

Director (All Board Members)

Purpose

The LWV-VA Board of Directors is the governing body for the local leagues throughout the state and as such has legal and fiduciary oversight responsibilities (to include program, financial, legal and organizational responsibilities) for its actions and activities.

Minimum Job Requirements

Members of the Board of directors are expected to attend Board meetings and state League events and to actively participate in decision-making and implementing those decisions. Off-Board members are expected to communicate regularly with the president(s) and any director directly affected by their work.

Responsibilities

1. Make and carry out policies and procedures that guide the organization and be committed to working as a team on what is best for the state.
2. Assist in establishing and tracking an annual budget,
3. Help Local League Outreach and Membership Directors provide a state presence at each local League's annual meeting or other local events and listen to the concerns of the local leagues.
4. Convince every Local League to work together within the state and present a united front to the public.
5. Commit yourself to help raise money for the League.
6. Exercise prudence in the expenditure of the organizations' funds.
7. Read faithfully and understand the organizations' financial statements and otherwise help the Board fulfill its fiduciary responsibility.
8. Come to Board meeting prepared to discuss agenda items and with ideas that will help local Leagues.
9. Commit to visiting at least Board meetings or other events of at least 2 Local Leagues other than the Board member's home League.
10. Attend training you feel would help you do a better job as a Board member
11. Help with the planning for state conventions and council.
12. Contribute ideas to discussions and complete review assignments in a timely manner.
13. Write articles for *The Virginia Voter* when appropriate.

7/23/13

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President

Purpose

The President provides leadership in carrying out the Mission and Long Range Plan of the organization, with emphasis on priorities and strategies adopted by the LWV-VA (Operating Fund) Board of Directors and the LWV-VA Education Fund Board of Directors. The President coordinates implementation of LWV-VA Policies and Procedures; and serves as the presiding officer of the Board of directors.

Accountable to: Executive Committee and all Members of the League of Women Voters of Virginia

Committees: Executive Committee, *ex officio* member of all other committees except the Nominating Committee

Publications: State Board Handbook, Local League President's Handbook

Responsibilities:

- 1. Ensure that every League activity contributes in some way to accomplishing the mission of the League.**
- 2. Oversee League program and activities.**
 - a. Ensure League involvement in key program areas by assisting the Board to establish goals and priorities (strategic planning)
 - b. Work with committee chairs and local Leagues to coordinate the development of state program study and action items
 - c. Assist officers/directors in obtaining resources needed to accomplish jobs and monitor progress.
 - d. Develop annual calendar of activities
 - e. Assign a Board member the responsibility for coordinating the planning of annual meetings (state Council and Convention)
 - f. Ensure compliance with bylaws, and maintain financial soundness of League
- 3. Chair meetings of the LWV-VA Board of Directors and LWV-VA Ed Fund Board of Directors.**
 - a. Prepare agenda for and preside over five or six meetings a year. Work closely with vice presidents in setting priorities, solving problems, and achieving results.
 - b. Emphasize to Board members the legal, fiscal, and ethical responsibilities of the Board.
 - c. Encourage Board members to accomplish goals within mutually agreed-upon time frames.
 - d. Arrange for State Board leadership training as needed.
- 4. Works with Board Members to Ensure All Are Working Together as a "Team."**
 - a. Takes guidance from the executive committee
 - b. Advise and obtain comments of consent of the Executive Committee for all appointed positions.
 - c. Acts as a team leader by supporting specific assignments of the Board members
 - d. Mentors Board members, especially new ones, to get them effectively functioning in a short period of time.
 - e. Facilitate communication among Board members

5. **Preside at State Conventions, State Council Meetings and WLRT Sessions.**
6. **Represent and promote the League in the community.**
 - a. Edit or approve for distribution all written material, including material for website and social media, news releases, action plans, the Virginia *VOTER*, and testimony (or assign to another person as appropriate).
 - b. Expand the League's network of friends and colleagues and other organizations or activities, primarily in Virginia.
 - c. Attend LWVUS Council and Convention (or designate a substitute).
 - d. Monitor national League discussion lists and communicate useful information from national and other state Leagues to Board
 - e. Read local League minutes and VOTERs, communications from LWVUS and other state Leagues
 - f. Respond to and sign official correspondence
 - g. Visit local Leagues.
7. **Develop League Leadership.**
 - a. Encourage total Board responsibility for program
 - b. Delegate responsibilities with assistance of other officers
 - c. Ensure Board member training
 - d. Recognize members' achievements
 - e. Facilitate maintenance of portfolios and transition of positions
8. **Serve as Liaison With Other Leagues**
 - a. Attend local, state and national programs, conventions, workshops, etc.
 - b. Ensure that obligations to national office are met
9. **Maintain Information Systems for Conducting League Business**
 - a. Identify records that need to be archived and ensure that they are generated in a timely manner

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Secretary

Purpose

The Secretary maintains and reports minutes of all official meetings of LWV-VA and LWV-VA Ed Fund as well as those of State Convention and Statewide Council.

