

THE LEAGUE OF WOMEN VOTERS® Of FALLS CHURCH

Policies and Job Descriptions

June 24, 2018

League of Women Voters of Falls Church PO Box 156, Falls Church, VA 22040 Website: [www.lwvfallschurch.org](http://www.lwvfallschurch.org/)

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# **INTRODUCTION AND MISSION**

This manual is designed to help orient and guide all members and to provide a framework for effective and efficient coordinated local League leadership and administration.

The League of Women Voters, a nonpartisan citizens’ organization, encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and strives to influence public policy through education and advocacy.

The League is a multi-level organization of local, regional, state and national Leagues designed to interact with the appropriate level of government. Each member is a member of every level of League. These levels of League and interacting local Leagues are interdependent, and their efforts and activities should strengthen the whole.

# **BYLAWS**

This Policies and Procedures document should be used in conjunction with the League of Women Voters of Falls Church (LWVFC) bylaws. The bylaws can be found on the LWVFC website at [http://lwvfallschurch.org/.](http://lwvfallschurch.org/)

# **LWV FALLS CHURCH BOARD POLICIES**

Board policies are binding only on the board that adopts them. Board policies can be amended or altered subsequently by the board or any future board. All members are welcome to attend board meetings. Certain policies are adopted by each new board, i.e., the League’s nonpartisan policy.

**Membership**

Annual dues are payable July 1 for the fiscal year July 1 to June 30. New members who join the League after February 1 in any year and pay annual dues shall not be required to pay additional annual dues until July 1 of the following year (one and a half years later). For example, a member joining after January 31, 2018 does not pay dues again until July 1, 2019.

Lifetime members shall be those members who have belonged to the League of Women Voters of the United States (LWVUS) for 50 years or may be so designated by the board on the basis of length of membership in the LWVFC and individual circumstance. Paid memberships of individuals who transfer to LWVFC from other Leagues are honored as having paid for the current year.

**Finance**

The cash of the general fund of LWVFC shall be deposited in one or more checking and/or savings accounts. The total balance of these accounts (plus the balance of the local Education Fund) shall always total at least 25 percent of the annual budget. The balance of all funds shall be reported in the treasurer’s report.

Members shall submit vouchers and receipts to the treasurer when requesting reimbursement. Members have a spending limit of $100 without board approval for discretionary items, i.e., flowers, supplies.

**Budget**

Board members are responsible for helping to build the local League budget by indicating to the budget committee their plans for the ensuing year, with cost estimates. The budget, as adopted at the annual meeting, is a guide, not a binding rule.

**Financing LWVFC Participation in LWVNCA, LWV-VA, and LWVUS Activities**

LWVFC recognizes that effective participation in the various activities of League interest constitutes an important contribution to both the League and the community. However, such participation is often costly, financially, to individual League members. Therefore, in order not to put an unfair financial burden upon participants, which might restrict services by capable individuals, the policy of this League pertaining to the financing of its representatives to any function shall be:

1. The board or other proper authority shall approve function, delegates, cost, and financing.
2. Expenses shall be reimbursed in full when possible.
3. League members may be reimbursed for actual expenses for out-of-town travel on League business. Members are encouraged to car pool.
4. Official delegates who choose to assume some part of the total cost will not be prohibited from doing so, but are encouraged to report their expenses for budget purposes.
5. The number of members to be reimbursed for a particular event shall be determined by the board.

**Representation**

All League-initiated contacts, in person or in writing, with a public official or news media representative shall be approved by the board. Only the president may respond in the name of the League to media-initiated queries. At least two members of the League should be present when a public official is interviewed.

**Communications**

All formal communication with members, City officials and others must be cleared through the management team.

**Distribution of Materials**

No materials, other than LWV materials, will be distributed at League meetings without prior authorization by the board.

**Responsibility for Reservations**

In order to protect the League from financial loss when involved in catering contracts, and in order to apply a uniform rule and avoid arbitrary decisions in each case, it shall be a matter of policy of the LWVFC to enforce the following requirements:

1. Notice shall be given of both reservation and cancellation deadlines.
2. Prepaid reservations will not be refundable unless cancelled before the cancellation deadline.
3. Unpaid reservations not cancelled before the cancellation deadline shall be payable in full.

**Annual Reports**

Committee chairs are responsible for completing an annual report which is submitted to the League of Women Voters of the National Capital Area (LWVNCA), the League of Women Voters of Virginia (LWV-VA), and the League of Women Voters of the US (LWVUS) offices. A copy also shall be placed in the LWVFC archives, which are housed in the Mary Riley Styles Public Library in Falls Church.

# **LWV FALLS CHURCH NONPARTISAN POLICY**

The purpose of the League of Women Voters is to promote political responsibility through informed and active participation of citizens in government. The League is nonpartisan in that it does not support or oppose any political party or candidate. However, it does take action on public issues based on positions reached by member consensus. Although the League encourages its members to be politically active as individuals, it limits the political activities of board members to preserve the League’s nonpartisan position.

**All Members:**

* + May not distribute League materials and political party or candidate materials at the same time
		- Must keep League activity and political activity separate and distinct
		- May not distribute partisan petitions or campaign information at League-sponsored events

**Members Working on Voter Service Activities:**

* + Must refrain from publicly identifying their political preferences while working on voter service activities
		- Must refrain from displaying bumper stickers, yard signs, or campaign buttons
	+ May attend informational political meetings and serve as election officials
	+ May make financial contributions to candidates, as long as the board member’s name is not then used to solicit additional funds
		- Must avoid meetings that are primarily focused on fundraising for political candidates

**Elected Board Members:**

* + Have a special responsibility to ensure that the nonpartisan policy of the League is clear and uncompromised
		- Must not work in a significant way in a candidate’s campaign
		- Consult with the Board when there might be a question
	+ With particularly sensitive portfolios, such as president, local affairs chair, and voter services chair, must not engage in visible partisan activity during their terms of office
		- Must not hold an official position in a political party organization or in any organization that endorses candidates for public office
	+ Must not speak or work in any way against a League position
	+ May serve on any public board, commission, committee, or coalition that does not have a competing interest with the League; however, that person must make clear that she/he does not represent the League unless officially designated by the board as the League representative

**Off-Board Directors/Nominating Committee**

These members may engage in political activity since they are not voting members of the board.

