

## **Job Description**

### **Board Director - LWVHC**

General: The Board of Directors is the administrative and policymaking team for the League. Board members often assume specific duties, but all members of the board are responsible for planning and decision-making in several broad interdependent areas:

- Organization and management: membership growth and participation; adequate financing and realistic budgeting; internal/external communications; visibility; and efficient administrative operations.
- Voter services/citizen information
- Program: study, consensus, advocacy

Duties include but are not limited to:

- Attend and participate in all board meetings and annual retreat.
- Identify and mentor new leaders.
- Promote growth and diversity in membership.
- Support and attend League activities.
- Non-leadership team directors: assume chair or co-chair role for at least one team/committee.
- Become knowledgeable about League positions and practices.
- Represent, explain, and promote the League in the community.
- Understand and abide by the League's nonpartisan policy and DEI policy.
- Assist in fundraising activities.
- Attend state and regional League meetings, and national, if possible.
- Collaboratively set priorities and goals for the organization.
- Carry out overall planning and decision-making.
- Support membership, development and visibility activities.
- Annually sign a memorandum of understanding setting forth the responsibilities of a board director. (copy attached)

## **Memorandum of Understanding for LWVHC Board Members**

The purpose of this Memorandum of Understanding (MOU) is to ensure that each board member understands her or his responsibilities. Each board member will be requested to sign the MOU at the beginning of each fiscal year.

The responsibilities of all board members of the LWVHC are to:

Communicate the Board's work to the organization and the work and values of the organization to the community at large.

Serve as an ambassador for the League in the external community and engage in efforts to recruit new members to the organization.

Attend Board meetings, including annual retreat (planning) consistent with the requirements of the Bylaws. Board members are expected to prepare for Board meetings by reviewing all reports prior to the meeting and to be prepared to take part in meaningful policy discussions.

Be a member of at least one committee or team and serve as needed on special projects or events.

Make your best effort to attend all League special events.

Ensure financial health for the League by providing personal financial support.

Participate in one or more fund raising activities.

Act in the best interests of the organization and recuse yourself from discussions and votes where you have a perceived or actual conflict of interest (financial or otherwise).

Stay informed about what is going on in the organization, bring questions and information to the Board for discussion; take responsibility for actively participating in Board discussions.

Work in good faith with other Board members toward achievement of organizational goals.

Review the financial reports provided to the Board and participate in budget planning.

Anticipate that if you are not fulfilling these obligations you will be contacted by the co-presidents and may be asked to resign from the Board.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## **Job Description**

### **President - LWVHC**

GENERAL: The president and/or co-president is elected for a two-year term and provides the leadership to help ensure that both the organizational and management functions (membership growth, participation, fundraising, realistic budgeting, effective communication, efficient administrative operations) and program (study, education, and action) are being addressed within the context of the League of Women Voters mission. The president represents and speaks for the LWVHC throughout the community. Co-presidents would simply divide and share these duties as they determine. The president/co-president is a member of the Leadership Team.

Specifically, the duties include but are not limited to:

- Define the roles and responsibilities of other Board members clearly; update as needed.
- Articulate the key goals of the Board – especially vis-à-vis membership recruitment and involvement, organizational growth, and fundraising to support League’s programs.
- Organize and produce the agenda (with Leadership Team/Board input) before Board meetings.
- Promote LWV and promote/elucidate League mission/goals throughout the community.
- Preside at meetings.
- Maintain ongoing communication with the vice-president on all issues/transactions.
- Maintain ongoing communication with the Board via email, phone, personal contact as needed.
- Represent the LWVHC at conventions, conferences, events, etc. (or designate a representative to do so).
- Sign all official letters and contracts.
- Disseminate state and national League information to appropriate Board and off-board members; encourage said members to visit online websites regularly to access information and remain current.
- Maintain ongoing personal contact with League members through email, phone calls, meetings, contact at events, notes.
- Contact each new member to welcome to the League and to find a “niche” for involvement.
- Ensure that policies of the League are understood and followed by the membership.
- Delegate responsibilities and activities to other members that will “grow” the organization as well as the individual’s capacity for leadership.
- Facilitate an annual leadership retreat-workshop (all Board and off-board chairs) for program planning and team building to prepare for the coming calendar year.

## **Job Description**

### **Vice-President - LWVHC**

GENERAL: The position of vice-president is a two year position as designated in the LWVHC Bylaws. The vice-president is a member of the Leadership Team. The vice-president assumes the duties of the president when the president is temporarily unavailable. At all other times, the vice-president serves to assist the president in fulfilling the mission and the vision of the League's established goals and positions and shall perform such other functions that may be incident to the office. The vice-president may also volunteer for or be assigned a specific area of focus by the president.