Accountable to: President

Committees: Executive Committee; member of Development and Marketing (D&M) Committee

Responsibilities:

1. Assist in Preparation of Board Agenda.

- a. Provide the President with a list of items, if any, that were postponed or held over from previous meetings.
- b. Prepare and send out a “Board Meeting Packet” at least one week prior to each Board meeting

2. Prepare Post Board Summary.

- a. After each Board meeting, prepare “brief minutes” in a bulleted list called a Post Board Summary (PBS).
- b. The first draft should be forwarded to the President no later than one week after the meeting.
- c. Once the draft PBS has been reviewed, edited and approved by the President, the Secretary will finalize and distribute to state Board members and off-Board members, state nominating committee, LL presidents, and MAL Unit chairs.

3. Prepare Minutes of Meetings of Operating Fund and Education Fund.

- a. Prepare separate minutes for Board meetings of Operating Fund and Education Fund, which have separate agendas, occur at different times, but at the same location.
- b. Produce minutes that provide a reasonably concise record of discussions and decisions made at state Board meetings, including type, date and place of meeting; presiding officer and names of those in attendance; times that meetings begin, recess, and adjourn; topics discussed and reports given; motions, names of makers of motions, and votes; and general context of discussion.
- c. Record exact wording of motions, consensus questions and statements, Voters Guide questions and other official actions.
- d. Provide draft minutes to President within two weeks of the Board meeting and
- e. Incorporate her/his comments in the version and forward them to Board members for further review.
- f. Keeps complete paper copies of all minutes with all attachments in notebooks by League year. Electronic files of paper items are kept by Secretary and President.

4. Prepare Minutes of LWV-VA Convention and Council Gatherings.

- a. Provide minutes within one month of Convention or Council to Review Committee, appointed by the President.
- b. File official copy of minutes after approval by Review Committee.
- c. The secretary is responsible for keeping the official records, (e.g., the bylaws, special rules of order and standing rules, minutes, Board membership roll, and committee reports.)
- d. Serves as parliamentarian at Board meetings.

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Treasurer

Purpose

The Treasurer is the chief financial officer for the League of Women Voters of Virginia (LWV- VA) and League of Women Voters of Virginia Education Fund (LWV-VA Ed Fund).

Accountable to: President

Committees: Budget Committee; Executive Committee; Development and Marketing (D&M) Committee

Publications: *Local League Treasurer's Handbook*

Contributes to: LL emails, *Virginia Voter*, Convention Workbook

Responsibilities:

1. Handles all money for the LWV-VA, receiving income and paying bills in a timely fashion
2. Makes timely deposits and payments for the General Fund and the Education Fund and maintains accurate bank records, reconciling bank statements on a timely basis.
3. Maintains bank and Pay Pal accounts for the LWV-VA, and renews Certificates of Deposit as needed, seeking advice from the Board as necessary.
4. Reports to the Board on a quarterly basis: income, outgo, status of budgeted accounts, and statement of financial condition
5. Regularly advises State and local Boards of federal and state laws affecting financial matters (such as IRS reporting, sales tax and solicitation laws) and of related communications from the LWVUS.
6. Informs local league treasurers of their responsibilities in connection with filing of IRS forms and files the annual entity report (i.e. the Supplemental Group Ruling Information (SGRI) report), required by the IRS on a timely basis. Aids and assists counterparts on local Boards
7. Files IRS #990, solicitation forms and any other reports dealing with financial matters required by the U.S. and/or Virginia for the State League.
8. Submits PMP invoices to LLs and keeps a record of the status of their payments.
9. Maintains a monthly calendar of tasks that can be given to succeeding treasurers
10. Serves as an *ex-officio* member of the State budget committee, with full voting rights, and prepares materials for use by the committee.
11. Oversees the sending of change of address notifications to persons and institutions that the League has dealings with, including federal and state government entities, when coming into or leaving office.
12. Works with Membership Chair to keep list of MALs (members-at-large) up-to-date.
13. Reimburse State Board and off Board leaders for expenses incurred on LWV business;
14. Ensure expenses are within policy guidelines.
15. With input from President, locate a source to provide the annual financial audit or review.
16. Provide training for LL Treasurers, as necessary.