NOTE: If there is doubt about the appropriateness of an activity, the board member should ask for a decision from the board. The political activities of a spouse or relative are considered separate and distinct from those of a board member.

# **MONEY MATTERS**

**Budget**

A budget committee must be appointed by the Board of Directors at least two months prior to the annual meeting to prepare a budget for the ensuing year. The treasurer is not eligible to serve as chair of the budget committee. The proposed budget is submitted to the board for review. The proposed budget must be sent to all members one month before the annual meeting.

**Financial Administration**

**Fiscal Year**: Runs from July 1 of each year through June 30 of the following year.

**Dues**: Dues are payable by July 1. The amount of the dues is established by a two-thirds vote of those present and voting at the annual meeting.

**General Fund**: The cash of the general fund of the LWVFC’s Internal Revenue Code (IRC) 501 (c) (4) organization is deposited in one or more checking and/or savings accounts. The total balance of these accounts (plus the balance of the local Education Fund) must always total at least 25 percent of the annual budget.

**Scholarship and Education Fund**: This is an IRC 501 (c) (3) organization. Monies can be used for voter services, issue education, advocacy or lobbying, as long as the lobbying expenditures do not exceed 20% of the budget, or scholarships. Since most of the lobbying that the LWVFC does is at City Hall, the associated expenditures are typically minimal The monies are held in an account account that is managed by LWVFC. Donations made to this account are tax deductible.

**Reports**: The balance of all funds must be reported in the treasurer’s report. Statements should be presented to the board at its regular meetings and an annual report should be presented at the annual meeting. It is recommended that the quarterly reports should be cumulative. For example, the last report of the year (12- month report) should cover the period of July 1 through June 30.

**Deposits**: Donors should be formally thanked by a board member.

**Expenses**: Board members must submit vouchers and receipts to the treasurer when requesting reimbursement. They have a spending limit of $100 without approval of the president or treasurer for discretionary items. All expenses should be accounted for whether submitted for reimbursement or considered a donation. This aids in the tracking of the current budget and preparation of future budgets.

**Taxes**: IRS Form 990-N (e-Postcard) must be filed for the LWVFC 501 (c) (4) accounts after

the end of the fiscal year and before the deadline of November 15. LWVFC’s Employer Identification Number (EIN) is 54-6044319.

Form 990-N (e-Postcard) must be filed for the LWVFC Scholarship and Education Fund

501 (c) (3) savings account after the end of the fiscal year and before the deadline of November 15. LWVFC’s Scholarship and Education Fund EIN is 56-2318922.

Commonwealth of Virginia State Corporation Commission (SCC) Annual Report and annual registration fee must be paid by the end of January. The annual report may be submitted electronically through SCCeFile.

**Financial Review**: The records of the treasurer should be reviewed in alternate years.

**Contracts/Projects**

A contract/project may be undertaken with other organizations if it is consistent with the League's positions, principle, or purposes. The board should consider the following criteria before determining whether to participate:

* It enhances community understanding of the League’s mission, attracts new members, or increases community support.
* It is not likely to subject the League to potential legal action for breach of contract.
* The League has the resources to participate, including funds, expertise, and volunteers.
* It can be accomplished within a reasonable time without hampering normal commitments to League program, organization, or voter service.
* The League retains sufficient control over the contract/project activity.
* It would allow the League the option or freedom to use material and results for its own purposes, but would not commit the League to supporting the results or conclusions.

Every League commitment with an outside group should be formalized, within a reasonable time, in a written agreement or contract. For simple, one-time, or limited arrangements, this may mean only formalization in a letter or email. Education Fund projects must satisfy Education Fund requirements.

**Fundraising**

The board is responsible for organizing and coordinating development activities. This includes all finance drives, solicitation from members and/or the community, sales of products, or the sponsorship of special events. Having sufficient funds to carry out programs is vital to the mission of the League. Because a high percentage of member dues goes to regional, state, and national Leagues, it is imperative that additional money be raised to fund local activities. Fundraising activities can also be effective means of involving members beyond the board and giving them a sense of ownership in League programs. Fundraising may consist of no more than composing and sending out a letter soliciting contributions, an effort that may only involve board members in the drafting and approval of the letter, or may involve a major event with multiple components, such as a raffle and a silent auction. The board will determine what fundraising activities LWVFC will undertake from year to year.

# **MEMBERSHIP AND MEETINGS**

The membership year is July 1 – June 30. New members who join the League after January 31 are entitled to membership from the time of payment of the full dues amount until June 30 of the following year. Dues paid by current members at or after the annual meeting will be for the full amount established for the next fiscal year and will lapse June 30 of the following year. Dues reminders should be sent by the membership chair(s) in August and September, and otherwise as needed.

An annual meeting shall be held in compliance with the bylaws. Following the annual meeting, a report will be made to the membership in the *LWVFC E-Bulletin*. The secretary shall take minutes of the annual meeting. The minutes will be given within thirty (30) days to a reading committee selected by the president that will recommend their approval to the board.

Distribution of brochures or circulation of petitions at any meeting requires the explicit prior approval of the president.

**COMMUNICATIONS**

League members are the custodians and protectors of the League’s reputation, purpose, and policies. The League’s reputation and policies have made possible a wide public acceptance of voter service activities and have given value to League positions on issues. Board and other members are guided in using the League's name externally by a single rule: only the president or the president’s designee can speak for the League.

