

# THE LEAGUE OF WOMEN VOTERS OF DIABLO VALLEY

## *Job Descriptions* *2013–2014*



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**The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.**

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## **BOARD OF DIRECTORS (OFFICERS AND DIRECTORS)**

**ROLE OF THE BOARD:** The Board of Directors, as the administrative and policy-making arm of the League of Women Voters of Diablo Valley, provides direction and leadership in carrying out members' decisions. The Board is ultimately responsible for all plans and activities in Program, Action, Citizen Education, Voter Service, Organization, and Management.

Members secure Board direction before proceeding on matters involving policy. Once the Board has approved a plan in broad outline, the Director and committee in charge decide details—subject to final Board approval—and see that the plan is carried out.

### **ROLE OF THE DIRECTOR:**

Board Meetings: **Attendance at scheduled board meetings is expected.**

Because the board agenda is emailed a week before each meeting, a director should notify the President at least ten days before each board meeting to place a matter on the agenda. When possible, a director should prepare a report or summary of issues to be discussed, in writing, so that it can be emailed with the agenda to help other Board members prepare for the meeting.

Business with other directors should be conducted before or after Board Meetings.

Board Reports: Certain portfolios require annual reports to the League of Women Voters of the United States; notification of that requirement is made well in advance. In all portfolios, a final report must be prepared for the use of the successor in that directorship and for inclusion in the Annual Reports distributed at the Annual Meeting.

Mail and Email: Each director has a box in the office for mail and memos, which should be checked frequently. The director's personal email inbox should be checked regularly. **Before being sent, the President must approve emails, faxes, and letters sent outside LWVDV in the name of the League;** non-board members working with a Director should check correspondence with the appropriate Director and the President. At least two copies should be made of all correspondence, including one copy for the office.

Public Statements Made Representing the League: **The President must approve the exact wording of any statement made publicly in the name of the League.**

Files: Each director is responsible for keeping the portfolio's office file up to date, insuring that one copy of each report, letter, etc., is filed to keep a complete record of that year's activity in that portfolio. If office file copies are borrowed, a note should be inserted in the file to indicated who has taken the material, when, and where.

Publications: Directors need to familiarize themselves with publications available in their area of interest. Recent publications are on display at the League office, and sample publications are on file. In addition, directors may order publications listed in the state and nation publication catalogs, which are available online.

## LWVDV JOB DESCRIPTIONS

Publications ordered for the use of portfolio committees are charged to that portfolio account. Publications ordered for sale are charged to Publications. The Publications Director handles the ordering of all League publications. The Publications person should be notified when publications on hand are removed for use outside the office. (State and national publication service and state and national action services may be ordered for those who wish to pay to receive these at home, in addition to the copies on file at the office.)

Scheduling Meetings: Committee meetings should be noted in advance on the office calendar, whether they are to be held in the office or elsewhere. The Administrative Vice President should be made aware of these meetings.

VOTER: The *VOTER* deadline is the 23rd of each month, unless otherwise specified. Each director should be aware of possible articles involving that portfolio and is responsible for submitting them to the *VOTER* editor.

Expenses: Out-of-pocket expenses, such as telephone charges, postage, duplicating, and non-League material costs are reimbursable upon submission of bills and vouchers to the treasurer. Committee members should submit vouchers to their director to be given to the treasurer. These expenses are charged to the portfolio account.

Public Relations: To make our activities known in the community as well as within our membership, board directors should be aware of public relations possibilities in their portfolios. They should notify the Communications Chair well in advance when opportunities arise.

Standing Committees: Board member may serve on one of the following standing committees: Executive, Nominating, Bylaws, or Budget.

Successor: identify, mentor and befriend a possible successor to the position held.

Essential Tool for all Directors: All directors will need the following basics: Membership Directory, Manual for Members, Job Descriptions, "In League," Board Policies and Procedures, and the Nonpartisan Statement.

Official Documents: The official .doc versions of the Interest Survey, Membership Form, Donate Form, Local Positions, Bylaws, Job Descriptions, Member Manual, and Special Topics are on the website. **Always download the .doc version from the website to make changes.** Then provide the webmaster with updated .doc and .pdf copies to upload to the website.

## OFFICERS

### PRESIDENT

**JOB DESCRIPTION:** Chief executive officer of the LWVDV, who represents the League in the community, oversees the general progress of the total League program, and accepts end responsibility for all League actions.

