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| Logo%20jpeg | League of Women Voters of New Mexico  Job Description - Program Director  Updated December 2020 |

**Role**

The Program Director initiates, leads, and coordinates program-related activities for LWVNM with assistance from standing or ad hoc committees.

**Responsibilities**

The Program Director will 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, or concurrence (see Concurrence Policy) or simply Board approval for minor changes;
* provide guidance for those who would like to propose a study;
* provide guidance for study committees.

The Program Director will maintain the positions records including the history. The Director will:

* provide the current Word and PDF documents to the webmaster for posting;
* present any changes approved by the Board to the Convention and notify the Archivist of changes following the Convention.

The Program Director will facilitate communication among local Leagues about 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 and assisting in coordinating them in collaboration with other members.

The Program Director will stay informed about and participate in LWVNM action and advocacy activities when possible.

Note: The Board approves the method of forming a position, approves the consensus questions, and determines whether consensus has been reached. The Board must approve the wording of a new position.