

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
- ❖ Alerts and advises Legislative Action chair of actions by the membership that need to be encouraged specific to Board Director portfolios, or in general with regard to League positions

The Board has 14 positions, including Officers and Directors. Positions 1-4 are Officers of the Board.

President - LWV La Plata County

Official Voice of the League, Board Chair and Officer

- Speaks for the LWV in La Plata County
- Signs all communications: letters, statements, positions, etc., or delegates to other board members as appropriate
- Directs the overall management of activities: sets priorities and goals, approves advocacy and action plans, approves program and event scheduling
- Acts as focal point for LWV National and State communications
- Acts as focal point for local non-profits and government agencies
- Serves as an ex officio member of all committees, except the nominating committee
- Presides at all official meetings
- Sends email notices and reminders to LWV members and other community members about upcoming events
- Maintains email list for league and community members
- Organizes, prepares and sends out agenda, and runs LWV board meetings
- Organizes board orientations
- Coordinates annual meeting
- 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
- Reviews and proofs newsletter draft prior to publication by newsletter editor
- Reviews and approves LWVLPC Web Site Content
- Coordinates requests for funding
- Coordinates requests for approval for use of Ed Fund moneys

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- Coordinates requests for fund-raising
- Sends thank you notes to all member donors and external donors
- Coordinates policy and bylaw changes and maintains current versions of each

1. Vice President – Program

- Operates as back-up and general aide for the president – runs meetings and activities in absence of the president.
- Responsible for the organization of program ideas for the year.
- Coordinates development of each program, if possible by assigning a “leader” for each program: the leader coordinates with the VP in setting up times/dates/venues for each program, maintains action list, and creates and maintains budget for the program.
- Coordinates with the Publicity/Special Event Coordination/Fundraising /Webmaster for each program.

2. 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
- 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

3. Secretary

- Take minutes at board meetings and the annual meeting.
- Distribute minutes electronically to board members
- Sends agenda, minutes to LWVCO, LWVUS and other LWVs as required or requested
- 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
- Organizes refreshments as required for member meetings
- Maintains inventory and material for use in providing member meeting refreshments

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- Keeps database of LWV-LPC members' names, addresses, phone numbers, and e-mail addresses to facilitate label printing and mailings

4. Publicity/Special Event Coordination

Publicity design, development and distribution

- Drafts posters, advertisements, fliers, public service announcements, letters to the editor and/or media opinion pieces for major LWV-LPC events
- Submits publication drafts to LWV-LPC Board and appropriate committee chairpersons for review and amendments
- 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 LWV-LPC events
- Coordinates video-taping and broadcasting of selected LWV-LPC events
- Coordinates with LWV-LPC Treasurer for budgeted publication expenses

Special Event Coordination

- Assists the Program Chairperson with specially selected LWV-LPC events
- Plans and executes selected LWV-LPC events
- Recruits, coordinates and leads teams assigned to plan, host and execute selected LWV-LPC events
- Develops and submits, to the LWV-LPC Board, a detailed budget for selected LWV-LPC events
- Responsible for fundraising to meet all expenses of selected LWV-LPC events
- Responsible for media and community publications for selected LWV-LPC events

5. 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

6. Webmaster/Blog editor

- Develops and maintains the www.lwvlaplata.org website
- Develops and maintains the 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 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 LWV-LPC board concerning usage of electronic communications

7. Voter Service Chair - LWV La Plata County

- Form and coordinate a Voter Service committee
- Plan, coordinate, publicize, and hold candidate and issue forums along with the Voter Service committee.
- Provide forums as above for incumbent officials, as appropriate
- Work with public relations in providing information to local media

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- Supervise the publication of Voter Guides
- Assist the Finance Chair in securing funding for Voter Service activities
- Work with County Clerk on Registration and other pertinent issues
- Coordinate voter registration activities
- Keep League membership informed on Voter Service activities
- Facilitate the hanging of the LWV La Plata County banner urging citizens to vote
- Provide 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