**Guidelines for representing the League**

* Any letter, press release, or public presentation expressing League positions must be cleared by the president and the functional chairs.
* Any testimony expressing League positions must be cleared by the board.
* Any response to a request from any outside organization or publication wishing to use the League's name must be cleared by the board.
* Public speeches of an informational or service nature or on a specific action campaign already approved by the board should be cleared with the president or the president’s designee when appropriate.
* Fees for speaking engagements will not be charged, but donations to LWVFC are accepted.
* Personal opinions that conflict with League position(s) should never be given when speaking as a representative of the League.

**Correspondence**

The preferred method of communication is email. All persons/portfolios whose work relates to the email should be copied. The entire board does not need to be copied unless the topic will come up for board discussion.

**The LWVFC E-Bulletin**

The LWVFC publishes an e-bulletin to keep the membership informed of local events, programming, and activities as well as national or regional events within the regional, state, and national Leagues. The management team and committee chairs are responsible for creating content and sending it to the chair of the Communications Committee according to a schedule established by that committee.

The communications chair is responsible for assembling the content into the LWVFC template and maintaining the associated membership mailing list within the distribution software used (such as Constant Contact).

**News Media and External Communication**

The same or a substantially similar graphic format should be used for all publications and presentations of the League, whether in print or digital form.

Any content sharing, whether in print or on digital platforms, such as Facebook, Short Message Service (SMS) or text message, Twitter, etc., should be approved in advance by the president.

**Retention of Materials/Archives**

Materials of historic interest should be submitted annually to the Local History Archives of the Mary Riley Styles Public Library in Falls Church, VA. Board agendas, meeting agendas, and meeting minutes should be submitted by the secretary. The *LWVFC E-Bulletin* should be submitted by the editor. Other documents determined by the board should be submitted by the appropriate board member.

Knowledge of past League activities and the accessibility of past documents are important to the recruitment of board members. Each board member should maintain and pass on those records that will help his or her successor to carry out the responsibilities of that role’s portfolio in the most efficient way. This will ensure a seamless a transition of portfolio responsibilities from year to year and person to person.

**LWVFC Website**

**Hosting**

LWVFC contracts with LWV of California to host the <http://lwvfallschurch.org/>website. Website data is hosted on the LWV of California server via the League Easy Web. The memorandum of understanding for the League Easy Web spells out the terms for use and the annual cost. LWV of California provides website templates to aid in putting content on the website plus technical support. More information about the League Easy Web is available at [http://www.lwvnet.org/.](http://www.lwvnet.org/)

The memorandum of understanding is available at <http://archive.lwvc.org/lwvonly/lew/mou.pdf>

**Domain Name**

LWV of California does not provide the LWV Falls Church domain name. This is contracted separately with Canaca Com Inc. and must be renewed annually. The web master and the president are keepers of the login ID and password.

**Webmaster**

The web master is responsible for posting content and files on the LWVFC website and the LWVFC portion of Vote411.org. Both the web master and the president are keepers of the login ID and password for adding to and updating website content.

**Publications**

Publications represent LWVFC by providing unbiased, factual educational material offering a well- researched and documented explanation in support of issues, and making LWVFC visible and a valuable asset to the community. Examples of publications include voters’ guides and pro/con fact sheets on specific issues.

**Logo**

The League of Women Voters has a registered logo that should be used on all print correspondence and publications. The LWVFC provides board members with LWV stationary.

**Copyright and Reproduction:**

All publications to be distributed outside the League, including all studies, should use the notation "Copyright (year) League of Women Voters of Falls Church (Education Fund, if appropriate).” Requests to reproduce publications, in whole or in part, should be submitted in writing to the president, stating the name and date of the publication involved and when, how, and where it will be used. If permission is granted, credit must be given to LWVFC and a citation to the specific publication be made. A new request must be made and approved for each subsequent reproduction. LWVFC should be provided a copy of any reproduction of its material.

**VOTER SERVICE**

Voter service activities must be completely nonpartisan, impartial, objective, and unbiased. Voter service activities may include voter registration drives, voters' guides, candidates' forums/debates/events, ballot information, pro/con fact sheets on specific issues, publication of citizen information, responses to citizen inquiries, and other informational and educational activities and assistance*.* Voters’ guides may be published electronically via LWVUS’s Vote411.org website, on LWVFC’s website, and in print, as appropriate and determined by the board. The voter service chair(s) manages this critical League function.

# **PROGRAM**

**Informational Studies**

Informational studies provide unbiased information on topics of interest that are presented to League members. These programs can be culled from various sources and do not necessarily have to be original material. Informational studies can be generated by the program director, members, or committees. An informational study can lead to the development of a concurrence statement that can be presented to the members for approval.

**Studies Leading to New or Revised Positions at the Local Level**

The first step in conducting a study leading to a new or revised position at the local level is to have it included in program planning. LWVFC conducts local program planning annually, typically in January. At that time, members suggest public policy issues that are brought to the board for consideration. Guidelines for League and board members to consider when making a choice of study items include the following questions:

* + Can issues be resolved by local government action?
	+ Do existing positions, at any League level, cover this issue?
	+ Do we have the resources to work on this: a committee and chair?

The board then considers suggestions and decides which, if any, should be recommended for adoption by members. Members vote to adopt local program items at LWVFC’s annual meeting.

**Consensus or Concurrence Study**

A “study” is based on primary research and community-based data collection to develop factual evidence on current public policy issues. As a committee works on the study material, its members will determine whether the study is more appropriately a consensus or a concurrence.

Consensus is agreement among a substantial number, **not just a simple majority**, of members, reached after study and group discussion. It is the "sense of the meeting." Consensus does not require unanimity. The presence of disagreement may be noted as a minority opinion, but this does not imply taking a vote.

