



## Chair – Voter Service

### Role:

The Voter Service Chair coordinates the Voter Service Committee to provide citizens with unbiased and factual information to assist in the understanding of the election process from registering to vote to informing voters about voting issues.

### Responsibilities

1. Organize and train Voter Service team members to register citizens to vote.
  - Ensure members have completed the LWWFL exam at 100%.
  - Select voter registration venues with contacts to ensure success.
  - Ensure voter registration materials are available to team members.
  - Track registration sites for effectiveness of how many are registered.
  - Ensure registration forms are turned in correctly and on time.
2. Sponsor “Get-Out-The-Vote” Campaign.
3. Sponsor or assist with candidate forums.
  - Train monitors, ensure site applicability, and train moderators
4. Monitor the SOE website and provide observers for vote counts.
5. Research and publish the local edition of the Voters Guide on the website and hard copies in libraries for statewide elections.
6. Ensure non-partisan speakers are available on voting issues, amendments, etc.
7. Work with the League Treasurer for any necessary funding requests.
8. Requires a 2-year obligation.
9. Voter Service Chair may not attend fundraising events or make campaign contributions for candidates.
10. The Voter Service Chair shall not chair or administer fundraising or partisan political campaigns, chair a campaign event or work in a significant way in the campaign of a candidate for office at any level.