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Arrangements Director

Purpose

The Events Planning Director is charged with making sure that all arrangements are made for state League events to allow for an effective, efficient experience is achieved for all participants.

Accountable to: President

Committees: All that request assistance

Contributes to: *Virginia Voter*, Convention Workbook

Responsibilities:

1. **Makes contacts for needed lodging, food, and consultants to establish the most cost efficient provider for all Board meetings and other state League events a directed.**
 - a. Contacts vendors well in advance of the event and obtains preliminary estimates of availability and costs for needed services
 - b. Establishes the most cost effective and efficient vendor and locks in arrangements three months before the event
 - c. Works with local League members to find best deals for events
2. **Acts as contact person between the League and vendors during the event, ensuring the group's needs are met in accordance with the contract(s).**
 - a. Negotiates with vendors on the spot to adjust costs for increased and decreased services
 - b. Deals with League members who have concerns about the arrangements
3. **Works with the Communications Director and Voter Coordinator providing details, for publicity purposes, in a timely manner**
4. **Works closely with the local convention/council arrangement committee members, helping out where needed.**
5. **Prepares an "After Action" report for all events.**

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Communications Director

Purpose

This job entails ensuring that lines of communication are flowing both ways between the Board, local Leagues, coalitions, and the public so that the Board remains responsive to the everyone's needs.

Accountable to: President(s)

Committees: Communications,

Publications: *The Virginia Voter*, convention/council workbook

Contributes to:

Responsibilities

1. Chairs the communications committee, consisting of the Voter editor/coordinator, editor, Facebook and Twitter coordinator(s), ConstantContact Coordinator, and Webmaster
2. Ensures the LWV-VA web site is kept up-to-date and approves all materials before they are uploaded.
3. Advise Board on all forms of social media and keeping the content timely.
4. Set up access and guidelines for posting to and monitoring Facebook page
5. Use Salsa or another similar form of communication to send out newsletters and Action Alerts
6. With committee, redesign the website as needed; after development, continue to upgrade as needed
7. Recruit additional technical support personnel as needed

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Development Director

Purpose

Along with committee members recruited from local Leagues, the Director functions and duties include financial development; marketing of publications, projects, and League services; public relations and publicity; and special fundraising events. Depending on the number of committee members and the available time and expertise of each, the director can delegate much of the committee's work, while being responsible for all those duties not otherwise delegated.

Accountable to: President
Committees: Chair Development and Marketing (D&M) Committee
Contributes to: LL emails, *Virginia Voter*, Convention Workbook

Responsibilities:

1. With Board Review and Approval, Develop And implement an Annual Plan For Financial Development.

- Acquire and cultivate corporate and foundation donors.
- Oversee the preparation of fundraising letters and proposals
- Coordinate direct mail campaigns.
- Manage fundraising events.
- Prepare and send thank-you letters (signed by the President) to donors
- Assist the Board committee in charge of each project or study in writing proposals for funding.
- Advise LLs on fund development.

2. Work With Board Members And Others To Acquire and Cultivate Corporate And Foundation Donors.

3. Develop and Maintain a Mailing List of Potential Donors And Prospects.

4. Monitor Budget Expenses

- Submit budget for all projects to the Board.
- Submit projected monetary expenses and income (if appropriate) to Budget Committee chair.

(adapted from League of Women Voters of Texas *State Board Handbook* and LWV-VA Board member, Karen Cronin, Publicity director 2009-2011)

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Leadership Development Director

Purpose

To provide training for League members to enable them to better serve the public in pursuing voter rights for everyone, through workshops and training sessions.

Accountable to: Presidents and Board
Works With: Membership, Local League Outreach Director
Contributes to: LL emails, *Virginia Voter*, Convention Workbook

Responsibilities:

1. **Oversee training for local League Boards**
 - a. Coordinate State League response to requests from local Leagues for leadership training.
 - b. Identify opportunities for workshops and conferences designed to identify and train League leaders.
 - c. Provide follow-up on any leadership problems identified by local Leagues, liaisons or other leaders.