Concurrence is the act of agreeing with, or concurring with, a position reached by another League, study committee, task force, or League board. Concurrence is achieved by member agreement.

The study committee, in conjunction with the program director, drafts proposed consensus questions that are submitted to the board for review and approval. Changes in wording may not be made after final approval by the board. The consensus questions, as approved by the board, shall be provided to the membership at the same time as the study.

The members discuss the issue at meetings or through individual responses to the program director. The program director, after consultation with the chair of the study committee, will review the reports, discern the areas of agreement and submit a written report and proposed position to the board. The board shall use its best judgment in evaluating the report and proposed position and then shall adopt a statement of position.

New LWVFC positions shall be reported to the membership. Positions shall be dated with the month and year the consensus/concurrence was taken. Positions are posted on the LWVFC’s website and in the local library archives.

**Program at Other Levels of League**

The board shall use its best judgment in evaluating responses from its membership regarding LWVUS, LWV- VA, and LWVNCA study items. The board will then send an LWVFC response to the appropriate level of League.

# **ADVOCACY AND ACTION**

Advocacy describes whatever the League does, at every level of government, to implement its positions, principles, and program goals. Advocacy, which in League terminology was formerly called “action”, is the end result of the program process. In other words, study leads to consensus; consensus leads to a position; and a position leads to advocacy.

“Advocacy” is the League term that includes the support activities that can be done by 501(c)(3) tax exempt organizations (LWVFC Education Fund) as well as those that can be done by 501(c)(4) organizations like the LWVFC (tax exempt but not tax deductible for its contributors). Advocacy activities, except lobbying, can be funded with Education Fund monies. This is the case even when only one side of an issue is presented, as long as no call to action on a particular piece of legislation is issued. Such activities can include: analyzing issues, providing information, making recommendations for reform, developing educational materials, and providing forums for discussion and education. Advocacy encompasses working for or against causes, as well as supporting or recommending positions.

“Action” covers those activities that are meant to influence legislation, commonly called lobbying. In *League Basics*, lobbying is defined as an attempt to influence specific legislation that has been introduced in a legislative body. Lobbying includes action that transmits a point of view on a specific piece of legislation to elected officials or their staffs, as well as action urging the public to contact their legislators about a specific piece of legislation. League support or opposition to ballot questions and budget proposals is also considered lobbying. Action must be funded through general operating funds, not education funds. Action is taken in the name of the League **only** by the president, or the president’s designee, and **only with permission** of the board or the executive committee.

Most other activities promoting League positions that do not fall within the strict definitions of lobbying noted above are general advocacy and may be funded by charitable contributions. One important caveat is Leagues are advised to keep clear lines between voter service activities and advocacy activities. For example, Leagues that have taken a position on a ballot measure should not include that position in their voters’ guide.

**Speaking With One Voice**

The national League is responsible for determining strategies and action policies that ensure that the League’s message on national issues is consistent throughout the country. Similarly, state Leagues are responsible for a consistent state message, and local Leagues must cooperate to ensure that regional issues are addressed in a consistent matter by neighboring Leagues and, in our area, with LWVNCA positions and policies.

* + Our League is expected to take whatever official action is requested in response to national or state

action alerts. Our League should encourage members to take action as individuals on the topic without mentioning that they are members of the League. LWVFC should provide sufficient background for members to take action, and then report the results to the members.

* + LWVFC cannot take action on state or national positions without consulting the state or national

League unless an Action Alert has been issued.

* + LWVFC cannot lobby state or national officials without consulting with the state or national League.

# **OFFICER AND COMMITTEE CHAIR DESCRIPTIONS**

# **BOARD ROLES AND RESPONSIBILITIES**

The Board of Directors of the League of Women Voters of Falls Church (LWVFC) is responsible for the leadership and oversight of LWVFC. Board members are elected at the spring annual meeting, generally for a term of two years and take office on July 1, following procedures set forth in Section 1 of the Bylaws of LWVFC, adopted June 2012. This document supplements the Bylaws as a tool to assist all Board members in understanding and overseeing their individual portfolios, as well as to work cooperatively and efficiently to meet LWVFC goals.

The Board is composed of the three-person management team, the secretary, and the treasurer. The board is responsible for setting policy; planning and establishing goals and objectives; approving, monitoring, and evaluating programs; carrying out local, state, and national LWV mandates; promoting membership; and maintaining a fiscally sound organization. These collective responsibilities are set forth in the Bylaws.

**All board members are expected to**

* Attend board meetings on a regular basis and providing leadership necessary to direct programs that come under specific portfolio responsibilities;
* Maintain confidentiality of sensitive Board discussions;
* Follow the LWVFC Board of Directors Policies and Procedures,
* Make a financial contribution to the LWVFC Scholarship and Education fund; and
* Keep orderly and current program, financial, and contact records and pass these on to new officers and directors.

**Board members also should follow guidelines as set forth in the rest of this document and in**

* LWVFC Bylaws (
* LWVFC Board of Directors Meeting Guidelines (

## MANAGEMENT TEAM

**Role:** Responsible for supervising and managing the League of Women Voters of Falls Church so that LWVFC fulfills its mission to serve the citizens of Falls Church City by encouraging informed and active participation in government, increasing understanding of major public policy issues, and influencing public policy through education and advocacy. The management team is focused on the organizational and financial stability and health of the LWVFC, on succession planning, staffing committees, and larger issues of governance. The work of the LWVFC (voter education, voter registration, etc.) is accomplished through the committee structure.