- Oversee work of Board and off-Board chairs.
  - Make sure directors have materials necessary for carrying out their portfolios.
  - Help directors plan calendar and deadlines (and meet deadlines at other levels of League), workshops, action strategies, priorities, board policies, special events, etc.
  - Make recommendations for appointments to boards and commissions with approval of the Board or Executive Committee.
  - Review content of *VOTER*. Submit President's Message and articles other directors do not have the information to submit.
  - Approve—with the portfolio Director and the Executive Committee—action between Board Meetings.
  - Sign official League correspondence (with appropriate director when suitable).
- Prepare for and preside at Board Meetings.
  - Insist directors/members consult in advance when intending to ask for a board decision. Check with officers and directors for reports (Directors wishing special agenda time should check with President seven days prior to Board Meetings.
  - Prepare agendas, listing important dates, announcements, and items needing Board decision.
  - Get agendas to Board members one week prior to the Board meeting.
  - Start meeting on time and attempt to adhere to time frames so meeting can close on time and all directors can have "fair share" of Board time.
  - Strive for group decisions: "Total Board Responsibility."
  - Review rough draft of minutes after meeting; check notes for actions to be taken or overseen.
- Preside over general membership meetings.
- Preside at Annual Meeting.
  - See that necessary arrangements have been made.
  - Appoint parliamentarian and three members to read Annual Meeting minutes.
  - Recognize and thank out-going Board members and off-Board chairs.
- Serve as League spokesperson.
  - Is an ex-officio member of all committees except the Nominating Committee.
  - Serve as "link" between Diablo Valley and other levels of the League and the community.
  - Handle League correspondence and communications from all levels of League.
  - Channel communications and correspondence to appropriate directors.
  - Keep own file of important information.
- Delegate to LWVBA Council and Convention, State Council and Convention, and National Convention. Attend all Board Meetings, general meetings, and Annual Meeting.

**TIME INVOLVED:** Major commitment of time. President needs to be available to Board and members as well as community.

**OFFICERS, continued**

**FIRST, SECOND AND THIRD VICE PRESIDENTS**

The Vice Presidents shall perform such duties as the President and the Board may designate.

The First Vice President—in the event of the absence, disability, or death of the President—shall possess all the powers and perform all the duties of that office until the Board shall fill the vacancy. This position is often assigned the duties of Administrative Director.

The Second and Third Vice Presidents are often assigned the duties of the Program Director, Membership Director, or Voter Service Director.

## OFFICERS, continued

### SECRETARY

**JOB DESCRIPTION:** Responsible for taking minutes at all meetings of the Board of Directors and at the Annual Meeting. Responsible for distributing the minutes and board agendas.

- Maintain the League file of minutes in the office.
- Take minutes at all Board meetings, keeping track of when Directors leave.
- Provide a summary of the minutes of the Board of Directors meetings to the editor of the *VOTER* for inclusion in the following month's issue of the *VOTER*. With regular Board meetings on the second Tuesday of the month and the *VOTER* deadline the middle of the same month, submission of the Board meeting summary to the *VOTER* should be expedited, using such means as email or fax whenever possible.
- Submit draft of minutes to President for corrections immediately following Board meeting.
- After obtaining the President's approval of the draft of the minutes, email the corrected minutes to the Board in a timely manner in order to give directors time to act on any action items in the minutes. Email a copy to our Management and Training Advisor, also.
- Check mail slots at the League office, and alert directors via email if they have material in the office that needs to be picked up.
- Inform the LWV of California and the Management and Training Advisor of any change in the Board of Directors.
- Serve as "Sunshine Committee," sending sympathy and congratulatory cards in the name of the League.
- May perform additional functions as required by the Board.

**TIME INVOLVED:** Approximately six hours a month.

*February 2001*

## OFFICERS, continued

### TREASURER

**JOB DESCRIPTION:** As chief financial officer, the Treasurer is responsible for keeping and maintaining the League accounts, for depositing and distributing funds, for regularly reporting the League's financial status to the Board and membership, and for complying with local, state, and federal financial regulations and reporting mechanisms. The Treasurer serves on the Budget Committee.

