



League of Women Voters of Cupertino Sunnyvale **Common Responsibilities of Board Members**

Board Communications – Each board member is responsible to report to the board on particular matters, to participate in board decision-making, and to support board actions.

Management of Off-board Workers – Directors should delegate tasks and projects to off-board members or committees whenever possible. Directors should help identify off-board coordinators, train them, encourage them in their work, and foster their growth within the LWV.

Monitoring Work toward Goals – Major goals for the year are established at the annual meeting through budget and program adoption. The board is responsible to see that those goals are achieved. Additional goals may be set by the board. Each board member should monitor work on all major goals, not just those within their specific areas of responsibility.

Communication with Members – Board members should keep members informed of work in their areas of responsibility through the VOTER. Writing may be delegated, but the board member must follow up to insure that communication occurs. Board members should also get to know the membership.

Continuity in Leadership – Both officers and directors, in conjunction with the nominating committee, should help identify and train successors. Board members maintain records and transfer them to their successors. The board develops a proposed budget for the next year, with help from the budget committee. Board members then work with their successors to make plans for the next year, including a calendar for their areas of responsibility.

Financial Oversight – Each board member must review financial reports, asking the Treasurer for clarification as needed. The board is responsible for ensuring proper use of the organization's financial resources. Individual board members manage expenditures within their area of responsibility, conferring with the Treasurer as needed.

Communication with the LWV Network – The board insures that LWVCS remains a partner in the LWV Network. Individual board members can aide this objective by reading material from other Leagues, responding promptly to any information requests from other Leagues, and participating in LWV activities outside Cupertino-Sunnyvale. In particular, board members should attend LWV workshops or meetings in their areas of responsibility whenever possible. Board members are also encouraged to communicate with their counterparts in other Leagues.



League of Women Voters of Cupertino Sunnyvale **Overview of Board Members Responsibilities**

This list allocates the main responsibilities of our local League among four officers and five directors, the minimum number of directors required by our bylaws. Directors typically delegate some of their responsibilities to others on their teams.

President

- Works with board members to clarify their individual responsibilities as needed, to insure that essential tasks are assigned to somebody
- Works with directors to schedule needed board discussion/decision and runs board meetings
- Coordinates board planning and implementation of plans for our local League
- Serves as our League's main spokesperson and a liaison to other Leagues
- Writes President's Messages for the VOTER and letters for member renewal and Community Appeal
- Insures the board makes required appointments and coordinates work on other appointments
- Presides at the Annual Meeting (i.e.. runs the business meeting)

Vice President

- Fills in for the President as needed
- Maintains calendars (e.g. member meetings, board meetings, board member schedules, etc.)
- Maintains board policies and coordinates board review of policies
- Oversees arrangements for Annual Meeting, including production of the Annual Meeting Kit

Secretary

- Records minutes of board meetings and the Annual Meeting
- Sees that three people are chosen to review Annual Meeting minutes, and coordinates that review
- Provides board meeting summaries for the VOTER
- Completes annual info requests from other levels of League (includes board roster, done in July)
- Maintains LWVCS permanent records (board minutes, financial records, bylaws, etc.)
- Aids the board in initiating and advising a bylaws committee, when desired: helps identify committee members and helps define the scope of work for the committee.

Treasurer

- Does the bookkeeping (deposits receipts, pays bills, records all transactions in our existing system)
- Gives the board a summary financial report monthly and a detailed report quarterly
- Provides an annual report to the members via the VOTER and reports at Annual Meeting
- Files required government reports in a timely manner
- Serves on the Budget Committee and convenes a Finance Committee as needed
- Selects someone to review the books annually and addresses any issues raised by the reviewer
- Ensures that our League's mail is picked up regularly

Membership Director

- Provides management and leadership in member recruitment, retention, and engagement
- Convenes membership committee meetings as needed for planning or execution
- Oversees the annual membership renewal drive (done in September)
- Coordinates recruitment efforts, including maintaining prospective member list(s)
- Sees that new members are welcomed and offered orientation
- Provides that our membership records are maintained locally and within the LWVUS database, insuring that an annual clean-up of our roster occurs prior to the LWVUS deadline of January 31
- Provides board members and others access to member rosters as needed