**Responsibilities**

* Recruit committee chairs for two-year terms in coordination with the Nominating Committee, after the Nominating Committee is finished with its work, so that there is no competition for candidates
* Provide oversight and support to committees
* Provide committee chairs with tools, processes and schedule for communicating with other committees
* Plan and run yearly (before July 1) meeting of committee chairs to set the calendar for the next 12 months and mid-year planning meeting in December
* Establish master calendar before Labor Day (includes key dates such as Candidate Forums, holiday party, Board Meetings, Annual Meeting, Program Planning Meeting, Information Forums, Consensus Meetings, as well as LWV NCA and LWV VA dates of interest to the board and the membership); ensures that there are 5 board meetings and 4 membership meetings annually
* Run the annual program planning meeting and reports results to LWV-VA (every other year) and LWVUS
* Review and revise policies and procedures and recommend bylaw changes when necessary
* Review annual budget and, in cooperation with Treasurer, establishes yearly fundraising goal
* Be visible, volunteering and participating in League events and attending other community gatherings to the degree possible
* Seek partnerships with other local Leagues and other civic-minded organizations, as appropriate (for example, LWVFC’s co-sponsorship of events and programs with the Falls Church Village Preservation and Improvement Society (VPIS) and the American Association of American Women of Falls Church)
* Respond in the name of the League to media-initiated queries and writes articles for the local press on issues, as appropriate
* Introduce and moderate League programs, as requested by the committee chairs
* Acknowledge and thanks in writing individuals who make charitable contributions to the work of the League
* Provide copy for email newsletter to Communications Committee
* Prepare for and conducts LWVFC’s annual meeting
* Draft and distribute agenda for board meetings
* Review the minutes of all meetings and provide corrections to the secretary on a timely basis
* Set schedule and secure location for board meetings
* Designate an individual to run the holiday party
* Recognize LWV members (50-year members) and deaths
* Signs or endorses checks, drafts, and notes in the absence or disability of the treasurer; authorizes withdrawal of remaining funds from the LWVUS Education Fund as appropriate in support of program and voter service efforts

## SECRETARY

**Role:** Responsible for the accurate historical recordkeeping of the LWVFC

**Responsibilities**

* Takes minutes at all Board meetings, at the planning meeting and annual meeting, and at any general meeting when League business is conducted.
* Email the minutes to the management team; corrects minutes following changes and additions submitted by the management team aintains a file of all written reports and minutes with corrections
* Maintains current League files for archiving at the Mary Riley Styles Public Library
* Sends Board agendas, minutes of member meetings, and other materials of historical significance to the Mary Riley Styles Public Library Archives
* Mails materials for the Annual Meeting
* Creates an annual list of Board and off-Board positions for LWVNCA, LWVVA, and LWVUS
* The minutes become the legal records and the history of the organization. Therefore, the minutes need to include, at a minimum, the following information.
* Always record the name of the League, type of meeting, date (month, day, and year), location of meeting, presiding officer, and the time the meeting is called to order.
* For board meetings, list members present and absent, and any guests. At other meetings, such as the annual meeting, indicate the number of members and guests present.
* Any changes to the minutes of the previous board meeting are carefully recorded in the minutes of the current meeting. A statement that the minutes were corrected is not sufficient: the corrections must be noted.
* Minutes must provide a factual record of motions, the maker of the motion, and the eventual disposition of the motion. The minutes should state the exact wording of the motion and the name of the maker of the motion. The name of the person who seconds the motion is not necessary. It is a good idea to request motions in writing so there is no question concerning the wording of the motion made.
* Minutes should contain a summary of the pros and cons relating to the motion. Once the vote is taken, minutes should reflect whether it passed, failed, or died for lack of a second. Record the number of “yes” and “no” votes when requested to do so. (Individuals may request to have their vote recorded in the minutes.)
* Many League decisions are made by general consent or agreement rather than a motion and should be recorded as such. If the budget is amended or an unbudgeted expenditure is approved by general consent, such action is specified in the minutes.
* At the conclusion of meetings, record the time of adjournment.
* Attach to the minutes any reports distributed at the meeting or referred to in minutes, a separate treasurer’s report, finance drive report, or information that supports a motion.

## TREASURER

**Role:** Serves as chief financial officer of the LWVFC and custodian of LWVFC assets

* Manages the inflow and outflow of monies for all LWVFC accounts
* Keeps books in a computerized file that provides a categorized record of all transactions
* Reports financial status to Board periodically and to membership annually
* Informs membership chair of new and renewed members
* Serves on budget committee
* Makes arrangements for financial review biennially
* Maintains record of donors per IRS requirements
* Submits tax forms to IRS
* Submits Commonwealth of Virginia Corporation Commission Annual Report

**Responsibilities**

* WEEKLY
	+ Pays bills and records transactions in the books using budget categories
	+ Deposits checks and other income and records these transactions in the books
	+ Updates separate record of donor names and addresses for Scholarship Fund and Education Fund
	+ Delivers forms and payment data for new and renewed members to the membership chair
* MONTHLY
	+ Prepares financial report and presents it at the regular Board meetings
	+ Reconciles bank statements
* QUARTERLY
	+ Prepares the cumulative quarterly treasurer’s report and presents it at the Board meeting
	+ Reconciles Education Fund Statement
* YEARLY
	+ Pays LWVUS, LWV-VA, and LWVNCA per member payments (PMP)
	+ Prepares for and participates in the budget committee meeting, usually in **March** to allow for Board review and delivery of the proposed budget to members at least 30 days prior to the annual meeting
	+ Attends the annual meeting and presents the year-to-date treasurer’s report. This meeting usually takes place in **May** or **June.**
	+ Prepares the 12-month, end-of-fiscal-year treasurer’s report and presents it at the Board meeting following **June 30**
	+ Organizes, provides documentation, and attends the financial review meeting (informal audit) at the end of the treasurer’s elected term, resignation, or at least every two years. This review usually takes place during **July** or **August.**
* Submits IRS Form 990-N (e-Postcard) for the General Fund and a separate Form 990-N for the Scholarship Fund (due no later than **November 15th**)
* Submits Commonwealth of Virginia State Corporation Commission Annual Report and pays annual registration fee (due no later than **January 31st**)