- Maintain checking account.
- Maintain a financial instrument with favorable interest rate for savings (contingency fund).
- Maintain the Ed Fund account. The LWV of California should send us an accounting.
- Report at Board Meetings, providing a report that compares item amounts in the Budget to item amounts expended and received to-date. This requires keeping records for each expenditure and receipt in the appropriate budget category.
- Write checks for invoices, member vouchers, also for rent payments, Per Member Payments, and other regular bills which may not be accompanied by a due notice. Save the paper work (receipts, invoices, bills, check stubs, canceled check, etc.). Maintain files in the financial section of the League's filing system.
- Receive, deposit, and record incoming money (dues, tenant rent, donations, County Contract, meeting attendance fees, interest, etc.). Alert President or appropriate Director or chair if expected money has not been received in a reasonable time.
- Coordinate with the Dues Secretary to ensure that the membership records agree with the dues money received.
- Coordinate with Membership Director to ensure that membership records agree with the dues money received.
- Coordinate with the Finance Drive Chair to ensure that the donation records agree with the donation money recorded in the Treasurer's accounts.
- Maintain a balance sheet reporting to the Board the League's total assets and total liabilities.
- Serve on the Budget Committee. Prior to the annual Budget Committee meeting, prepare records to assist the Committee in preparing a proposed budget. A draft of the proposed budget must be presented to the Board in March so that the Board can approve a final proposed budget in April.
- Prepare the annual financial statement before April for inclusion in the Annual Meeting workbook and presentation at the Annual Meeting.
- Fill out government forms (various of these will be received by the League each year). Learn local, state, and federal financial regulations, reporting mechanisms, and the League's responsibilities regarding these.
- Alert the Board to any income or expense abnormalities or large fluctuations from the budget, and be aware of any desirable budget adjustments.
- At the end of the term of office, clean the files and provide for a smooth transition for successor.

**TIME INVOLVED:** About fifteen hours per month.



## DIRECTORS

### ACTION DIRECTOR

**JOB DESCRIPTION:** Oversees action at State, Bay Area, County, local level, including vertical positions acted on locally.

- Form an action committee with item chairs, representatives from different geographical areas, and interested members to regularly discuss issues on which League might act. Recommend action for Board approval.
- Work with item chairs on planning and executing action on which a position exists. (Primary responsibility for initiating and carrying out action lies with appropriate item chair.)
- Submit to Board for Approval, all action taken at State, Bay Area, and Diablo Valley levels of the LWVDV.
- Work with the West Contra Costa County League on action contemplated at County level and on interviews with County Supervisors.
- Write LWVDV's letters to state legislators in response to LWVC requests. Refer letter writing to appropriate item chair where possible. (If letter, it should be co-signed by President).
- See that appropriate state director receives reports of our responses to all "Calls for Action."
- Organize legislative interviews. Be well acquainted with current legislators. Write "congratulatory" letter to newly elected legislators.
- Be well informed on local, Bay Area, State, and national positions and be able to explain League positions to local officials and state legislators.
- Form an action committee with representatives from different areas to regularly discuss issues on which our League might act. Recommend action to Board.
- Work with Communication Chair on all media coverage of action.

**TIME INVOLVED:** Can involve a major time commitment. Is a somewhat open-ended job.

**COMMITTEE:** Item Chairs and representatives from various geographic areas.

**REPORTS TO:** President and Board of Directors

## LWVDV JOB DESCRIPTIONS

### **DIRECTORS, continued**

#### **ADMINISTRATIVE DIRECTOR**

**JOB DESCRIPTION:** Responsible for coordinating all administrative functions of the local League, including fund development, office operations, LWVDV calendar, and Board orientation. The Administrative VP is also responsible for the Bylaws and for planning for Annual Meeting.

- Consolidate information from LWVUS, LWVC, and LWVDV for meetings, workshops, conventions, etc.
- Provide notice of workshops, conventions etc. to *VOTER* editor and PR Chairman. Has primary responsibility for the calendar, although detailed information about meetings and workshops should come from the appropriate Directors.)
- Supervise arrangements for joint Board Meeting. (Pass around sign-up sheet for Board members to indicate planned vacations)
- Make sure all Board members have a copy of *In League* and determine who needs *Impact on Issues*.
- Supervise arrangements for Board Retreat. Make sure Board members have copies of Bylaws and LWVDV Policies and Procedures. Review at the Board Retreat.
- For Board meeting following Retreat, a small committee, including V.P. Admin, should summarize the goals adopted at Retreat and have report sent to agenda.
- Prepare a packet for LWVC, including current membership list with addresses, phone numbers, etc., officers and directors list, bylaws (if changed), and new program.
- Assist President and Program Director with planning annual calendar.
- In August, check with Treasurer to be sure insurance renewal info has arrived. Also, made sure Treasurer begins work on all government forms that need to be filed.
- In September, place announcement in *VOTER*, and take reservations for LWVC Fall Workshops.
- In January, place notice in February *VOTER* asking members to submit ideas for local League bylaws revisions. Begin planning for Annual Meeting.
- In March, remind directors that their articles for Annual Meeting Workbook are due 45 days prior to Annual Meeting or earlier. Discuss with Board whom to appoint as delegates to LWVC or LWVUS conventions. Make plans to buy gift for outgoing President; ask for contributions from Board members.
- In April, plan to receive final material for Annual Meeting Workbook, especially program and budget items, which need approval at the April Board meeting.
- Produce Annual Meeting Workbook; it must be available to members 30 days before the Annual Meeting. Appoint a parliamentarian and a committee of three to review the minutes of the Annual Meeting.
- Plan for joint Board Meeting and Board Retreat.
- May perform additional functions as requested by the President and the Board of Directors.