8. 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
- 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

9. Legislative Issues/Local Advocacy (see detailed Legislative Chair task descriptions, attached)

- Receive action alerts from LWVCO and LWVUS and respond as appropriate
- Establish contact with LWVCO Legislative Chair (Jeannette Hillery for 2009-10 fiscal year)
- Maintain list of members who wish to be alerted and request action
- Subscribe to and review LWVCO Legislature Letter
- Provide relevant legislation and action information to LWVLPC webmaster for inclusion on web site
- Inform LWVLPC Committee Directors and members when action alerts fit into their portfolios
- Suggest when official LWVLPC letter to legislators or newspaper would be appropriate and help with content
- Encourage member attendance at important/relevant government meetings
- Attend LWVCO Legislative Day, if possible, or appoint a representative who plans to attend

10. 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)
 - Distributes books
 - Maintains contact list of participants

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- Coordinates with co-sponsor(s) for Great Decisions program
- Notifies participants
- 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

11. 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
- Obtains latest membership list and latest list of friends and potential members who should receive newsletter
- Mails paper copies to members who so indicate and sends electronic copies to the remainder
- Archives copies of each newsletter (electronic and paper)

12. 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

13. 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 - 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.

List of Health Care Information Sources.

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

Attachments

1. Responsibilities associated with specific portfolio

The director:

- Familiarizes self with existing local, state and national positions
- Familiarizes self with state and national board/staff/volunteers/lobbyists associated with portfolio
- Follows relevant local, state and national legislation or regulatory actions relating to portfolio issues
- Assists in responses to Action Alerts initiated by LWVCO and LWVUS
- Takes note of public hearings, comment periods, etc., on issues of interest
- Recommends relevant items to LWVLPC webmaster to be placed on the web site
- Alerts LWV spokesperson, board when action supporting a LWV position might be appropriate
- Assists in preparing testimony, letters to editor, other documents in support of positions
- Is alert to grants for projects in environmental area, explores their parameters, helps prepare grant application per board decision
- Organizes, with a committee, programs for the membership/community on topics in portfolio (no more than once a year).
- Reaches out to other groups interested in portfolio issues, such as FLC Environmental Center, San Juan Citizens Alliance, CO Wild, etc.
- Maintains a file of relevant materials
- Reports to the board on activities conducted

2. LWVLPC Environment, Energy & Sustainability (EES) Portfolio Director

Detailed Job Description

1) Position Purpose

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.

2) Position Overview

- 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

3) Task Descriptions

- **Provide input to LWVLPC Legislative Chair on LWVCO and LWVUS Action Alerts**

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- a) At the request of the LWVLPC Legislative Chair, provide tailored responses to LWVUS and LWVCO Action Alerts
 - **Recommend actions and positions in response to local issues**
 - a) Familiarize self with local issues and recommend testimony, letters to the editor, or other actions in support of positions
 - b) Recommend to the LWVLPC Board local positions to be adopted or when action supporting a LWV position might be appropriate
 - c) Recommend, if appropriate depending on the issue, the LWVLPC seek other like-minded organizations with whom to form an action coalition
 - **Engage and keep LWVLPC membership informed about local, state and national EES issues**
 - a) Recommend media coverage (LWVLPC website, LWVLPC Voter, letters to the editor, op ed pieces, paid ads, etc.) to educate membership and the public on EES issues
 - **Involve EES committee members in local and state activities**
 - a) Involve committee members in event planning, writing articles, observing, public hearings, etc.
 - b) Encourage participation of committee members at local and state meetings, organizational and governmental meetings, and in state studies and developing position recommendations
 - c) Encourage committee members to be involved with other groups interested in EES issues that have goals in common with the LWV
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3. LWV-LPC Legislative Action Chair Detailed Job Description

1) Position Purpose

Follow, advocate for, and engage membership on State and National Legislation and Local Issues pertinent to the LWV in cooperation with LWVLPC President and Committee Chairs

