

League of Women Voters of North and Central San Mateo County

Observer Corps Member Job Description

Activities: Research government agencies to assess if they meet their own performance standards for accessibility, transparency and accountability as stated in their rules and regulations. Observers attend governmental meetings to learn what their government is doing and to monitor whether those meetings are conducted in an open and transparent way.

Reports to: Observer Corps Chairperson

Summary:

Observers keep elected and appointed officials on notice; they let them know someone is assessing their agencies' accessibility, transparency and accountability as stated in their rules and regulations. Observers also watch what decisions are being made and how they are being made. They help ensure that the issues facing their community are being handled "in the sunshine." In the open.

Summary of essential job functions:

- Good listeners and able to summarize and "interpret" proceedings in a fair way.
- Interested in local government and/or issues being discussed by the governmental body that they are observing.
- Able to serve as an "ambassador" for the League of Women Voters (e.g., talking about the organization with other attendees at a meeting).
- Discrete and courteous.
- Not working a personal or partisan agenda while serving as a League observer.

Training essentials for all observers will include:

- The legal basis or jurisdiction of the office/agency being observed.
- The functions and/or services it provides.
- Names and titles of the members of the office/agency.
- Meeting procedures (e.g., time and place of meetings, availability of agenda and minutes).
- How the office/agency is funded.
- State or local meetings access laws/regulations.

Abilities required:

- Positive attitude
- Willingness to learn
- Self Starter
- Works well with others

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of volunteers so classified. Volunteers may be required to perform duties outside of their normal responsibilities, as needed.