

League of Women Voters – Brookline: Committees and Charges

- † **Voter Service/Advocacy Person** — Chair, [Ernie Frey](#), organize with the Program Planning Director the 'How to Run for Office' sessions in January each year and Voter Registration and Election Information sessions at the Group Residences (Senior and Public Housing). Compile and maintain a list of resources that will be shared.

- † **DEI** — Chair, [Felina Silver](#), prepares at least one public program each year to raise awareness. This program should be in coordination with the state or other Leagues (although this is not mandatory). Consider coordinating with the Town's Diversity Commission and Department to attend their meetings and bring back information to the Board.

- † **Communications** — Chair, [Diana McClure](#), Whenever the League plans a public event, they collaborate with the organizers, including the Program Planning Director, to develop a publicity plan. This plan should include determining target groups, selecting appropriate media outlets, and scheduling announcements. Delegate tasks as necessary and work with the Facebook Administrator to collect postings for Facebook and Instagram, etc. Additionally, collaborate with the LWVB Website Committee/Webmaster as needed. If not, you coordinate with a layout person to assemble a Voter Newsletter approximately six to ten times annually. Maintain an up-to-date media contact list and coordinate with BCAN and Aging. Manage Constant Contact and consider creating a quarterly newsletter for all members, highlighting current events, accomplishments, and other important news.

- † **Membership** — Chair, [Ernie Frey](#), Maintain current membership rosters with the Roster Manager and communicate with new members to ensure they understand the talents that can contribute to the League's goals. Create a list of Mentors and Mentees (new members). Cheerleader for the League – actively encourage the management team and members to build the league by inviting others to join. Develop strategies to discreetly recruit welcome and involve new members in tasks. Integrate membership recruitment into every event. Establish a system for regular communication with members and prospects (telephone tree and/or an email list).

- † **Legislative Liaison – Co-Chairs**, [Pat Krol](#) and [Roberta Falke](#), Legislative Liaisons and Legislative Envoys serve as custodians of local League positions, maintaining awareness of legislative developments at both the state and local levels. Members designated for 'listening' roles will attend town government and committee meetings, providing timely updates to League Members through email or coordinated messages with the communications director. Additionally, targeted advocacy efforts will be conducted, including responses to LWVUS and State Action Alerts.

- † **Budget Committee** – Chair (to be assigned once members sign up) Be included in emails from Stripe or forwarded by one of the Trustees to stay informed about the financial status of LWVB and SKW.

Recommend approval or disapproval of proposals for fund disbursement. Oversee dues payments and renewals. Maintain minutes for team meetings and League records.

- † **Program Planning** – Chair, [Felina Silver](#), Coordinates with State, other Leagues, and League Objectives; develops programs and organizes community events with partners like Brookline Interactive Group, Brookline.News, and others. Collaborates with the Communications Director for consistent social media messaging, oversees civic education initiatives with public schools, and manages publicity. Ensure each committee is chaired and appoints committees as needed.

- † **Website Committee** – Co-Chair, [Felina Silver](#) & [Heather Hamilton](#)? The League of Women Voters Brookline Website Committee manages the LWVB website, covering items 1-6 below and related notes. The Communications and Program Planning Committee provides content for the website, including VOTER/Newsletter features, Constant Contact updates, league events, and community activities. Relevant information is also shared on social media platforms like Facebook, Instagram, Next Door, and Tumblr.
 1. **Website Hosting and Domain:**
 - a. \$100–\$300 per year for hosting and domain registration.
 2. **Website Maintenance:**
 - a. \$0–\$1,000 per year, depending on whether volunteers handle updates or if we hire outside help.
 3. **Design and Development:**
 - a. If we are using volunteers or a template: \$0–\$500 (one-time).
 - b. If we are hiring a professional: \$1,500–\$5,000+ (one-time).
 4. **Software and Tools:**
 - a. \$0–\$500 per year for plugins, security, or special features.
 5. **Committee Operational Costs:**
 - a. Minimize our cost, most Our committee is volunteer based.
 - b. Occasional expenses for training, communications, or meetings (price varies (zoom, otter, etc.) \$200/year).
 6. **Professional Services (if needed):**
 - a. \$50–\$200 per hour for specialized tasks (e.g., accessibility audits, advanced troubleshooting).

Notes

- Most League of Women Voters chapters keep costs low by relying on volunteers and using affordable or free website platforms (like WordPress, Wix, or Squarespace).
- Major expenses will only be incurred during our redesign or when adding significant new features.
- Ongoing costs shall be limited to hosting, domain, and minor maintenance.

- **Archivist** – [Jessica Steytler](#), shall archive files for the LWVB and use her archivist skills knowing what to dump and what to keep. All the newspaper articles will be scanned and be available on the library’s website by searching League of Women Voters Brookline and they will appear. Any information that Ms. Steytler chooses not to retain, will be returned to the current President or Chair of the Steering Committee.

The LWVB Liaison will make sure that any current or updated copies of materials of the local league are shared with Jessica Steytler. The Archivist also works with the local League coordinator to make current League files accessible to members on Google Drive.

- **Grants Coordination** - Grants Coordinator supports the League's mission by identifying, coordinating, and tracking grant funding opportunities that strengthen voter education, civic engagement, communications, technology, accessibility, community outreach, and organizational sustainability.

The coordinator will place particular emphasis on securing capacity-building resources that enhance the League's ability to serve Brookline residents through effective programs, modern communications tools, and a strong digital presence.