2) Position Overview

- Receive action alerts from LWVCO and LWVUS and respond as appropriate
- Establish contact with LWVCO Legislative Chair (Jeannette Hillery for 2009-10 fiscal year)
- Establish contact with LWVUS Grassroots Lobbyist (Christine Vavres in 2009-10)
- Maintain list of members who wish to be alerted and request action
- Subscribe to and review LWVCO Legislature Letter
- Provide relevant legislation and action information to LWVLPC webmaster for inclusion on web site
- Inform LWVLPC Committee Directors and members when action alerts fit into their portfolios
- Suggest when official LWVLPC letter to legislators or newspaper would be appropriate and help with content
- Encourage member attendance at important/relevant government meetings
- Attend LWVCO Legislative Day, if possible, or appoint a representative who plans to attend

3) Task Descriptions

- **Take action in response to LWVCO and LWVUS Action Alerts on State and National Legislative Issues:**
 - (a) With approval of the President or designee, respond in the name of LWVLPC to state and national action alerts through e-mail, phone or FAX contact with legislators, governor, Congressmen, President or governmental agency (e.g. EPA) depending on alert. Alert is usually urgent with little time to obtain multiple approvals. Wording and/or bullet points are suggested.
 - Chair could create unique wording using bullet points and respond using the LWVUS automated action alert response system or direct email on behalf of the LWVLPC with standing approval of president
 - If response is controversial chair may draft wording and send it to the president and committee chairs for approval and/or their action
 - LWVLPC board should be copied and informed of action
 - (b) Encourage LWVLPC efforts to generate contacts with appropriate elected officials based on action alert **writing as individuals, not in the name of the LWV or as LWV members**
 - At the beginning of the program year, members will be informed that they will receive action alerts via email and asked to respond to the chair if they do not wish to be on the distribution list
 - Board (and off-Board) Directors should respond to each action alert as individuals as a component of total board responsibility, unless they do not agree with purpose of alert
 - LWVLPC members should be invited to respond as individuals based on their known interest in issue
 - (c) Place Action Alerts on LWVLPC Blog and website
 - (d) Use media (LWV La Plata website, LWVPC newsletter, letters to the editor, op ed pieces, paid ads, other) to educate public and encourage them to contact appropriate elected officials re issue.
- **Subscribe to Legislative Letter**
 - a) Insert link to letters on LWVLPC website and periodically advise members where it can be accessed
 - b) Provide highlights for LWVLPC Board, the LWVPC website and in the LWVLPC newsletter
 - c) Provide highlights for LWVLPC Board, the LWVLPC website and the LWVLPC newsletter via a "Legislative Corner"
- **Educate members on how to contact elected officials or governmental agencies.** Use various venues to provide information: Web site, newsletter article, emails to members
- **Maintain awareness of potential local action and bring opportunities to the board**
 - (a) All board members should be on alert for opportunities for local action based on local positions and in particular Committee Chairs and LWVLPC Observers of governmental bodies. On occasion individual members will suggest opportunities for action. The legislative chair's role may be determined on a case by case basis.
 - (b) A suggested opportunity for local action should be discussed by the board to see whether and what action is appropriate based on LWV positions at all levels and timeliness. **Note: Local action which involves contacting state or national**

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elected officials requires communication with LWVCO Legislative Director or LWVUS Grassroots Lobbyist first.

- (c) A committee might be formed or if the action fits directly into a current portfolio, that committee could take on the action.
- (d) With approval of the Board, action in the name of the League can take many forms, public testimony, visits/phone calls/letters to public officials, letters/interviews with media, ads, petitions, packing the audience at hearings or meetings, etc.
- (e) The president is the signatory of written messages or the deliverer of spoken advocacy unless formally delegated to another Leaguer.
- (f) Depending on the issue, the LWV might seek other like-minded organizations with whom to form an action coalition, per LWVLPC written policy.