



LEAGUE OF WOMEN VOTERS OF GRAND COUNTY

Board of Directors, Officers and Chair Job Descriptions

President/Co President

Serve as the presiding officer(s) of the LWVGRC. Directs and ensures decision making process and orderly problem solving. Actively represents the LWV mission, vision, values and goals to the public. Monitors and serves as a resource for detailed planning performed by other board members. Develops future LWV leaders and seeks to involve all members.

- Plans, conducts and presides over monthly board meetings, directs preparation of agenda and distributes to board members. Convenes executive committee meetings as required, convenes nominating, budget and by-laws committee as needed for information, status or action
- Directs coordination and crafting of yearly calendar of activities
- Directs welcoming of new members to insure timely introduction to Grand County League of Women Voters and facilitates member interest and participation
- Handles or delegates action requests from LWVUT and LWVUS including studies, consensus/concurrence , annual reports, convention or council

Vice-President

The Vice-president is responsible for operational areas that promote and support the President and the League. The Vice president serves as a resource to the President and committee chairs, actively represents the LWV mission, vision, values and goals to the public, serves in the absence of the President performing all duties.

- Public Relations and advertising
- Submits news items to the Voter
- Directs and assists with event arrangements
- Directs and assists with fundraising activities
- Works with committee chairs to insure the development and implementation of activities such as voter registration and hosting candidate debates and forums, nominating committee
- Insures members and committee chairs have supplies, and resources required for events and activities
- Assists in crafting program calendar

Secretary

The secretary position plays an important role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the LWV by-laws.

- Prepares and maintains records of all official LWV meetings.
- Prepares supporting documents for Board Retreat and Annual Meeting.
- Maintains membership roster in coordination with the treasurer.
- Serves as a resource to the Board by referring to past minutes
- Distributes minutes to Board members before review prior to adoption
- Assists with crafting letters of appreciation to donors, program presenters as directed by the President

Treasurer

The treasurer serves as the financial officer for the Grand County League of Women Voters.

- Records and reconciles assigned financial records
- Presents accurate and timely financial report at all Board meeting
- Documents and pays expenses, invoices
- Sends dues invoice to members
- Collects dues and donations and records them

Plan of Work (POW) Committee Chairs

A Plan of Work (POW) is an essential LWV tool for focusing and prioritizing our work and insuring that League resources are engaged where they have the most impact. The Plan of Work planning process is one of the ways we focus our work to align the organization on our issue priorities and our mission. It becomes a record and a roadmap.

All Chairs will:

- Submit a Plan of Work to obtain board approval for both budget and activity before starting any project associated with Plan of Work.
- Update Plan of Work as needed.
- Share Plan of Work and updates at business meeting(s) as requested.
- Submit completed version of the Plan of Work to become part of the historical record and used by incoming chair for reference.

The Chair and or Co-Chair/Vice Chair of a committee must be a member of the LWV-GRC. Committee members and volunteers may be recruited from the community at large.