

## Board Policy Book – Arlington LWV Adopted October 19, 2018

### Total Board Responsibility

Each board member shares in making policy, planning, and carrying out League activities. Basic functions of board members include:

1. Seeing that the organization runs smoothly, including specific responsibilities for membership growth, adequate financing, and quality programs.
2. Involving members in chapter activities and developing leaders
3. Advancing League goals of education, voter registration, and issue advocacy in the community.

### General Board Duties:

1. Members should attend all board meetings.
2. Members should participate as much as possible in League meetings, events, fundraising drives, training, etc.

Board votes will pass by a majority of members present and voting in the affirmative.

### President:

1. Is responsible for the overall management of League activities.
2. Presides at all general League meetings and meetings of the Board.
3. Is an ex officio member of all committees except the nominating committee, and attends committee meetings as necessary.
4. Sees that the agenda for the board meeting and any written reports are submitted to the board at least three days before the meeting and that minutes to board meetings are sent out for review no later than ten days after.
5. Reviews all minutes from board and annual meeting(s).
6. Writes a column for the newsletter, works with the board to see that the newsletter contains needed information, reviews the newsletter before it is sent.

7. Arranges that the League Post Office box is checked at least twice a month and maintains a list of board members with keys to the box.
8. Works with the nominating committee to be sure that board positions are filled.
9. Arranges an orientation meeting of the board by the second month of the League year and insures that new board members are aware of their role and the role of the board, and board members receive and review policy book.
10. Is the official representative of the League to the community and the contact point between the community and the Chapter.
11. Signs or approves all letters written in the League's name; signs or approves all contracts on behalf of the League, and approves or designates someone to approve all material including testimony, press releases and official statements and social media posts issued in the name of the League.
12. Is or designates a liaison with the LWV-NCA, LWV-VA, and LWV-US.
13. Ensures that action alerts or other requests for action as well as any reports required by LWV-NCA, LWV-VA and LWV-US are processed in a timely fashion.
14. Sees that a full delegation attends the LWV-NCA, LWV-VA and LWV-US conventions and councils and that they are prepared. Encourages all members to attend all LWV events and helps facilitate their attendance.
15. Works with the Vice President to ensure that the agenda and details of the annual meeting are prepared.
16. May, in the absence or disability of the Treasurer, sign or endorse checks, drafts and other bank documents.
17. Arranges for the annual review of the financial records.
18. Arranges for the bi-annual review of the bylaws by the board or an Ad Hoc Committee.
19. Arranges for the bi-annual review of this policy book by the board.

20. Keeps a “master file” for League and historical records either on paper (if safeguarded for theft and fire) or two currently used electronic formats.
21. Chairs the annual program planning meeting and forwards approved reports to LWV-VA.
22. Maintains, with the Vice President, the current list of electronic passwords, and assures that incoming officers and webmaster receive appropriate passwords upon taking office
23. May approve expenditures up to \$75 without board approval.
24. May designate other board members or committee chairs to accomplish these goals on an *ad hoc* basis.
25. May spend up to \$75 on birth, wedding, condolence gifts for active or long-term members at his/her discretion or as requested by board member(s).

#### Vice President

1. Is ex officio member and liaison to the board of all policy study committees.
2. Chairs board meetings in the absence of the President.
3. Develops or designates someone to develop the annual calendar with the Board liaison to the committees.
4. Works with the President to develop the agenda and program for the annual meeting.
5. Serves as a member of the bylaw and policy review committee.
6. In the absence, illness, or disability of the president assumes the duties of the president until the president returns or the board elects a new president.
7. Maintains, with the President, the current list of electronic passwords, and assures that incoming officers and webmaster receive appropriate passwords upon taking office.
8. Reviews and reconciles the bank statement monthly.

## Secretary

1. Sends proposed changes to bylaws to LWV-VA coordinator in time for review before annual meeting.
2. Updates the board list as needed and sends these and annual reports to LWV-VA.
3. Sends updates to board list and other material requested by LWV-NCA.
4. Helps with correspondence as requested by the President.
5. Sends bylaw and policy updates to webmaster as needed.
6. Takes minutes at all board and annual meetings.
7. Prepares minutes and emails to board members for review no later than 10 days business days after each meeting.
8. Sends all historical and informational data to the Arlington County Public Library for archiving.
9. With approval of the President, sends or designates someone to send press releases.
10. Follows Roberts Rule's for minute taking.

