.fpa.org))
  - Distributes books
  - Maintains contact list of participants
  - Coordinates with co-sponsor(s) for Great Decisions program
  - Notifies participants
  - Develops GD Flyer
  - Recruits session moderators
  - Coordinates publicity with PR director
  - Hosts GD meetings
  - Coordinates a, optional "bonus" GD meeting once a year
- Generates ideas for a Global Outreach meeting at least once a year, plans and executes meeting
- Recommends appropriate action for alerts in international relations area

### 13. Newsletter Editor

- Responsible for production of a simple but attractive, professional-looking newsletter or comparable mailing at least eight times a year for members, friends and LWVUS and other LWVs in CO that highlights current activities and issues of interest in paper and electronic form around the first of each month
- Generates ideas for newsletter articles and solicits as many different writers as possible
- Collects articles from others as determined at board meeting
- Collaborates with president or designee to determine appropriateness and relative priority of articles for presentation in newsletter, particularly the first page
- Edits articles for length, clarity and conciseness
- Allows sufficient time for president or designee to proof draft of newsletter
- Sends electronic copy to webmaster for website

## LWV La Plata Board Of Directors Job Descriptions 2012-13

- Obtains latest membership list and latest list of friends and potential members who should receive newsletter
- Archives copies of each newsletter

### **14. Environment, Energy and Sustainability (EES) Portfolio Director (see detailed EES task descriptions, attached)**

- Follow local, state and national legislation or regulatory actions in the areas of air and water quality, land use, oil and gas regulations, climate action planning, renewable energy and sustainability.
- Become familiar with existing local, state and national LWV positions relevant to EES
- Follow relevant local, state and national legislation or regulatory actions relating to EES issues
- Organize a committee to observe and participate in relevant county and city meetings and workgroups
- Provide relevant articles and action information to LWVLPC webmaster for inclusion on website
- Organize a program each year for the membership and/or community on topics relevant to EES
- Contribute articles to the Voter Newsletter as appropriate
- Participate in relevant LWV studies
- Establish contact with LWVCO and LWVUS board, staff, volunteers, and lobbyists associated with EES
- Reach out to other groups interested in EES issues, such as FLC Environmental Center, San Juan Citizens Alliance, SASCO, Colorado Wild, etc.
- Assist in preparing testimony, letters to the editor, and other documents in support of positions
- Be aware of grants for projects in relevant EES areas and explore their parameters

### **15. Health Care Portfolio Director**

- Become familiar with existing local, state and national LWV positions relevant to health care issues.
- Follow local, state and national legislation or regulatory actions in the areas of health care reform and delivery.
- Establish contact with LWVCO and LWVUS board, staff, volunteers, and lobbyists associated with health care issues as necessary.
- Organize a team of members who are interested in health care issues.
- Participate in local groups such as CHAC (Citizens Health Advisory Council) where possible or designate someone else from the team to do so.
- Contribute articles to the Voter newsletter as appropriate.
- Provide relevant articles and action information to LWVLPC webmaster for inclusion on our website (which requires subscribing to lists, organizations, etc. which distribute such information - most especially the Kaiser Family Foundation - [www.kff.org](http://www.kff.org) - see following list)
- Organize programs for the membership and/or community on topics relevant to health care as necessary, preferably in conjunction with other groups.
- Participate in relevant LWV studies.
- Assist in preparing testimony, letters to the editor, and other documents in support of positions as necessary.
- Be aware of the possibility of grants for projects relevant to health care issues and explore their parameters.

## LWV La Plata Board Of Directors Job Descriptions 2012-13

### List of Health Care Information Sources.

1. The Kaiser Family Foundation - [www.kff.org](http://www.kff.org)
2. Citizens Health Advisory Council (CHAC) - [www.chaclaplata.org](http://www.chaclaplata.org)
3. Colorado Consumer Health Initiative (CCHI)- [www.cohealthinitiative.org](http://www.cohealthinitiative.org)
4. The Colorado Health Foundation (CHF)- [www.coloradohealth.org](http://www.coloradohealth.org)
5. Health Care for All Colorado (HCAC)- [www.HealthCareForAllColorado.org](http://www.HealthCareForAllColorado.org)
6. The New England Journal of Medicine - [www.nejm.org](http://www.nejm.org)
7. The Bell Policy Center - [www.thebell.org](http://www.thebell.org)
8. [www.HealthReform.gov](http://www.HealthReform.gov)
9. Colorado Common Grant Report - [www.coloradocommongrantforms.org](http://www.coloradocommongrantforms.org)