



BOARD OF DIRECTORS JOB DESCRIPTION

SUMMARY:

The Board of Directors of the League of Women Voters Spokane Area (LWVSA) is the governing board for the 501 (c)(4) organization that provides leadership in voter service, citizen education and advocacy for issues for which the League has adopted consensus positions. Members are elected in staggered terms for a two-year term at the Annual Meeting (as per the bylaws). The Board governs and provides leadership for the direction and activities of the League consistent with state/national LWV policies. LWVSA Board members are volunteers and must observe the League's non-partisanship policy.

BOARD MEMBER RESPONSIBILITIES:

- Attend LWVSA general and board meetings.
- Establish long- and short-range plans for LWVSA.
- Establish LWVSA Policy.
- Monitor the LWVSA annual budget adopted at the Annual Meeting.
- Make an individual annual in-kind or financial contribution.
- Enhance the public image of the League of Women Voters.
- Assure that legal mandates and bylaw requirements are met.
- Serve on committees and workgroups to facilitate achievement of these responsibilities.
- Serve as lead on one or more issue areas (Portfolio Chair)

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be a League of Women Voters member.
- Knowledge of League of Women Voters principles and policies.
- Knowledge of organizational principles.
- Skill in one or more specific areas of Board responsibility, such as finance, communications, organizational development.
- Skill in working with teams and consensus-building.
- Have or be willing to learn basic computer literacy skills (e.g., Email, Drop Box, Word)
- Access to a working email account
- Ability to periodically attend meetings in a variety of locations

HOURS OF WORK:

This is a volunteer position with an average of 10-15 hours per month depending on the member's portfolio(s). Meeting times are scheduled as each new board and committee is formed.

Portfolio Chairs

Action/Advocacy

Voter Service

Communications (*The Voter*, Website, Social Media)

Civics Education

Organization

Program

Membership