

**GENERAL INFORMATION
BOARD ORGANIZATION &
JOB DESCRIPTIONS
FOR
LEAGUE OF WOMEN VOTERS
ROSEVILLE AREA**

Compiled 1977, revised 1981, 1983, 1984, 1986, 2003, 2017

LWV Roseville Area *Organizational Structure* 4/1/2017

Administration:

- President
- Vice President
- Past President
- Secretary
- Treasurer
 - Finance Committee
 - Budget
 - Examiner
- Administrative Assistant(s)
- Archivist
- North Suburban Gavel Representative

Membership Team Leader

- Data management
- Directory
- Nominations

Program Team Leader

- Annual meeting
- VIP
- Unit meetings
- CMAL (Council of Metropolitan Area Leagues)

Action Team Leader

Voter Services Team Leader

- Candidate forums
- Voter registration
- Community outreach

Communications Team Leader

- The *Voter*
- PR
- Webpage
- Video
- Social media
- Google Drive
- Email - membership

LWV Roseville Area - Job Descriptions

Note: *Positions will have folders/portfolios with details describing respective job.*

Administration

President is responsible for overseeing the functioning and advancing the local, state, and US Leagues.

- Presides at monthly and special Board and annual meetings; prepares and disseminates respective agendas.
- Communicates regularly with members in President's column in *Voter*.
- Facilitates smooth operation of League business by being aware of progress of all committees/portfolios and coordinates follow-through of Board decisions.
- Coordinates interaction and communication between local League and other levels of Leagues:
- Schedules new Board orientation and calendar planning meeting soon after new Board is installed (early summer)
- Approves all action plans with input from Board or executive committee, particularly public testimony.
- Represents local League at other league meetings, conventions and in the community as time allows, and delegates to other Board members as needed.

Vice President assumes all responsibilities and duties of the President, in the event of an emergency.

- See above.

Past President shall serve for one year.

- Provides guidance to the President about the functioning and advancing of LWV Roseville Area.
- Serves on Nominations Committee as chair and other responsibilities designated as needed.

Secretary creates written records documenting proceedings of all Board meetings, Annual meetings, and any membership meetings proposing changes to By-Laws and/or Policies and Procedures.

- Takes minutes at all Board meetings and the annual meeting; sends copies of minutes to all Board members.
- Maintains minutes of all Board meetings and other special documents approved by the Board.
- Updates By-Laws and Policies and Procedures.

Treasurer is the financial manager of the LWV Roseville Area and is responsible for caretaking all financial resources and records, in keeping with applicable laws and regulations.

- Collects, disburses and tracks all funds that belong to the local League in a timely manner.
- Reports current financial information at Board meetings and the Annual meeting.
- Is responsible to appoint a person to examine the financial records at the end of the fiscal year, March 31st.
- Works cooperatively with the Budget, Finance and Audit Committees:
 - **Finance Committee:** Coordinates with Treasurer to conduct annual finance drive as designated by Board and publishes list of donors in *Voter*.
 - **Budget Committee:** Works with Treasurer to establish annual local LWV budget.
 - **Examiner of financial records:** Conducts examination at end of fiscal year, March 31st.

Administrative Assistant

- Makes reservations for monthly Board meetings and special events and assists as necessary with reservations for unit meetings.
- Arrives well in advance of meetings to assure smooth transitions.
- Prepares packets for monthly unit meetings and distributes to unit facilitator.
- Maintains supply of paper and plastic products as needed.

Archivist

- Maintains archived materials of the local League.
- Makes paper copies of historical documents available to League members doing research.
- Annually adds paper copies of studies, annual meetings, publications, etc. to files.
- Routinely backs up digitized League files to an external hard drive.
- Works with the local League coordinator to make current League files available to members on Google Drive.

North Suburban Gavel Representative

- Represents LWV at this community organization. Meetings are the second Wednesday of the month see www.gavel-club.org
- Nominates a member from the League for the *Leadership Recognition Award* held in May.