**TIME INVOLVED:** Variable

*LWVDV JOB DESCRIPTIONS*

**DIRECTORS, continued**

**DIRECTOR AT LARGE**

**JOB DESCRIPTION:** Serve on the Board of Directors with no assigned duties except to attend all Board meetings and the Annual Meeting, if possible. Perform duties as assigned by the Board.

**TIME INVOLVED:** At least two to three hours per month.

**DIRECTORS, continued**

**MEMBERSHIP DIRECTOR**

1. Major focus is engagement and retention of membership with emphasis on Membership and Leadership Development activities. Information and strategies of Membership and Leadership Development are formed through the Board of Directors.
2. Oversee and facilitate activities of the New and Prospective Members Secretary and the Dues Renewal Secretary. See attached job descriptions.
3. As part of overall recruitment/retention tasks:
  - a. As needed, check that the Membership Recruitment Packets are in good order, being replenished and returned by those who checked them out. Membership Recruitment Packets are available in office for check out by various Board members and/or program/event committees. The packets contain: program evaluations, "Yes! Please send me more information," membership applications, etc. Two Packets are developed for Program/Issue meetings, six for Pro/Con Program meetings, and twelve for Voter Registration tabling. There are replenishment materials and masters for making more copies on a shelf in the Board Room.
  - b. Receive information regarding new members after being taken care of by Renewal Secretary or New and Prospective Members Secretary. Office Staff have the responsibility to send the information to either secretary and make copies for your information. Procedures are outlined in the Office Staff Handbook.
  - c. Facilitate orientation of new members via program to be determined by Board and/or Membership Committee.
  - d. Monitor and serve as back-up for the maintenance of the national membership database.

Communicate interests from new member Interest Survey either by sending the completed survey to the Nominating Chairperson (who will enter information onto a Interest Survey Spreadsheet) or by maintaining the Interest Survey Spreadsheet yourself. This interest data needs to be sent to the appropriate people in leadership.

**DIRECTORS, continued**

**PROGRAM DIRECTOR**

**JOB DESCRIPTION:** Provides expertise to President, Board, and Study Chairs on National, State, Bay Area, and Diablo Valley program. Coordinates and organizes “General Meetings” for members on program positions with help from item chairs. “All League Program envisages action after a position has been reached. Preparation for action should begin prior to program adoption, continue during the program-making process and be kept in mind during all phases of study and decision.”

- Supervise National, State, Bay Area, and Diablo Valley Leagues study item chairpersons and their committees.
  - Help study item chairperson recruit committees.
  - Help study committee to formulate scope of study. If local, the scope needs to be approved by Board.
  - Assist study committee in formulating consensus questions for LWV of Diablo Valley. The Board must approve these consensus questions.
  - Assist study committee with plans for research, interviews, etc.
  - Assist study committee with writing the membership consensus. If a local study, help formulate position statements. If a local study, the consensus needs to be approved by the Board.
  - See that Board has copies of consensus questions and positions in advance for consideration.
- Coordinate and supervise Kick-off Meeting in September and work with Board to develop ideas for other general monthly meetings. Be responsible for venue.
- Schedule State, National, Bay Area, and Diablo Valley Program Planning Meeting for early in January. Prepare report of results for local Board ratification in early February.
- Summarize Local Program planning results for inclusion in Annual Meeting Workbook.
- In addition, write announcements of general meetings for the *VOTER*, submit pertinent information to the Communications Chair, and communicate with speakers (confirmation and thank-you letters).

**TIME REQUIREMENT:** On-going responsibility. Time involved depends largely on number of general meetings and studies undertaken.

**COMMITTEE:** Work with study chairs, Action Director, and Item Chairs.

**DIRECTORS, continued**

**VOTER (NEWSLETTER) EDITOR**

**JOB DESCRIPTION:** The *VOTER* Editor is responsible for the monthly preparation of the League's newsletter, the primary method of communication between members. The Editor is responsible for gathering articles for publication along with overseeing the layout and mailing.