# **COMMITTEE CHAIRS**

**All committee chairs are responsible for**

* Recruiting members to serve on their committee (the board is available to help with this task; Budget Committee and Nominations Committee excluded)
* Keeping a member of the management team (to be identified for each committee at the June planning meeting) informed of committee activities and of any problems or issues (Budget Committee and Nominations Committee excluded)
* Holding regular committee meetings (Budget Committee and Nominations Committee excluded)
* Maintaining records of committee activities
* Identifying and grooming potential successors
* Informing the management team of the need to leave the position before the end of the two-year term

**When planning an event, committee chairs should make sure that someone involved in the event is assigned to**

* Confirm date and time with Communications Committee, Membership Committee, Webmaster, and Administration Committee
* Work with Administrative Committee to arrange space, equipment, and food and drink
* Inform board of any anticipated expenses
* Identify and contact speakers
* Provide a small gift for non-government speakers
* Develop a description of each program, provide this description to the communications chair and the member preparing the press release for the program
* Draft an agenda for the event including time for questions and answers;
* Identify a member of the management team to open the session
* Coordinate with the communications chair to arrange for taping of educational forums
* Stay in touch with confirmed presenters/speakers until the day of event; ask speakers to arrive 15 minutes before start time
* Conduct a conference call a few days in advance of the event to review all logistics (entry into the building, food and drink, membership materials, sign in sheet, equipment, power, internet access, etc.)
* Coordinate with Membership Committee to have sign-in sheets, signs, membership materials, and upcoming event notices at the event
* Coordinate with Membership Committee to sign in attendees, greet newcomers, and help with unexpected emergencies
* Place flyers for League events at Mary Riley Styles Public Library, Local Market bulletin board, condo and apartment building bulletin boards, and other venues, as appropriate
* Send thank you note to speakers within the week after the event.

## PROGRAM AND LOCAL AFFAIRS COMMITTEE

**Role**: Responsible for organizing and delivering consensus studies for positions as well as public forums/ programs that encourage informed and active participation in government; increase understanding of major national, state, and local public policy issues; and serve to influence public policy through education and advocacy. Represent membership by identifying LWVFC positions that can be advocated at City Council and other Falls Church City government meetings.

**Responsibilities**

* Plan and execute educational events and forums
* Coordinate the consensus or concurrence discussions required for new LWVUS, LWV-VA, LWVNCA, and/or LWVFC positions
* Know the League stance on the variety of issues on which it has formed positions through consensus and come before the City Council and other City government organizations to express these in connection with local issues when relevant and appropriate; create opportunities for citizen involvement in local government decisions; inform and educate Falls Church citizens so that they can participate in the ongoing dialogue on local affairs
* Canvas membership and Board for forum topics important to LWV and the public (national, state, and local)
* Use approved positions of the LWVUS, LWVNCA, LWV-VA and LWVFC and positions in the study phase to determine program topics
* Work with the Board to identify individuals to serve on a committee to study and develop any new positions for LWVFC
* Use/access LWVUS or LWV-VA study materials to lead consensus or concurrence discussions
* Use newly adopted positions at any level of the League as a basis for program to assure that positions don’t “sit on the shelf”
* Recommend changes or updates to LWVFC positions when needed; recommend that LWVFC adopt positions already taken by other Leagues when appropriate
* Be familiar with LWV positions at the City, State, and National levels and help the local League apply them, as appropriate
* Meet with City government officials and employees on a regular basis
* Monitor City Council meetings and attend in person when possible
* Receive City government publications that relate to issues of interest to the LWVFC membership
* In coordination with the LWVFC Board, create articles for local media outlets on issues relevant to LWVFC positions
* In coordination with programs, identify and execute programs that will inform and educate Falls Church citizens on key economic, political, and social developments that affect the community
* Create fact sheets or information papers to promote informed debate
* Inform LWVFC members of upcoming events or issues that relate to LWVFC position
* Write statements based on local positions to be delivered at City Council or other City government meetings (statements to be delivered by someone on the management team)
* Develop a draft calendar of program events at June planning meeting, in cooperation with other committee chairs, and participate in December committee chair meeting to update calendar
* Inform board and all committee chairs if new events are planned or if events are canceled in between committee chair meetings.

## VOTER SERVICES COMMITTEE

**Role:** Acts to inform the general public about candidates and issues in local, state, and national elections and encourages voter registration and voting by all eligible citizens

**Responsibilities**

* Encourages and provides opportunity for eligible citizens to register to vote
* Encourages all registered voters to vote in each election
* Establishes Voter Service outreach at community events in Falls Church, such as the Memorial Day Festival and the Fall Festival
* Creates Voters Guide in print and on the national League’s online Vote411 system
* Supports LWVFC forums and programs about candidates and issues Coordinates with prior Voter Service members and others to establish strategies, timelines, and

activities to inform the general public

* Visits the General Registrar of Voters in Falls Church to affirm dates for voter registration, absentee voter deadlines, and voting locations
* Obtains voter information materials from the Registrar’s Office
* Creates questions for candidates based on consensus from LWVFC Board members and in accordance with LWV-VA guidelines
* Creates Voters Guide from profiles submitted by candidates and their responses to LWVFC questions as well as pros and cons developed for specific issues on the ballot
* Works with graphics designer to format the Voters Guide
* Arranges to print the Voters Guide in the *Falls Church News-Press* and as a separate handout for use in such venues as the Mary Riley Styles Library and at the polls on Election Day
* Coordinates the publishing of the Voters Guide on the LWVUS Vote411.org website
* Establishes with George Mason High School’s principal calendar dates in the fall and spring for LWVFC to register eligible high school students to vote
* Coordinates with George Mason High School Student Council, teacher sponsor, and high school students for work space, publicity, and support of student voter registration and education
* Creates LWVFC flyers or other publicity to encourage high school students to register to vote
* Works with Mary Ellen Henderson Middle School and George Mason High School history/civics teachers to provide materials relevant to upcoming elections for use as teaching and mock classroom elections aids and other appropriate uses
* Solicits and coordinates volunteers to distribute Voters Guides and work at LWVFC tables at polling sites, George Mason High School/other voter registration efforts, and the LWVFC table at the Memorial Day Festival and the Fall Festival