Membership Team Leader coordinates a team responsible for new member recruitment, membership cultivation, support/mentoring of members, and diversifying the membership.

- Works together with Board members and others to recruit and invite community members to join LWV.
- Creates opportunities for engagement including sponsorship/mentoring of current members.
- Recommends dues and membership categories annually.

- Receives current list of members' names, addresses, phone numbers and email addresses from Data Manager.
- Sends basic member information to Treasurer on a timely basis for forwarding to Data Manager.
- Communicates with Board ensuring member information is accurate.
- Helps plan Membership programs/meetings for new and potential members.
- Maintains a list and follows up with prospective members.
- Sends "Welcome to LWV" package to new members.
- Provides "New Member" flyers, in print and electronic formats.
- Promotes opportunities for new members to become active in League work.
 - **Data Manager:** Maintains member database based on updates from membership team and disseminates member data to LWVMN and LWVUS in required formats and according to their annual deadlines.
 - **Directory:** obtains membership information and member photos for publication in October.
 - **Nominations Committee** shapes the future of the League of Women Voters, and is responsible to the League membership as a whole rather than the Board.
 - Explains to ensure an understanding of position responsibilities.
 - Explains to ensure an understanding of how League functions in general
 - Completes slate of new officers and Board members by end of February for publication in March *Voter*.

Program Team Leader oversees the implementation of monthly unit meetings, as well as the activities of any Board-approved social planning teams.

- Plans for unit meetings, including locations, with Board approval, conforming to deadlines from LWVMN, LWVUS or CMAL.
- Leads studies for local, state and national topics. (Local studies are chosen at the annual meeting.)
- Provides publicity information to Voter, PR and social media persons to accommodate deadlines.
- Gives local study committee records for historical purposes, including consensus questions and results to archivist.
 - **Annual Meeting Coordinator:** Works with Team Leader to organize annual event in May.
 - **VIP:** Works with Team Leader to organize annual event in January.
 - **CMAL:** Attends and participates in "Council of Metropolitan Area Leagues."

Action Team Leader

- Organizes advocacy initiatives, including contacting elected officials, testimony and letter writing campaigns

- Involves and mentors League members and interested individuals to participate in action based on League positions
- Leads League involvement in diverse coalitions
- Works with communications team to promote action initiatives
- Coordinates with program team

Voter Services Team Leader is responsible for coordinating the Team that plans candidate forums, voter registration and community outreach.

- Works with LWVMN to keep the local League informed of current, best practices for non-partisan event planning as well as volunteer training opportunities provided by the state League.
- Oversees the submission of grant requests and the proper use of Education Fund resources for Voter Service activities.
 - **Candidate forum coordinator**
 - Plans, schedules and conducts candidate forums in both Presidential and mid-term election years
 - Works within the parameters of Minnesota's election process
 - Gains Board approval for conducting specific forums
 - Provides qualified volunteers for all scheduled events
 - **Voter registration coordinator**
 - **Community outreach coordinator**

Communications Team Leader coordinates and oversees external and internal communication, including newspapers, social media, the *Voter*, cable TV.

- **The Voter Editor** solicits, writes, assembles and edits articles for local League's monthly publication.
- **PR** maintains contact with and provides timely information to media outlets (i.e., *Focus*, *Review*, *St. Paul*, *Strib*, CTV, etc.) regarding League events and issues.
- **Webpage** creates/posts articles, Voter publication, upcoming events in a timely manner. Serves as liaison with web designer as needed for updates/improvements.
- **Videographer** records programs for website YouTube channel and unit meetings.
- **Social media** coordinates with PR in posting League information on *Facebook*, *Twitter*, *Instagram*.
- **Google Drive manager** uploads official documents to respective folders in *Drive*.
 - Monitors *gmail* account regularly for incoming messages and refers or responds as needed.
 - Assists board members in accessing documents on *Google Drive*.
 - Load videos to *YouTube* channel.
- **Email - membership**