- Monthly, remind the Board of the next *VOTER* deadline.
- Gather articles to be included in the *VOTER* and edit (but should not be the primary writer) the articles. Read the LWVC and the national LWV *Leader's UPDATE* and include appropriate articles as space allows.
- Prepare a monthly proof of the *VOTER* to be reviewed by the President or the First Vice President.
- Arrange for the printing of the *VOTER*. Oversee the mailing of the *VOTER* to the membership. The Dues Renewal Secretary will provide a list—with combined addresses—to the printer.
- Email the *VOTER* to all members with an email address who have not paid for mailing.
- Expunge personal contact information, new members list, and renewal list from the *VOTER* and provide that copy to the Webmaster to post on the website.
- Recruit an assistant or a committee to help with some of the above tasks as needed.
- Provide the Membership Director and the office with extra copies for recruitment purposes.
- Report any activities and, when necessary, obtain Board approval for action.

**TIME INVOLVED:** The average time is two to four hours in the week before the printing/ mailing deadline (when the *VOTER* is prepared). July through August is quiet.

## DIRECTORS, continued

### VOTER SERVICE DIRECTOR

**JOB DESCRIPTION:** Provides information on elections for LWVDV members and the public and works to encourage increased participation in elections.

- Oversee the negotiation of contract with County. Help Voter Registration Chair with our obligations under it. Bring report to Board on number of sites being manned and number of voter registration forms distributed in a six-month period.
- Help co-ordinate the Last Night Voter Registration Drive and Mock Elections.
- Supervise Diablo Valley Candidate Forums.
  - Oversee (or find volunteer to organize) countywide televised forums (inform the League of West Contra Costa County). Work with other local Leagues when appropriate.
  - Oversee plans for live candidate forums with League members in that area.
  - Organize workshop for planning candidate forums and training moderators.
    - May call upon experienced moderator to conduct workshop, if desired.
    - Any League member planning to organize a candidate forum and potential moderators should attend workshops.
    - Review guidelines for conducting candidate forums and cosponsoring forums with committee and make recommendations to Board.
    - Keep list of qualified moderators to fill requests.
- Work with other Directors.
  - Notify Pro/Con Speakers Chair of requests for speakers if they come to Voter Service.
  - Inform membership through *VOTER* articles of countywide Candidate Forums and write follow up *VOTER* articles about the forums.
  - Work with Publicity in using local media to publicize our projects.
  - Provide current Voter Service information to Office Manager (especially critical at election time)
- Inform members about coming elections. Keep in frequent contact with County Elections Department for current voter information.
- Supervise distribution of *Easy Voters*.
  - May appoint another League member responsible for this specific job.
  - May utilize a variety of distribution “centers” (schools, libraries, voter information booths, other organizations, etc.).

**COMMITTEES:** Voter Registration Chair, Last Chance Voter Registration Chair, TV Candidate Forums Chair, Speakers Chair, and Pro/Con Chair.

**TIME INVOLVED:** Varies depending upon number of elections in a given year and number of candidates running. The job entails a major commitment of time in the two months prior to an election.

## **OFF BOARD CHAIRS AND COMMITTEES**

### **LWVBA LIAISON**

**JOB DESCRIPTION:** Attend all meetings of the League of Women Voters of the Bay Area and communicate appropriately with the Board of Directors.

**TIME INVOLVED:** Two to three hours per month.



## COMMUNICATIONS COMMITTEE

### COMMUNICATIONS CHAIR

**JOB DESCRIPTION:** Publicize the general scope and specific activities of the League by issuing a timely flow of relevant information to the media and other interested groups or organizations.

- Check email for PR notice requests from Board members for events to be publicized. Request that complete upcoming event information be sent to you for publication from the appropriate Board member.
- Learn media deadlines and inform the Board so events can be publicized in a timely manner (once per year).
- With help from the appropriate Board member, write the news release with complete and accurate information. Check dates, locations, and spelling of names. **Ask the President to review and approve releases.**
- Email/FAX PR notice to media outlets. Include own name, email, and phone number or the appropriate Board member as a contact for further information (not to be publicly published). Include the League website address. Indicate preferred release date. If possible, send the PR notice to a specific person, rather than to a general mailbox.
- Send copies of all press releases to the *VOTER* editor and to the webmaster.
- Get the League's issues in the news. Watch the news, and see who covers what. Invite them to attend a program meeting that relates to their area of coverage.
- Maintain a PR file. Keep hard copies of all PR notices sent.
- Report any activities and, when necessary, obtain Board approval for action.

**TIME INVOLVED:** One hour per week. Peak periods are in September and October of even years during election season when candidate forums and election issue forums occur. Usually June through August and December are quiet.

## COMMUNICATIONS COMMITTEE, continued

### WEBMASTER

**JOB DESCRIPTION:** The Webmaster is responsible for the maintenance of the LWV of Diablo Valley website, [www.lwvdv.org](http://www.lwvdv.org).