Duties include but are not limited to:

- To assist committee/team chairs in reaching their program and focus goals by communicating on a regular basis with those committee chairs as designated by the president and report back as necessary.
- To attend committee/team meetings as needed to support their program and focus goals.
- To assist in communication and team building techniques of committees/teams/Board.
- To maintain ongoing communication with the president/Board concerning progress and outcomes of the goals of the committees/teams.
- Assure that policies of the League are understood and followed by the membership.
- Represent the LWVHC at conventions, conferences, events, etc.
- Maintain an inventory of LWVHC equipment and current location. This list should be reviewed annually to make sure that items have not been removed and that locations are still accessible.

## **Job Description**

### **Secretary - LWVHC**

General: The position of secretary is a two year position as designated in the LWVHC Bylaws. The secretary is a member of the Leadership Team. Per the LWVHC Bylaws, the secretary shall keep minutes of all Board meetings, Leadership Team minutes, and the annual meeting. They shall sign, with the president, all contracts and other instruments when so authorized by the Board and shall perform such other functions that may be incident to the office.

The secretary Shall:

- Keep an accurate record of the terms of office of officers, directors, team/committee chairs, off-board leadership and job descriptions. Advise the Nominating Committee chair of expiring terms in a given year.
- Keep a concise listing of policies passed or rescinded. The same shall be referenced with accurate dates of changes and revisions. Current Bylaws, Standing Rules and Policies will be accessible on our website.
- Keep attendance of Board members at all scheduled meetings.
- Maintain a hard copy of all current year minutes. In addition, the same information shall be archived on the LWVHC website and an electronic storage device which shall be transferred for safekeeping at BRCC annually.
- Keep current on correspondence such as acknowledgement of donations, condolence on illness/death, and notes of thanks to members and others as appropriate (e.g. program speakers, individuals providing information or technical assistance, public officials).

## **Job Description**

### **Treasurer - LWVHC**

GENERAL: The position of treasurer is a two year position as designated in the LWVHC Bylaws. The treasurer is a member of the Leadership Team. The treasurer shall keep the Board informed of the overall financial condition of the organization and make responsible recommendations to the Board regarding investments, expenditures, and fundraising. The treasurer contributes to the overall mission of the LWVHC and supports Board members in their specific roles whenever possible.

Duties include but are not limited to:

- Keep accurate records of members' dues, donations, and fundraising.
- Arrange for deposits to be made in a responsible manner, i.e., duplicate copies will be available.
- Pay bills presented and approved by the Board in a timely manner.
- Maintain a record of monthly income and expenditures and present a monthly report to the Board together with YTD, amount budgeted, and differences (or balance).
- Make per member payments (PMP) to national and state when due on an annual, semiannual, or quarterly basis as funds dictate.
- Communicate regularly with Membership Committee chair concerning the status of current members and date their member dues are paid.
- Assure that the LWVUS membership roster is updated on an ongoing basis.
- Prepare financial reports for the annual meeting according to the Bylaws.
- Provide any other financial reports the Board may need or request.
- File the required IRS Form 990-N and the annual financial report for the NC Charitable Solicitation License exemption by annual due date.
- Have financial records available for audit yearly.
- Serve as chair of the Finance Committee.

## **Job Description**

### **Team/Committee Chair**

This has been developed to assist leaders in their roles, to clarify expectations, and to standardize procedures. Team/committee chairs are encouraged to come to the Leadership Team with any/all questions or concerns as it is our intention to support every team chair as they support the work of the LWVHC.

- In keeping with LWVHC policies, chairs are responsible for their meetings' actions and discussions being non-partisan. In addition, there shall be no barriers to full participation in any activities of LWVHC. LWVHC is committed to providing an inclusive and welcoming environment for all. When planning meetings, teams/committees shall consider DEI issues such as accessibility, cost, time of meeting, and any special accommodations required or requested by attendees.
- Establish goals for the team/committee's actions.
- Prepare agenda, alert members, make arrangements for meeting space, chair meeting. Make a monthly report to the Board on activities/actions/decisions. Respond to inquiries about membership on team/committee and requests for presentations.
- Participate in topical LWVNC events, and work/co-team with other non-partisan coalition groups (such as Immigration Network, Voter Services Network, ERA Alliance), if appropriate to your group.
- Keep the team/committee's part of the website current by checking and refreshing content, sending changes and advocacy actions to Communications Team.
- Plan & execute a general program or lunch & learn presentation at least once per year, working with the Board on logistics (if appropriate for your team/committee).
- All written communications with the press and non-league members must be coordinated with and approved by the Leadership Team.
- Manage budgeted funds of your team/committee. These funds are for administrative costs of the team/committee; any other use needs Board approval. If funding needs are beyond the budgeted amount, please convey those needs to the Leadership Team. The Board will decide if your needs can be met by the Board itself or if application could be directed to the Education Fund.
- Submit budget request for the next fiscal year to Finance Committee in March and team/committee report for Annual Meeting Program in May.
- Identify and encourage possible future league leaders within your team/committee and inform Board/Nominating Committee.