



League of Women Voters of New Mexico Job Description - President and Vice President

Roles:

The President provides general leadership and serves as LWV spokesperson to the community. The Vice President assumes this role in the event of absence, resignation, disability or death of the president. The Vice President also serves as a sounding board or advisor to the President. The President and Vice President share the responsibilities outlined below, depending on the interests and talents of the two. As officers of the League, the President and Vice President are members of the board of directors.

Responsibilities:

Oversee League program and activities

- Ensure League involvement in key program areas by assisting the board to establish goals and priorities (strategic planning)
- Work with committee chairs and local Leagues to coordinate the development of state program study and action items
- Assist officers/directors in obtaining resources needed to accomplish jobs
- Develop annual calendar of activities
- Coordinate planning of annual meetings (state Council and Convention)
- Prepare agenda for and preside over board meetings
- Review board meeting minutes before distribution to members
- Keep board and members informed about organization activities
- Monitor progress on activities through contact with board members and local League presidents
- Ensure compliance with bylaws
- Maintain financial soundness of League

Represent and promote the League in the community

- Review all public statements before release
- Deliver public statements
- Sign official correspondence
- Review newsletter and other official documents before publication
- Respond to correspondence

Develop League leadership

- Encourage total board responsibility for program
- Delegate responsibilities with assistance of other officers
- Ensure board member training
- Recognize members' achievements
- Facilitate maintenance of portfolios and transition of positions

Serve as liaison with other Leagues

- Attend local, state and national programs, conventions, workshops, etc.
- Ensure that obligations to national office are met
- Monitor national League listservs and communicate useful information from national and

other state Leagues to board

Maintain information systems for conducting League business

Ensure functioning state office system or other arrangement for public contact

Facilitate communication among board members

Ensure that program and action chairs work with local League publicity chairs and newsletter editors to present activities to public

Identify records that need to be archived and ensure that they are generated in a timely manner

ACTIVITY SCHEDULE:

BI-MONTHLY: Prepare agenda for board meeting:

- Review previous meeting's agenda for open items
- Send draft agenda to board and ask for additions
- Provide final agenda to Secretary seven days in advance of meeting for mailing with minutes
- Preside over board meeting
- Review minutes before distribution to board

AS NEEDED:

- Consult with officers and program chairs regarding status of activities; assist in resolving problems
- Read and act upon LWVUS communications:
 - Ensure that pertinent information is given to chairs, newsletter editor, etc.
 - Identify potential agenda items
 - File items appropriately
- Read and sign all correspondence or public statements produced in name of LWVNM
- Create or identify records for archives

APRIL-MAY:

- Prepare state Convention/Council agenda
- Review local, state and national LWV bylaws
- Attend state convention/council
- Draft agenda for post-convention/council board meeting, including at a minimum
 - Calendar for board meetings
 - Calendar for *La Palabra*
 - Review of non partisan policy and other essential policies
- [odd numbered years] Ensure that portfolios are passed to the persons assuming responsibility
- [odd numbered years] Ensure that board policies and procedures are distributed to all board members
- Review publications and materials that board members should have
- Ensure that annual records are complete and filed

JUNE-JULY:

- [odd numbered years] Complete board appointments
- Develop board member roster with responsibilities and contact info; distribute to board members
- [even numbered years] Ensure collection of state-level info for Voters Guides begins
- Attend LWVUS Council/Convention
- Develop agenda for July board meeting to include:
 - Strategic planning for upcoming year
 - State study schedules and approvals as required
- Work with newsletter editor to compile Summer *La Palabra*

AUGUST-SEPTEMBER:

- Arrange board training as determined
- Develop agenda for September board meeting, which may include:
 - Review/update of board policies and procedures
- Work with newsletter editor to compile Fall *La Palabra*

OCTOBER-NOVEMBER:

- Develop agenda for November board meeting, to include:
 - Planning for upcoming legislative session and League Day
 - [even-numbered years] Candidates for nominating and budget committee
- Work with newsletter editor to compile Winter *La Palabra*, including first call to Council/Convention.

DECEMBER-JANUARY:

- [even numbered Decembers] Ensure post-election update and distribution of state *Voters Key*
- [even numbered Decembers] Appoint budget committee and initiate development of next two-year budget
- Ensure League Day plans are finalized
- Develop agenda for January board meeting, to include:
 - Approval of appointments to committees
- [odd numbered Januaries] Initiate review of state LWV bylaws by an ad hoc committee
- [odd numbered Januaries] Initiate work of nominating committee

FEBRUARY-MARCH:

- Develop March board meeting agenda, to include:
 - [even numbered years] Review/adjust second year of two year-budget
 - [odd numbered years] Bylaws revisions
 - [odd numbered years] Program planning recommendations
 - [odd numbered years] Nominating committee report
- Finalize Council/Convention plans
- Work with newsletter editor to compile Spring *La Palabra*, including information for Council/Convention.

ARCHIVE CHECKLIST

DOCUMENT	COMMENTS
Agendas & minutes of board meetings	
Council/Convention invitation & agenda	
Council/Convention minutes	
Board member roster	
Budget & Treasurer's reports	
Board Policies and Procedures	
Correspondence	
Letters to Editor	
Membership roster	
Newsletters	
Publications	
Publicity	
Special events information	
Study results	
Voters Guides	
Voters Key	
Year in Review – summary of work	