2. **Oversee preparations for State-wide Workshops, State Convention/Council**
 - a. Work with Membership and Arrangements Directors and other State Board members to design workshops for leadership training.
 - b. Work with other State Board members to provide information on other topics for workshops at state-wide events.
 - c. Compile and report results of evaluation forms for all training events.

3. **Serve as Co-Coordinator with Membership Director for the LWVUS Membership and Leadership Development Program (MLD)**
 - a. Recruit and train state coaches for the MLD program.
 - b. Recruit, with assistance from Local League Outreach Director, local Leagues for participation in the MLD program.
 - c. Participate in monthly calls with LWVUS Shur Fellows.

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Legislative Coordinator

Purpose

The Legislative Coordinator acts as a volunteer lobbyist. The LC assists with League activities and events on Capitol Square and with member education and participation.

Accountable to: President. Assistance from: Partners on LWV-VA “Advocacy Team”.

Committees:

Contributes to: LL messages, Virginia VOTER, Convention and Council Workbooks

Responsibilities:

1. Testify on selected legislation. Present League position on bills to legislative committees and elected officials. Monitor action in committees and applicable meetings.
 - a. Monitor House and Senate daily sessions for legislators’ debate on applicable bills.
 - b. Maintain testimony files and legislator interviews.
2. Coordinate selection of legislative priorities based on LL interest, input from state Board members, awareness of bills and issues likely to come up during the session, and legislation considered for initiation by LWV-VA.
3. Report and recommend to President on items at the General Assembly (including legislation sent to the Governor) needing LWV-VA advocacy action strategy and tactics.
4. Coordinate action on legislative priorities. Prepare and coordinate Action Alerts and press releases with ConstantContact coordinator, Action Coordinator and President. Customize distribution when possible per local members’ legislators.
5. Recruit, coordinate, and activate issue specialists among League membership as resources on principles and talking points.
6. Recommend coalitions for LWV-VA to join. Establish league participant and to join conference calls as assigned. Report on contents of calls to determine action.
7. Report status of legislation and confer on further action.
8. Coordinate planning, with Arrangements Director for Women’s Legislative Roundtable’s (WLRT) Pre-Session, League Lobby Day and Weekly Roundtables during the GA session.
9. Recruit legislators to attend WLRT sessions and promote participation by League members.
10. Promote and increase Local League participation during the GA session
 - a. Acquaint LLs with use of internet (LIS, LIAB, Richmond Sunlight, etc.) and encourage its use for tracking bills, legislators’ voting record and ways to respond to Action Alerts.
 - b. Serve as a resource to LLs on the legislative process and advocacy opportunities.

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Local League Outreach

Purpose

This position is designed to provide assistance and guidance to local Leagues to strengthen their members and attract new people to join the League

Accountable to: President

Committees: Board Member Liaisons

Contributes to: LL emails, *Virginia Voter*, Convention Workbook

Responsibilities:

- 1. Become familiar with the operations, activities, successes and needs of local leagues.**
 - a. Pursue open lines of communication with local leagues, coordinating with liaisons from the state Board if they have been identified.
 - b. Encourage local leagues to take advantage of the resources offered both by state and national leagues.
 - c. Encourage local leagues to send newsletters and to report other news to *Virginia Voter* staff.
 - d. Visit as many local league events as possible.
- 2. Report to President(s) Executive Committee & Board of Directors**
 - a. Submit written reports of each contact and/or visit with local League(s), highlighting special requests and/or needs of the local League
 - a. Advise MLD State Coordinators (1st VP for Leadership & Director for Membership of any local Leagues that express interest in having an MLD coach or having any of their members become a MLD coach
 - b. Advise appropriate directors of any local League requests, comments or concerns related to their portfolios as well as the President(s) & Executive Committee.
- 3. Establish and maintain e mail list of “interested” parties to enhance LWV-VA’s community outreach**
- 4. Foster Growth of the number of Leagues**
 - a. Respond to inquiries about forming new Leagues and MAL units, and consider feasibility.
 - b. Work with Membership Director on formation of new Leagues and MAL units.

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Membership Director

Purpose

The Membership Director encourages membership growth in the Virginia Leagues and maintains records for those joining LWV-VA as Member at Large (MALs) units.

