



League of Women Voters of New Mexico Job Description - Natural Resources Chair

Role: Initiate, lead and coordinate activities for the state League of Women Voters related to natural resources in the State of New Mexico.

Responsibilities:

- Stay informed about state and local natural resource issues.
- Review and be knowledgeable about the state League positions related to natural resource issues.
- Ensure that positions are updated periodically (perhaps every five years).
- Form a committee by inviting local League directors of natural resources (or nominees by local boards) to join.
 - Chair committee meetings.
 - Develop, with committee members, a work plan and time table.
 - Disseminate information to committee members, Board, and local League members.
 - Communicate with local League newsletter editors, web master, and outside newspapers.
 - Develop unit meeting presentations and reach consensus on studies, when applicable.
 - Compile succinct documentation of committee work for LWV files.
 - Develop and monitor board-approved budget, submitting expenditures and bills to Treasurer in a timely way.
 - Mentor state and local League committee members about strategies for taking action.
 - Inform the Board of committee plans, activities, successes, and problems.
 - Coordinate selection of committee members with Membership Director(s).

Take Action on LWV positions:

- Identify opportunities for involvement in state natural resources issues.
 - Organize studies applicable to state-wide issues that can be developed into positions that lead to state and local advocacy actions.
 - Participate in state and local educational events that bring to the attention of the public issues and concerns about natural resources.
 - Advocate in state and local governmental bodies about natural resources issues.
 - Enlist the LWV Action Committee to identify opportunities for action and lobbying efforts.
 - Collaborate with other organizations and coalitions on natural resource issues consistent with the state League position.