- Maintain the calendar on the website.
- Maintain current copies of the Interest Survey, Membership Form, Donate Form, Local Positions, Bylaws, Job Descriptions, Member Manual, and Special Topics on the website. **The official .doc versions are on the website. Always download the .doc version from the website to make changes.** Then create a .pdf from the .doc updated version, and upload BOTH the .doc and .pdf to the website.
- Post the new *VOTER* issue when available.
- Prior to an election, maintain a current listing of scheduled forums and debates on the website calendar and update the links to the latest versions of *The Easy Voter Guide*, *LWVC Pros and Cons*, *Smart Voter*, etc.
- Report any website updates to the Executive Committee. Obtain prior approval from the Executive Committee before posting any new webpage.
- Maintain a backup copy of the website off of the server in the event of a server crash.
- If available, provide the Board with website traffic statistics at least twice a year and maintain a history of the statistics.
- Following the Annual meeting, update the directors' email addresses on the website.
- Report any activities and, when necessary, obtain Board approval for action.
- Renew domain name and host subscription in a timely manner and submit invoices to the Treasurer.

**TIME INVOLVED:** The average time is one hour per month. The weeks preceding an election average one hour per week.

## MEMBERSHIP COMMITTEE

### MEMBERSHIP DUES RENEWAL SECRETARY

**JOB DESCRIPTION:** Maintain the national database of active local members in co-ordination with the Membership Director. The League office will receive the renewal checks and send a photocopy to the Dues Secretary.

**Specific monthly activities:**

- Update the national database with renewals and deletions, as necessary. Members have a three-letter/digit membership type. They are L1V (member who joined locally); L2V and L3V (local joint household member); R1V, R2V, or R3V (member who originally joined at the national level); and S1, S2, or S3 (associate member). If a household member renews at the single level, change their type to L1V, R1V, or S1V and inactivate the remaining household member who did not renew. Please notify the Membership Director about any new members in case office staff did not alert her. If a *VOTER*/Solicitation Letter is returned, be sure to note so the *VOTER* labels for the following month do not include this mistake.
- Send out postcards at the beginning of each month to those members who need to renew. Obtain list from database. Download the list from the national database, and sort the list in expiration date/last name order.
- Send to *VOTER* Editor by the 15th of each month a list of members who need to renew the following month and any changes to a member's contact info that you have received since the last *VOTER* submission (i.e., phone, email, address, name change in the section of template. **Be sure to put LWVDV *VOTER* in subject line.**
- Send a list of new members' email addresses, changes to existing members email addresses, and members deleted from database to the person maintaining the Yahoo group email list (cc Membership Director. Please send in following format: email address followed by name. Example: jmelaugh@comcast.net Jeanne Melaugh.
- Around the 15th of the month, send a spreadsheet of people who have paid to receive the *VOTER* by mail or who do not have email addresses to Florence at WC Printing Company, as they make mailing labels for the *VOTER*. Combine members who live in same household. Florence's email address is <Florence@wcprinting@pacbell.net>.
- Look to see who is three months overdue and send each an email or letter. If still no response the following month, leave a message for office staff to call with reminder. For continuity, choose a couple of staff members for this job.
- January 31 of each year is the date when we need to have our national database as updated as possible. Change any household members without a matching household member to L1V, R1V, or S1V and disconnect them from the expired household member. LWVUS calculates our Per Member Payment on the number of members we have on that date. We do not want to pay for members who are not planning to renew.
- At the beginning of each League calendar year (July), update our national database list of officers with new Board members.

## MEMBERSHIP COMMITTEE, continued

### NEW & PROSPECTIVE MEMBER (REGISTRATION) SECRETARY

Contact information will come to the New and Prospective Member (NPM) Secretary from program evaluations, members of the League, office staff, etc. When given the name and contact information of a prospective member, the Registration Secretary initiates sending a membership packet to the prospective member and tracks the prospective member until he/she joins or for three months, whichever is sooner. The means of tracking a prospective member is via use of the *New Member Articulation Form* (NMAF). This form should assist with keeping track of all the steps in following up on a prospective member to the point that the contact becomes a member or has made no response within a three-month period.

Contact information (name, address, phone, email address) for a Prospective Member may be submitted to the Registration Secretary by a League member, Office staff, via email, a program evaluation gathered at a recent presentation, via telephone request, etc.

On-going Monthly activity for each prospective member name submitted:

1. Complete contact information on the NMAF.\*
2. Check and date (at minimum month/year) that a membership packet was sent.\*
3. Each month, create a running list for Month of \_\_\_\_\_ (Word Document) for each prospective member name and address you receive during the month. By the first of each month, send this list to Office Staff (in care of the Office Manager, Barbara Owens) via fax or office email address. You will repeat this step for each prospective member for three consecutive months or until the contact joins, whichever is sooner.
4. Check and date SENT *VOTER* on the NMAF.
5. If there is no response after three *VOTERs* (3 months) have been sent, send/give NMAF to Membership Chair, who will follow-up.