Program Director

- Provides coordination for our League's work on public policy issues, including the following:
 - League studies and member consensus discussions
 - Groups or committees working on topics relating to public policy or government
 - Advocacy on laws or ballot measures
- Oversees League program planning – local and county program planning is done every year, Bay area and national are done in even years, state is done in odd years
- Brings to the board for approval our consensus reports on League studies and program planning reports, and ensures those reports are submitted to other levels of League in a timely manner
- Oversees our League's participation in annual interviews with our state legislators
- Works with communications workers on content relating to League program
- Interfaces with other Leagues regarding program matters

Technical Services Director

- Manages website
- Provides AV support for meetings & events
- Manages electronics for LWVCS

Voter Service Director

- Provides coordination for voter service activities – convenes committee meetings as needed, brings requisite discussion/decision to the board, and insures the board gets reports on these activities
- Insures staffing and training needed to fulfill board goals in these areas:
 - Voter information/registration and new citizen ceremonies
 - Candidate forums
 - Ballot Measure presentations – talks and written products
 - www.Votersedge.org
 - Voter outreach projects and presentations on voting/citizenship basics
- Orders election publications and provides for their distribution, working with community partners.
- Completes voter service surveys from other levels of League in a timely manner
- Works with the Communications Director on promotion plan for all election services
- Works with communications workers on content relating to voter service
- Interfaces with community partners on voter service work (e.g. city staff, TV/video, libraries, etc.)

Communications Director

- Oversees communications workers & work – webmaster(s), VOTER editor, email, social media, and other workers (e.g. writers, editors, proofing, list maintenance)
- Provides interface between the board and communications workers on the planning & implementation of content for our website, VOTER, emails, and social media communications
- Oversees execution of promotion for our program work and voter service activities via internal and external communications (e.g. media, websites, social media, organizations newsletters, etc.)
- Supports members' social media promotion of LWV and our activities
- Maintains email lists (e.g. members, donors, prospective members, elected officials, community organizations, voter service announcements, etc.)
- Provides technical support to the board and LWV workers (e.g. for software, Google Drive, etc.)
- Communicates with other Leagues to cross-promote relevant LWV activities

Resource Development Director

- Oversees the Community Appeal – any requisite board decisions, list development, preparation of the mailing, records of receipts, and thanking of donors
- Encourages people to serve as election workers (and to donate earnings to LWVCS)
- Coordinates other board-approved fundraising activities (e.g. Community Appeal to organizations that sponsor our pro/con talks)
- Provides liaison to community organizations (e.g. chambers of commerce, rotary, etc.)
- Maintains information on possible meeting facilities (e.g. locations, costs, terms of use, etc.)

Responsibilities of the Nominating Committee & Nominating Committee Chair

The Nominating Committee is mandated by the LWVCS Bylaws (Article X, Sections 1-3). It comprises three off-board members who are elected at the Annual Meeting and two board members who are appointed by the board. One of the off-board members is elected as the Nominating Chair.

The Nominating Committee is charged with finding nominees for elected positions, including the officers, at least five directors, the next Nominating Chair, and two Nominating Committee members. The board may also ask the Nominating Committee to help staff other positions.

The Nominating Committee generally answers to the LWVCS membership, not to the current LWVCS board.

Nominating Chair

- Runs Nominating Committee meetings and generally sees that the committee fulfills its charge to find a slate of nominees.
- Ensures that LWVCS members have opportunities to nominate themselves or others and to make other suggestions to the Nominating Committee.
- Presents the committee's slate of nominees to the LWVCS board prior to the Annual Meeting.
- Oversees preparation of the Nominating Committee report to appear in the Annual Meeting Kit
- Presents the committee's slate of nominations at the Annual Meeting.