Accountable to: President

Committees: Local Leagues Membership Chairs

Contributes to: LL emails, *Virginia Voter*, Convention Workbook

Responsibilities:

1. Service Members-at-Large (MALs)

- a. Maintain and update MAL records in the national on-line database
- b. Send welcome letter to new MALs
- c. Send names of prospective LWV members to the nearest local League or MAL unit, if any are within commuting distance
- d. Send renewal notices to the MALs
- e. Assist the Local Outreach Director in the formation of MAL units
- f. Work with the Treasurer, Leadership Director & Local Outreach Coordinator for the formation of MAL unit(s)

2. Service Membership Chairs of local Leagues (LLs)

- a. Provide instruction on use of the national database to assist in keeping LLs records
- b. Maintain communication pertaining to relevant changes or initiatives from LWVUS
- c. Monitor LL websites and newsletters for membership best practices and provide feedback if needed
- d. Maintain online discussion list for LL and MAL Unit Membership Chairs and others interested in membership development
- e. Conduct training as needed for LL and MAL Unit Membership Chairs

3. Encourage Membership Growth in Virginia

- a. Assist the Local Outreach Director in the formation of new Leagues
- b. Mail membership packets to potential LWV-VA members
- c. Provide membership materials at all LWV-VA training and other functions
- d. Serve as State Coordinator for the Membership and Leadership Development initiatives
- e. Oversee development and implementation of a coordinated membership solicitation effort for possible use by all local Leagues

4. Service the State Board

- a. Provide list of LWV-VA MALs to the Board after February 1 of each year
- b. Provide a summary of state and local membership by category after February 1 for PMP purposes
- c. Provide instruction on access to the national membership database, as needed, to the *Virginia Voter* editor; the LWV-VA President must approve access to anyone else
- d. Calculate and distribute State Convention attendance numbers for each local League and MAL unit.

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Program Director

Purpose

The Program Director oversees the overall Program for LWV-VA, working with study committees and implementing citizen education events as decided by the Board, or resulting from program items adopted at convention or Council. The Program Director may also work closely with the Legislative Director on issues covered by League positions. Also oversees any updates or additions to the LWV-VA positions (*Positioned for Action*) and Positions-in-Brief resulting from consensus/concurrence; and oversees editorial review of positions when needed

Accountable to: President

Committees: Program Review (PRC) Committee

Publications: *Positioned for Action; Positions-in-Brief*

Contributes to: LL emails, *Virginia VOTER*, Annual Report

Responsibilities

1. **Chair the Program Review Committee**, consisting of those who are members of any task force reviewing existing positions, any study chairs, Arrangements Director if and when an issue forum is held, and others who may from time to time be appointed to the committee on an *ad hoc* basis. Maintain records of committee meetings.
2. **Communicate with Local Leagues.**
 - a. Assign, edit, or write program articles for the *Virginia Voter* articles that keep members up to date on state and National program activities.
 - b. Serve as a resource to LL program directors, including training or information about program topics.
 - c. Suggest speakers and/or workshops on timely program items for statewide events.
 - d. Ensures that LLs participate in LWVUS issues and consensus questions.
3. **Oversee Study Committees.**
 - a. Evaluate qualifications (such as state-level experience and familiarity with subject of state study) of committee members to determine depth of oversight needed. Attend at least some study committee meetings and/or participate with email communication.
 - b. Review and edit consensus questions/concurrence statements resulting from study committees and present to Board for approval.
 - c. Work with study chair to write or delegate the writing of the Leaders Guide with referral to previous Leaders Guides.
 - d. Work with study committee chair to write, or delegate the writing of, study materials about program topic.
4. **Help Obtain funding for Program Studies.**
 1. Help identify research foundations and corporations for appropriateness of grant request or underwriting.
 2. Work with Development and Marketing Committee to prepare proposals to be submitted to foundations or corporations.

5. Direct State Program Planning.

- a. Prepare communications to LLs.
- b. Develop a form to be used by LLs in state program planning, with referral to previous instruments.

