



## League of Women Voters of New Mexico Job Description - Program Chair

Updated July 20, 2013

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### **Roles:**

- Initiate, lead, and coordinate program-related activities for LWVNM with assistance from standing or ad hoc committees.
- Program Chair may be an “On-Board” or “Off-Board” position.

### **Responsibilities:**

Review LWVNM positions in order to

- Assess each position to determine if it is current and addresses necessary issues.
- Propose updates to positions if needed and identify the appropriate process for making such updates (member study and agreement through consensus; formulation of a position for the Board of Directors; concurrence with a position of state or local leagues (LWVUS, <http://www.lwv.org/content/overview-program>).

The Board approves the method of forming a position and determines whether consensus has been reached.

Facilitate communication among local Leagues on activities on program issues as needed.

Activities may include

- Contributing articles to *La Palabra*.
- Communicating with local League program chairs, including providing information on studies and development of positions.
- Suggesting state-level presentations on issues in conjunction with the Board of Directors and assist in coordinating them, in collaboration with other members.

Stay informed about and participate in, LWVNM action and advocacy activities, when possible.