## MEMBERSHIP COMMITTEE

**Role:** Responsible for the recruitment and maintenance of membership for LWVFC

**Responsibilities**

* Reaches out to potential new members through regular mailings, forums, seminars, and other League sponsored activities
* Provides members information about membership dues and League-sponsored activities through mailings and the League’s telephone tree
* Maintains current and accurate membership records in coordination with the treasurer
* Plans and executes annual membership drive
* Calls all new members to welcome them and determine how best to get them engaged in the work of the LWVFC
* Maintains a file with all membership application forms and attendance list for all League sponsored activities for the current fiscal year
* Coordinates a Membership Kick-Off social event in the late summer/early fall
* Provides applications, brochures, volunteer forms, and other relevant documents for all League sponsored events and other community events
* Supports other Board members in their outreach to members and potential members
* Supports the League table at community events, including the forums, voter service activities, the Fall Festival, and Memorial Day
* Updates membership forms and communication systems as necessary (LWVUS data base, application, attendance, volunteer form), telephone tree)
* Prepares Regular Mailings
	+ Welcome Letter to new members (continuous)
	+ Annual membership mailing (June-August): volunteer application, dues submission, and membership renewal
	+ Membership reminders for renewal
	+ Outreach to potential members (continuous): Attendees from League sponsored activities and other community events, as well as others who inquire about joining LWVFC
* Maintains Membership Records
	+ Membership forms and dues initially go to the treasurer who updates the membership list, which includes three categories 1) individual, 2) household, and 3) lifetime. After receipt of membership forms, the membership chair or co-chairs ensure(s) the accuracy of the membership list and maintains a folder of membership applications.

## FUNDRAISING COMMITTEE

**Role:** Plan and conduct events that raise funds the LWVFC needs to conduct its activities and maintain the organization.

**Responsibilities**

* Request information on fundraising goals from the management team early in the League year
* Establish fundraising strategy
* Identify support needed to reach fundraising goals
* Determine appropriate events and channels to reach fundraising goals
* Draft and send fundraising letter monthly to all LWVFC members who have not made a contribution during the current League year
* Provide information to Communications Committee about fundraising goals and activities
* Report on fundraising progress monthly to management team

## COMMUNICATIONS COMMITTEE

**Role:** Responsible for updating members, prospective members, and the general community about LWVFC activities and events

**Responsibilities:**

* Provides editing, layout and design for member e-Bulletins and other e-announcements/outreach,
* Maintains and updates the LWVFC’s e-mail contact lists in Constant Contact, an e-mail marketing tool
* Develops and distributes press releases and other promotional support materials for all LWVFC activities and programs
* Develops and updates media contacts list
* Works with Falls Church City Television (FCC-TV) on filming, production, and distribution of LWVFC’s community forums and other content, as appropriate
* Updates content and maintains LWVFC’s online presence through social media (i.e. Facebook) and website, lwvfallschurch.org
* Uses LWVFC’s online presence and traditional media outlets to support member recruitment
* Works toward increasing awareness and use of LWVFC’s Voters Guides
* Identifies and coordinates with a committee member who can be webmaster and who will
	+ Manage content on the website provided and approved by Communications
	+ Post updates to website
	+ Assist with the LWVFC creation of Vote411.org database for selected elections
	+ Maintain the domain name and registration (lwvfallschurch.org)
	+ Post to the website press releases and other documents in pdf format and photographs as .jpg or .gif files
	+ Protect domain name and registration by ensuring registrar’s bills are paid annually
	+ Help create and manage LWVFC portion of Vote411.org database in selected elections
* Develops proficiency in the use of Constant Contact
* Cultivates contacts within local media outlets
* Provides content for the website to LWVFC’s Webmaster for posting
* Develops Facebook content and takes or secures photos for use on the League’s websit (This includes using these outlets for the redistribution of any LWVFC programs recorded by FCC-TV).
* Develops proficiency in the use of Facebook and Google advertising and recommends budget(s) for their use to promote League events and activities
* Peruses LWVUS’s online sites periodically for content that can be used or adapted locally
	+ Recruits volunteer(s) and coordinates training with FCC-TV to assure adequate staffing to support filming and production of LWVFC’s community forums. Programs must first air on FCC-TV prior to re-use by the LWVFC
* Obtains updates or corrections to the LWVFC’s mailing list from the treasurer and incorporates those into the lists maintained in Constant Contact. Two lists now exist, one for members and one for non-members/past members.

## COORDINATION WITH OTHER LWVs COMMITTEE

**Role:** Represents LWVFC at NCA meetings and events and reports back to LWVFC; makes sure that LWVFC members receive information about activities of other Leagues as well as opportunity to participate in their events, as appropriate

**Responsibilities:**

* Ensures that LWVFC members know about events and opportunities available through the LWVNCA, LWV-VA, and LWVUS (notices forwarded to the committee from the management team)
* Attends monthly meetings of LWVNCA
* Compiles monthly report to NCA summarizing LWVFC activities
* Submits LWVFC report via email to the NCA secretary for distribution prior to each LWVNCA Board meeting
* Volunteers to serve on committees of LWVNCA, as needed
* Reports back to LWVFC activities of other local Leagues
* Reports back to LWVFC of upcoming LWVNCA meetings, forums, and other events
* Encourages LWVFC members to attend LWVNCA conventions, forums, and other events
* Facilitates communication with Leagues in neighboring jurisdictions, at other League levels—regional, state, and national, and with the community
* Coordinates and responds for the League to requests for information, volunteers, or action from the regional, state, and national Leagues
* Monitors all incoming information from other Leagues and coordinates responses to requests from other Leagues for information, co-sponsorship of events, etc.
* Follows up on activities from other local Leagues that would be useful to our local League
* Arranges for a substitute if unable to attend a meeting and follows up on meeting activities as they may impact LWVFC

## ADMINISTRATION COMMITTEE

**Role**: Provide logistic and administrative support and execute specific tasks that are needed on a project-by-project basis.