\* Sometimes the Office staffers will complete this information on an NMAF and send out a membership packet, complimentary *VOTER* and complete the form accordingly. In this case, the form will be given to the Registration Secretary for follow-up with those areas recorded as to what has already been done.

## VOTER SERVICE COMMITTEE

### PROS AND CONS CHAIR

Most elections have a number of ballot initiatives, which are certified by the California Secretary of State. Once the initiatives are known, the Pros and Cons chairperson should begin gathering information about all of the initiatives from newspaper and Internet sources.

The state League office ultimately works up an official *Pros and Cons* covering all of the initiatives and also *In Depth*, which explains the arguments for and against each of the initiatives. These documents will be available online, usually about one month prior to an election. However, these arguments are the starting point for the development of arguments.

The Pros and Cons chair must begin long before an election to recruit League members willing to deliver pros and cons presentations to the various organizations in the area that wish to learn more about the initiatives before voting.

Gather materials to hand out to the recruits. Work up complete scripts for all of the initiatives, with both the pro and con arguments. Use information from the League (*Pros and Cons* and *In Depth*), as well as the information that you personally accumulated. The script development is a rather intense process and takes a good amount of time, as one wants to be as thorough and accurate as possible about the issues; it's not always easy to completely understand the many complicated initiatives.

Then offer a training session for the League members who will be doing the presentations. Rather than handing out hard copies of the completed scripts, email them—as a WORD document—to all of the volunteer presenters, so that they can then change them to suit their individual needs, and put in their name and their partner's name on the actual scripts. At the training, do a demonstration with a partner of how a presentation on a ballot measure should be conducted, using at least one initiative as an example. Saturday morning or a weekday morning is a good time to schedule training. Bring baked goods and fruit to accompany tea and coffee or a cold drink for the volunteers.

Through email, keep all of the volunteers up-to-date on new information that may occur on any of the initiatives, so that individual members can tailor their arguments accordingly for their presentations.

Try to do most of the presentations prior to the time when absentee ballots are available. Make up a schedule for presentations, and keep in contact with each organization that has requested a presentation. Once someone has volunteered to do a presentation for an organization, they can then keep in contact with the person in charge, and keep the chair informed as well. Depending on availability, League volunteers can partner up with someone and choose which dates and events they wish to do together.

Make sure that hats, with Pro on one side and Con on the other, are in good supply to hand out to volunteers as they go out to do their presentations. Bosko's in Lafayette has the cardboard hats.

Also, order *Easy Voter Guides*, figuring out the needed number per election, from the state League office in Sacramento, so that we have an appropriate number of them to take as handouts at our presentations.

## SMARTVOTER COORDINATOR

The Smart Voter County Coordinator is responsible for contacting all candidates in all races for each election. The job may be shared. The Coordinator(s) are encouraged to assemble a committee to help with phoning, any mailings, and publicity.

Training and procedures are provided by the state SmartVoter team.

### Duties

- Obtain list of candidates with their contact info from the County Elections Office.
- Contact with candidates via, at a minimum, email and phone. Encourage candidates to create their own web page on [SmartVoter.org](http://SmartVoter.org), for free.
- Review all candidate postings daily to ensure they are meeting SmartVoter criteria, then release for public viewing.
- Update the county SmartVoter page.
- Update each candidate and issue page with links to local news articles and video of debates.
- Publicize [SmartVoter.org](http://SmartVoter.org) to the public via libraries, local [Patch.com](http://Patch.com) sites, newspaper, radio, events, LWV Pros and Cons, etc.
- Publicize [SmartVoter.org](http://SmartVoter.org) in your community and at your events.
  - Put an article in the *VOTER* asking everyone to send a short email about SmartVoter.org to everyone in his or her address books. A sample message is available on Smart Voter at [smartvoter.org/voter/email.html](http://smartvoter.org/voter/email.html).
  - Provide a supply of Smart Voter bookmarks to Board members to carry in their purses or briefcases. Encourage them to give some to friends, share with other organizations they belong to, leave a stack at local businesses or libraries, or display at League meetings.

