

## Officer and Director Positions and Descriptions

- The descriptions below include many possible actions that an officer and director could take. The minimum tasks needed are noted by an asterisk\* below.
- Board Members volunteer according to their time available, talents, and interests.
- The term for the positions is two years.
- The board typically meets once a month via Zoom.
- All officers and directors must be League of Women Voters of Westmoreland County (LWVWC) members.
- All officers and directors will be on the LWVWC Board which is also called the leadership team.
- The LWVWC Nonpartisan Policy has specific requirements for who is eligible for the leadership team.
- The officer position descriptions below include duties identified in the LWVWC bylaws.
- When turning over the role held to another person, the officer or director leaving should serve as a mentor to the member who is new to the position.

### Officers

- **President**
- **Vice-President**
- **Secretary**
- **Treasurer**

### Directors

- **Voter Services**
- **Civic Education in Schools and Community**
- **Membership**
- **Diversity, Equity, and Inclusion**
- **Communications, Publicity and Public Relations**
- **Social Media/Webmaster**
- **Finance (Fundraising)**
- **Program/Advocacy**

## Position Descriptions

### Officers

Officers are responsible for planning and overseeing the implementation of LWVWC's voter service, civic education and program/advocacy activities and for helping members gain understanding of LWVWC policies and procedures.

#### **President**

- Leads the LWVWC.\*
- Convenes and presides over meetings of the organization, the board, and the executive committee.\*

- Empowers and trains LWVWC leaders.\*
- Organizes and delegates LWVWC tasks.\*
- Reads the mail and shares LWV news with the membership.
- Speaks for the LWVWC. Note that only the president, or a member explicitly designated by the president, may speak for the LWVWC.\*
- Serves as an ex officio member of all committees except the nominating committee.
- May sign or endorse checks, drafts and notes in the absence or disability of the treasurer.

### **Vice-President**

- Assists the president and fills in for her/him when necessary.\*
- Takes on other open roles such as webmaster, programming, or fundraising, ideally matching the person's skill set and LWVWC's needs until LWVWC grows sufficiently to appoint more volunteer leaders.

### **Secretary**

- Keeps minutes of the membership, board, and executive committee meetings and makes the minutes available to the applicable members.\*
- The secretary shall notify all officers and directors of their election and shall sign along with the president all contracts and other instruments when so authorized by the board.\*
- Notifies the League of Women Voters of Pennsylvania (LWVPA) of changes in leadership.\*
- Maintains the record of attendance at all meetings.\*
- Notifies members of meetings and activities.
- Maintains an electronic file of all minutes.

### **Treasurer**

- Oversees all LWVWC financial records. Assists board members with financial information as needed.\*
- Collects and receives all monies due.\*
- Is the custodian of these monies, shall deposit them in a timely fashion in an authorized financial institution designated by the Board of Directors, and shall disburse the same with an approved budget or upon order of the Board.\*
- Sets up access to the LWVWC's banking account to allow one member who is not listed on the account to view bank transactions.\*
- Presents statements to the Board at its regular meetings and a report to the Annual Meeting.\*
- Delivers the books for a financial review to a qualified accountant, or two or three members appointed by the President, no later than 90 days after the close of each fiscal year.\*
- Manages money and keeps systematic record of income and expenditures in compliance with all applicable laws and regulations and in keeping with generally accepted accounting procedures, including required retention of financial records.\*
- When required, forwards the per-member-payment to the League of Women Voters of the United States (LWVUS) and LWVPA in a timely manner.\*
- Serves as an ex-officio member of the budget committee.\*
- In absence of membership director, maintains membership roster.\*
- Reviews/updates LWVUS roster.\*

### **Directors**

#### **Voter Services**

- Oversees and coordinates the LWVWC's efforts to provide nonpartisan information to voters and to promote citizen participation in elections.\*
- Acts as a liaison between the LWVPA Voter Services Committee and LWVWC's VOTE411 committee.\*
- Oversees a voter services committee and provides leadership for LWVWC's voter

registration events, candidate forums, voter guides, and related programs to encourage voter education and voting.