## Treasurer

1. Manages all chapter financial accounts.
2. Pays all bills within budgetary allocations as approved by Board.
3. Receives and deposits all income.
4. In coordination with the Membership Chair, makes timely per member payments (PMP) payments to LWV-NCA, LWV-VA and LWV-US.
5. Files local, state, and Federal tax returns as required.
6. Maintains any certificates required for nonprofits by local, state, and national governments.
7. Makes a monthly financial report to the board and annual financial report at the annual meeting.
8. Arranges for an annual review/audit of the books.

## Membership Chair

1. Oversees recruitment of new members.
2. Prepares, updates the membership brochure/flier as needed
3. Welcomes new members.
4. Maintains a record of all members' names, emails, address, and phone numbers.
5. Contacts all prospective members and arranges for them to receive current PDF copies of newsletter.
6. Sends reports to LWV-NCA, LWV-VA and LWV-US as necessary.
7. Works with the Treasurer to submit accurate PMP reports.
8. Conducts membership interest surveys at least twice a year.
9. Sends new member email addresses to newsletter editor and person maintaining the Eventbrite invitation list as received. Sends updates to members who have not renewed once renewal period has closed.
10. Sends renewal notices to members as per current by laws.

## Board Liaison to Committees:

1. Communicates to committees any relevant decisions made by the board as pertaining to that committee or general committee operation.
2. Reports to the board any events, financial expenditures, etc. as per attached guidelines for which committees must get board approval.
3. Receives reports for annual meeting no later than March 1 of every year and submits to the Vice President for inclusion into annual meeting report.

## Voter Services:

1. Is responsible for chapter activities which promote an active and informed electorate, and increased participation in elections.
2. Supervises the preparation of materials for inclusion to Vote 411.org.
3. Supervises the preparation of any voter guides.
4. Arranges for members and other volunteers to conduct voter registration drives.
5. Supervises the high school voter registration service.

6. Looks for venues for which voter registration drives may be conducted.
7. Oversees organization of candidate debates.
8. Updates yearly voter information by September every year.

#### Condominium Board Elections Coordinator

1. Supervises Condominium Board Elections in Arlington.
2. Promotes this program through board approved campaigns.
3. Reports the committee's progress to the board in July and December of every year.

#### Off Board

##### Nominating Committee:

1. Nominates members for elected positions to be filled at annual meeting.
2. Meets by February of each year to establish procedures and review policies for nominations.
3. Announces positions to be filled, requests suggestions from members in a February newsletter, and solicits suggestions at the February board meeting.
4. Contacts prospective nominees and explains the duties of the position, the non-partisan policy and general board duties.
5. Presents the slate of nominees to the board at the March meeting for inclusion in the annual meeting kit.
6. Informs the President of members considered for positions for the President to consider in filling appointive positions.
7. Fills any vacancies that may arise during the year if requested by the President.

##### Events Coordinator -

1. Maintains a list of locations in Arlington suitable for chapter events; contacts, cost, accessibility and hours, etc.

2. Maintains the Eventbrite invitation list with the cooperation of the Membership Chair.
3. Sends invitations to members in a timely fashion as well as sending invitation links to the newsletter editor and press release editor.
4. Updates the committee chair or person sponsoring the event of RSVP count.
5. Sends reminders to members for events.
6. Works with the President and Vice President to find a venue and arrange logistics for the Annual Meeting.
7. Works with voter services chair to arrange for and invite candidates to debates.
8. Arranges logistics, invitations, etc. for pre and post legislative forums.

#### Newsletter Editor:

1. Is responsible for overall preparation and sending of the newsletter, "The Arlington League in Action" on the first and third Wednesdays of the month.
2. Sees that the President or their designee reads the newsletter before being sent.
3. Maintains the file of updated members in the Mail Chimp (or other) account, in coordination with the Membership Chair.
4. Collects article ideas from the Committee chairs for incorporation into the newsletter.
5. Sends a PDF of all newsletters to webmaster, Membership chair, and secretary.

#### Webmaster -

1. Updates the website with events, newsletters, and updates to by-laws and policies.
2. Updates educational and advocacy information provided by committee chairs as approved by the president.
3. Maintains passwords for the website and assures that it is on a current and viable operating system.

4. Assures that the website URL fees are paid.

#### Facebook/Twitter Master -

1. Sends updates on event, educational, and advocacy information provided by committee chairs as approved by the president.

#### Vote 411.org coordinator -

1. Maintains the vote 411.org website.
2. With the voter services chair, writes questions for candidates for county and school board running in both primaries, special and general elections.
3. May survey members for candidate questions.
4. Submits questions to candidates no later than six weeks prior to the election and reminds them, if necessary, of their need to respond.
5. Coordinates as necessary with LWV-VA and other chapters to design questions for regional candidates.

#### Attached Committee Policy Guidelines

This policy book may be revised by future Boards as needed by majority vote