## VOTERS SERVICE COMMITTEE, CONTINUED

### TELEVISED FORUMS CHAIR

**JOB DESCRIPTION:** Plan and execute televised candidates' forums.

- Organize kickoff meeting 2 1/2 months before Election Day.
  - Attending:
    - Contra Costa Times Political Editor and Promotions Manager
    - CCTV
    - Comcast
    - Richmond and/or Amador Valley Leagues, if appropriate
  - Decide which races and ballot measures to cover
  - Contact State League, if State Ballot Measures
  - Draft time line and budget
  - Write grant proposal with President and request funding from sponsors
- Pick up list of candidates from Elections Office in Martinez
- Contact site or sites for forums: TV station, neighborhood site, etc.
- Prepare list of candidates to be contacted with instructions and script for staffers who will make the calls. This is a "save the date" call and notice of documents to be faxed, emailed, or mailed.
- Prepare packet of documents to be mailed to candidates: letter of invitation, program format, ground rules, and reply form. Check documents for accuracy, and proofread for typos. Photocopy documents. Print labels for envelopes and mail/fax/email documents.
- Remind Contra Costa Times Editor not to endorse candidates before the shows are filmed.
- Proofread the Contra Costa Times ads for accuracy (Promotions Department).
- Sign up LWVDV Workers for forums. Needed: greeter, timers (two for each show), question gatherers (when live). Arrange reminder calls to candidates by office staff.
- Check supply box for bottles of water and cups, stopwatches that run, cards, pens, and numbered strips.
- Attend forum.
  - Arrive early.
  - Place cups and water on table.
  - Conduct candidates' welcome and orientation.
  - Draw lots for speaking and seating order
  - Review ground rules and answer questions.
  - Provide bagels and lunch for film crew.
- Write articles for *VOTER* to keep LWVDV members informed. Provide all airing details to Webmaster and the Smart Voter Chair for posing on the websites.
- Coordinate non-televised forums.
  - Draw lots for speaking and seating order.
  - Review ground rules.
  - Bring questions from readers of the Contra Costa Times and the *VOTER*.
- Write articles for the *VOTER* to keep League members informed.
- Coordinate with non-televised forums.

**TIME INVOLVED:**

## **ITEM CHAIRS**

**JOB DESCRIPTION:** Monitor issues as they affect LWVDV and your area of interest. Provide updates on major issues and recommend action to the Action Director and the Board of Directors when appropriate.

**Before being sent, the President and the appropriate Director must approve emails, faxes, and letters sent outside LWVDV in the name of the League. Also, the President and the appropriate Director must approve the exact wording of any statement made publicly in the name of the League.**



## **ITEM CHAIRS, continued**

### **HAZARDOUS MATERIALS**

**JOB DESCRIPTION:** Monitor hazardous materials issues as they affect LWVDV. Provide updates on major issues and recommend action to the Action Director and the Board of Directors when appropriate.

- Stay abreast of issues related to hazardous materials arising from local, regional, and state legislation and regulation, and assess its relevance to the LWV Diablo Valley.
- Represent the LWV of Diablo Valley on the Contra Costa County Hazardous Materials Commission, including recruiting an alternate for adequate representation. Alternate may be from the LWVDV or the LWV West County. Attendance required.
- As needed, monitor the meetings of the Contra Costa Board of Supervisors on hazardous materials issues, including the transportation of hazardous materials. No direct input is to be given in the name of the LWV without prior authorization from the Board of Directors of the LWVDV.
- When appropriate, arrange for speakers or other resources to be available to the LWVDV for further education on hazardous materials issues.

## ITEM CHAIRS, continued

### WATER

**JOB DESCRIPTION:** Monitor water-related issues as they affect the LWV of Diablo Valley, and recommend action to the Action Director and the Board of Directors when appropriate.

- Closely follow California water policy and legislative bills in Sacramento, with a view to action being taken when of significance to the LWV of Diablo Valley. This includes water and land use as affecting urban limits and county policy and planning.
- As possible, attend the monthly meetings of the County Board of Supervisors (usually meeting in Martinez) concerning infrastructure and water, and report relevant issues back to LWV of Diablo Valley.
- Follow the two water districts of Diablo Valley: East Bay Municipal District (EBMUD) and Contra Costa Water District (CCWD). Receive agendas and minutes when available, and monitor the Boards of Directors meetings. Where advisable and possible, attend meetings of the relevant board, without providing any direct input without prior authorization from the Board of Directors of the LWVDV.
- Attend the meeting of the Water Committee of the LWV of the Bay Area, which occur monthly. Attendance required.

**ITEM CHAIRS, continued**

**WOMEN AND AGING**

JOB DESCRIPTION: To focus member attention on issues that pertain to women as they age.

- Provide information for the newsletter on related bills in the State Assembly and Senate.
- Keep the LWV of Diablo Valley's Board apprised of those issues on which the LWVDV could take action consistent with LWV positions as relates to older women.
- Monitor local (Diablo Valley) governing bodies' decisions that affect older women, and share that information with member.
- Connect with organizations such as the California Alliance for Retired Americans and the Older Women's League.