**Responsibilities:**

* Organize food and beverages for meetings and events as needed
* Maintain a list of meeting places that includes size, rules for entry and exit, times and days available, contact points, and cost
* Help secure space for events as needed
* Maintain inventory of physical property
* Recommend replacement of property and new acquisition
* Secure storage for physical property
* Recommend replacement of old property as appropriate
* Engage members to provide food and beverage as needed at events
* Recommend new purchase of equipment and supplies

## NOMINATING COMMITTEE

**Role:** Present a slate of candidates for LWVFC officers (three-person management team, secretary, treasurer) a month before the annual meeting.

The Nominating Committee chair should convene early in the calendar year to begin identifying candidates for the slate so that the management team can fill committee chair positions in a timely way. The objective is to complete the work of the committee within a month or two of the first meeting.

The steps in the process are:

1. Confirm with the management team which slots will be vacant at the end of the League year, the term of each open position, and the date of annual meeting

2. Confirm with candidates who still have a year in their term that they will continue to serve another year

3. Agree on qualifications for positions that have to be filled

4. Identify members who are candidates to fill open slots and discuss their qualifications

5. Decide on first and second choices for each slot

6. Decide who will approach each candidate to determine willingness to stand

7. Approach first choice for each position before going on to second choice

8. Notify management team when nominations are complete

9. Create report of the committee (includes position and name of each person; ideally also a picture and short bio) and send to management team no later than five weeks prior to the annual meeting

## BUDGET COMMITTEE

**Role:** Create budget no later than one month prior to the annual meeting.

The Budget Committee meets no later than two months prior to the annual meeting to prepare a budget for the coming year. Committee members contact each of the committees with the exception of the Nominating Committee to find out what their likely expenditures are likely to be (and in the case of the Fundraising Committee, what revenues are anticipated). The committee uses this information, as well as historical information provided by the treasurer, to prepare a budget report. The committee must send its report to the treasurer and the management team no later than five weeks before the date of the annual meeting.

# APPENDIX: GLOSSARY OF LEAGUE LINGO (adapted from LWVUS)

There are certain terms that are unique to the League of Women Voters—often dubbed “League Lingo.” Some of these terms are listed here to help new members.

ACTION: Promoting the League's positions on local, regional, state, and national public policy issues to government officials, the media, and the public.

ACTION ALERT: Request from the LWVUS, state, or regional League to take action in support of a League position.

ANNUAL MEETING: Local year-end business meeting to elect officers and directors, vote on bylaws changes, and adopt a budget and program of work for the next year.

ASSOCIATE MEMBER: A non-voting member of the League, such as a person under 18 years of age or a non-citizen.

CONSENSUS: Collective opinion of a substantial number of League members, representative of the membership as a whole, after objective study of an issue.

CONCURRENCE: Agreement by League members with a position on an issue reached by a small group of members or by another League.

CONVENTION: A regional, state, or national League meeting held every other year at which delegates elect officers and directors for the biennium, adopt program, make bylaws changes, and adopt a budget, usually for one year. Local Leagues send delegates to regional and state conventions, local and state Leagues send delegates to national convention.

COUNCIL: An assembly of delegates held in alternate years to adopt a budget and assess program developments. Local Leagues send delegates to state council, state Leagues send delegates to national council.

EDUCATION FUND: The tax-deductible arm of national, state, and local Leagues, handling funds to be used only for educational purposes, not for action on issues.

LIFE MEMBER: A person who has been a member for 50 years or more. Life members are excused from dues payment and their Leagues pay no per-member payment (PMP) for them.

ILO: Acronym for an Inter-League Organization, formed by local Leagues within a county, metropolitan area, or region to act on issues that are beyond the local League area in scope.

MAL: Acronym for Member-At-Large, a member who resides outside the area of, and is not enrolled in, a local League.

MAL UNIT: A state-recognized group of Members-At-Large, in an area where there is no local League.

PMP: Acronym for Per-Member Payment, the amount of money paid to the LWVUS and the state and regional Leagues on behalf of each member.

POSITION: A statement of the League's point of view on an issue, arrived at through member study and agreement (consensus or concurrence), approved by the appropriate board and used as a basis for League action.

PRINCIPLES: Governmental standards and policies supported by the League as a whole. They constitute the authorization for adoption of program at all levels.

PROGRAM: Selected governmental issues chosen by members at the local, state and national levels for study and action.

PROGRAMS: Plans for speakers, discussion or other activities for League meetings.

UNIT: Groupings of members within large local Leagues to provide more opportunity for discussion. Units may be time-oriented (day, evening, lunch hour), geographically oriented, or both.

VOTERS’ GUIDE: Nonpartisan publication giving candidates' qualifications and positions on selected issues.

VOTER SERVICE: Year-round activity to help citizens be politically effective and to encourage their participation in the political process. Registering voters and presenting factual, nonpartisan information about candidates and election issues are basic voter service activities.

VOTING MEMBERS: All League members who are U.S. citizens and at least 18 years old.

WEEKLY LEADERS UPDATE: A LWVUS electronic mailing to all League board members sent out weekly. It includes information from the national League on Advocacy issues, Membership and League Support, Education Fund projects and grants, and other important items of interest to League leaders.