6. Conduct Program Review.

- a. Solicit recommendations for Program Review from LLs during state program planning. Submit to the Board a topic(s) for Program Review as well as names of people to serve on the Program Review Committee. Committee members will consist of the Program Director, Legislative Coordinator and/or the Associate Legislative Coordinator, current or former issue specialists for area(s) under review, and other League members with knowledge of the subject. Submit Board approved recommendations for changes in position or restudy at convention for delegate approval.
- b. Prepare material for LWV-VA program planning for the next biennium, including a Program Planning Report form, to be sent to LLs and MAL Units and subsequently returned with recommendations from the membership.
- c. Assimilate program planning reports from LLs for Board recommendations to the LWV-VA Convention in odd-numbered years and inclusion in the Convention Workbook.
- d. Handle program review and redirection at Council.
- e. Coordinate national program planning for the State Board.

7. Update and Revise Publications.

- a. *Positioned for Action*: assign, edit, or write updates for each position following State Convention with the assistance of the Legislative Coordinator and Associate Legislative Coordinator.
- b. Assist with other publications, as needed.

8. Monitor Budget Expenses for Program Items.

- a. Submit budget for all projects to the Board.
- b. Submit projected monetary expenses and income (if appropriate) for program areas to Budget Committee chair.

9. Carry Out Other Assignments.

- a. Oversee program workshops.

(adapted from League of Women Voters of Texas *State Board Handbook*, LWV-VA 1999 Board Book, and Sherry Zachry, 2009-2011 LWV-VA Secretary and Nominating Committee member)

Rev. July 2015

Public Relations Director

Purpose

To ensure the public is aware of the activities of the League especially in the area of voting rights

Accountable to: President

Committees: Development, Membership

Publications: Publicity brochures

Contributes to: LL emails, *Virginia VOTER*, Annual Report

Responsibilities:

1. Develops an annual plan for public relations.
2. Plans, develops and keeps record of PR activity.
3. Publicizes LWV-VA activities, before and after events, throughout the state to the public, other organizations and state leaders in a timely fashion.
4. Promotes LWV "image" in League and non-League areas of the state.
5. Drafts news releases for all State League activities (action campaigns, voter services, statements by the President, etc.).
6. Sends copies of all news releases to President for approval before releasing to media.
7. Work with media, including on debates.
8. Works closely with all State Board members to develop maximum public relations awareness.
9. Advise LLs on publicity and media.
10. Assist Local League Outreach and Membership Directors in a plan for recruiting members outside LL areas.
11. Provides a template and article suggestions for the *Virginia Voter*.

July 2015

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17. Sends copies of all news releases to President for approval before releasing to media.
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Voter Service Director

Purpose

The Voter Services Director provides information and guidance to Local Leagues in the area of voter services and oversees voter services activities on the state level, including planning and production of statewide Voters Guides and Candidates Forums.

Accountable to:	President
Committees:	Chair Voter Services Committee (Local League VS chairs)
Publications:	Voters Guides
Contribute to:	LL emails, <i>Virginia Voter</i> , Convention Workbook

Responsibilities:

1. Plan and promote voters service activities.

- a. Compile a 12-month calendar for voter services activities with voter registration dates and deadlines for any elections scheduled. Calendar should include national, state, and any local deadlines for emphasis on voter registration, get-out-the-vote campaigns, and other special events.
- b. Stay alert to publicity possibilities on both local and state levels. Capitalize on the potential for high visibility of voting-related activities, primarily since public perception of the League relates to these activities.
- c. Communicate with LLs about voting and voter services. It is at the local level that voter services and citizen information activities have the most impact, and it is the interest and involvement of the LLs that will determine success or failure.
- d. Refer local voter services chairs to publications such as LWVUS *Face to Face* and *Guidelines for State and Local Debates*, as well as communications emailed to LLs.
- e. Recognize outstanding voter services activities at the local level through *Virginia VOTER* articles, and other activities.

2. Plan for the production of state Voters Guides.

- a. Plan for state Voters Guides, as well as other voter-related activities. With Voter Services Committee, draft questions to be included in Voters Guides for approval by LWV-VA Ed Fund trustees.
- b. With input from President, assign, direct, and edit research and writing of pro/con information for Constitutional Amendments Voters Guides, when needed.
- c. Coordinate production of state Voters Guides covering statewide political races, proposed Constitutional Amendments, and other statewide ballot issues.

3. Oversees the VOTE411 program

- a. Advocates the use of the program by LLs
- b. Works with LL 411 coordinators to develop questions for all National, and state-wide elections.
- c. Assists with the training LLs on the use of 411
- d. Coordinates the entering appropriate information into the 411 data base.

(Adapted from League of Women Voters of Texas *State Board Handbook*)

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