### **Civic Education in Schools and Community**

- Fosters more active and informed citizens by providing nonpartisan, reliable resources and educational opportunities that advance the understanding of our representative government, elections, and voting.\*
- Coordinates efforts for the Timely Topics Speaker Series.

### **Membership**

- Maintains an up-to-date membership list.\*
- Works with the treasurer on dues collection and list maintenance.\*
- Recruits new members.
- Implements strategies to retain current members.
- Provides LWVWC orientation for new members.
- Plans and coordinates special membership recruitment events.
- Works with the DEI director and board to review the LWVWC's goals for diversity, equity, and inclusion and determine action steps for the year.
- Works with board members and committee chairs to match members, new and old, with opportunities for LWVWC involvement, recognizing that involvement is optional.

### **Diversity, Equity, and Inclusion**

- Takes action to further diversity, equity and inclusion in the LWVWC and the work of LWVWC.\*
- Is the DEI liaison to the LWVPA Equity Team and coordinates local DEI programming sponsored by LWVPA.\*
- Develops and implements LWVWC diversity, racial equity and inclusion goals.
- Builds pro-active relationships within the LWVWC, within the community, and with other community organizations.
- Works with members to reach out to groups that are underrepresented in LWVWC membership.

### **Communications, Publicity and Public Relations**

- Promotes LWVWC's image and activities in the community and informs the public of LWVWC services, positions, membership opportunities and fundraising efforts.\*
- Circulates news of LWVWC through the media.
- Works with the board to build and implement a communications strategy for every LWVWC activity. Explores all means of promoting LWVWC: media releases, op-ed pieces, radio/television appearances, press conferences, exhibits, and displays.\*
- Develops and maintains personal contact with media representatives.
- Maintains an up-to-date list of media contacts, as well as a list of organizations for networking.
- Develops all media releases, with the approval of the president, and directs the releases to all appropriate contacts.
- Creates regular newsletters or emails to members and non-members that serve as an organizational and activity information link for current members, as a recruitment tool for new members, and as a public relations vehicle in the community.
- To ensure consistency for LWVWC communications/publicity, reviews content and works with members handling social media and website efforts.

## **Social Media/Webmaster**

- Social Media
  - Publishes a steady stream of information on the constantly changing election law landscape, including original graphics and videos, to help people navigate new mail-in and "over-the-counter" voting options using Facebook, Twitter, and YouTube.\*
- Webmaster
  - Creates and maintains an up-to-date website.\*
  - Coordinates website content to include features usually published in a LWVWC newsletter.\*
  - Maintains current information on how to vote in upcoming elections.\*
  - Adds important voting and LWVWC dates to the website's calendar.\*

## **Finance (Fundraising)**

- Plans and directs the fundraising activities necessary to carry out the LWVWC's plans, including direct solicitations, special fundraising projects or events, and grant applications.\*
- Ensures that contributors are thanked promptly via website software or via letter.\*
- Keeps the contributor list up to date. Collects names of potential individual and business contributors and adds names of new donors.\*
- Makes the case, or rationale, to the community for financially supporting the LWVWC.
- Establishes a system for an annual finance drive so it will continue when personnel changes.
- Encourages board members to assist with fundraising efforts by providing names of new prospects, making personal contacts, and being aware of the funding potential of LWVWC activities.
- Serves on the budget committee.

## **Program/Advocacy**

- Supports LWVWC's mission and goals by communicating with government officials and organizing members. Activities include writing letters, making phone calls, visiting public officials, testifying at hearings, and mobilizing public support.\*
- Oversees and coordinates LWVWC's advocacy efforts to implement LWVWC program/positions.\*
- Assists the board in developing strategies to achieve action goals.
- Is informed about and coordinates the LWVWC response to local, state and national LWV program positions and action priorities.
- Makes certain that requests for action from LWVPA and LWVUS receive prompt attention, ensuring that pertinent action guidelines are followed.
- Encourages action at the local level.
- Reports to the LWVUS and LWVPA on the action taken and replies received.
- Maintains files on action taken and replies received.
- Maintains contact with local, state and national legislators and officials.
- Arranges and documents periodic interviews with state and national legislators, as requested, and with local elected officials.