



Leader Roles

Directors

The authority for the whole organization rests with the board of directors. The board makes decisions and organizes activities. Board members may also have specific responsibilities.

General responsibilities

- Attends board meetings (gives notification if unable to attend)
- Is a board member first; a specific chair second
- Assists in overall planning and decision-making
- Supports and attends LWV-CC activities
- Explains and promotes LWV-CC in the community
- Understands and maintains LWV-CC's nonpartisan policy
- Attends state, regional, and national meetings as delegated
- Assists in fundraising activities and makes a personal contribution to the organization
- Promotes membership and leadership development

Specific responsibilities

- Carries out specific assignments
- Keeps an electronic file of documents
- Meets deadlines: newsletter, publicity, reports to state and national offices
- Responds to e-mail or other communications promptly
- Brings proposals to board for discussion and decisions
- Obtains board approval prior to taking action unless the action is ongoing
- Trains successor and passes on files

Officers

President

The president is the presiding officer of the organization, providing leadership in carrying out the mission and work of LWV-CC in the local community and emphasizing priorities set by the board of directors. The president coordinates interaction among officers, committees, and members so that organizational activities achieve maximum impact. Responsibilities include:

- Ensures that every LWV-CC activity contributes in some way to accomplishing the mission

- Works closely with board of directors in setting priorities, solving problems, and achieving results
- Appoints directors and committee members and assigns duties, as needed
- Maintains communication with and provides consultation to committee chairs: Advises chairs of dates, deadlines, and actions relating to their responsibilities; encourages coordination among chairs
- Disseminates materials from the state and national organizations to the board of directors and membership, as appropriate
- Prepares agenda with input from board members for and presides over meetings of the membership and meetings of the board of directors
- Prepares an annual calendar of local events, incorporating dates set by the state board
- Serves as an ex officio member on all local committees, except the Nominating Committee
- Represents LWV-CC to the local community, expanding LWV-CC's network of friends and colleagues in other organizations in the community
- Attends and participates in state training sessions and convention
- Signs all contracts, along with the secretary
- Ensures that the website homepage is up-to-date
- Prepares the annual meeting workbook, containing items to be approved at the meeting

1st Vice President, Program

The 1st vice president coordinates and supervises all program activities of LWV-CC. In the event of the absence, disability, resignation, or death of the president, the 1st vice president will perform the duties of the president until the board of directors selects one of its members to fill the vacancy. Responsibilities include:

- Coordinates annual program planning in preparation for approval by the board of directors and, subsequently, the membership
- Assists the president in choosing program committee chairs
- Disseminates state and national program information to appropriate program committee chairs
- Schedules consensus meetings
- Assists program chairs in performing their work
- Works closely with editor of the newsletter in publishing program materials prior to consensus meetings and in follow-up reports of program activities
- Updates and files local program positions
- Ensures that the website program-related information is up-to-date
- Submits an annual report to members

2nd Vice President, Voters Service

The 2nd vice president coordinates and supervises all voters service activities in the local community, providing leadership in educating citizens about candidate views, ballot initiatives, and a range of specific critical public policy issues. Responsibilities include:

- Ensures adherence to the provision of nonpartisan, unbiased, and factual information
- Assists the president in choosing members of the Voters Service Committee
- Prepares an annual calendar of voters service activities
- Works closely with members of the Voters Service Committee to:
 - Prepare Voters Guides before elections
 - Update and publish Guide to Elected Officials for Collin County Voters
 - Conduct voter registration drives
 - Sponsor candidate forums
 - Provide up-to-date information on registration and voting procedures to the public
 - Provide year-round assistance to the public in understanding, using, and participating in aspects of government and politics
- Reviews and updates voters service policies with the board of directors annually
- Ensures that the website voters service information is up-to-date
- Submits an annual report to members

Secretary

The secretary maintains the minutes of LWV-CC meetings. The minutes of meetings become the legal records of history of the organization. Responsibilities include:

- Takes minutes at all board meetings, the annual meeting, and any general business meeting; and, if requested by the president or board of directors, at program or other general meetings
- Records any changes to the minutes of the previous meeting in the minutes of the current meeting
- Transcribes notes from the meeting into a draft of the minutes for review by the president as soon as possible after the meeting
- Disseminates the draft minutes to the board of directors following review by the president
- Submits a copy of the minutes to the state office following approval of the minutes by the board of directors, attaching any reports/information distributed at the meeting or referred to in the minutes
- Signs all contracts, along with the president
- Assists the president in the preparation of the annual meeting workbook, containing items to be approved at the meeting

Treasurer

The treasurer manages funds and the budget adopted by members at the annual meeting. In addition, the treasurer interprets the budget and the financial status to the board of directors and membership. Responsibilities include:

- Deposits receipts and pays bills promptly
- Keeps a systematic record of all income and expenditures
- Maintains bank accounts
- Manages the PO Box
- Presents a treasurer's report at each board meeting and the annual meeting
- Coordinates preparation, presentation, and adoption of annual budget
 - Chairs a budget committee, consisting of three members appointed by the president: the treasurer, one additional board member, and one non-board member. The committee shall prepare a proposed budget for the next fiscal year.
 - Presents a proposed budget for the next fiscal year to the board of directors for review and approval 2 months prior to the annual meeting
 - Ensures that the proposed budget approved by the board of directors is sent to the members 1 month prior to the annual meeting
- Files other financial reports as required by state and national organizations, the state of Texas, and the IRS
- Ensures that the treasurer's records are reviewed annually, either by an outside auditor or an audit committee appointed by the board of directors
- Adheres to the LWVTX financial records retention policies

Chairs and Committees

Advocacy Chair

- Coordinate advocacy for LWV positions to officials, the public, and members.
- Lead the Advocacy Committee.
- Coordinate legislative interviews and state Lobby Day participation.
- Report Advocacy status to Program VP.

Advocacy Committee

- Advocate for LWV positions using letters, meetings, and other methods.

Audit Committee

- Conduct annual audit of LWV-CC financial accounts for accuracy.
- Report results to board.

Budget Chair (Treasurer)

- Lead the Budget Committee.

- Present proposed budget to the board.
- Present proposed budget at the annual meeting.

Budget Committee

- Prepare a one-year budget for approval by members at the annual meeting.

Bylaws Chair

- Lead the Bylaws Committee.
- Present suggested bylaws changes to the board.
- Submit approved changes to state board for review.
- Present proposed changes at annual meeting.

Bylaws Committee

- Perform annual review of bylaws and suggest changes.

Communications Chair

- Identify communication mechanisms and tool owners.
- Manage the content and timing of communications across all media types.
- Ensure appropriate review and approval for all communications.
- Adhere to LWV branding and policies.
- Collect communication metrics.
- Lead the Communications Committee.
- Report Communications status to the board.

Communications Committee

- Use various media to communicate with members and the public about LWV-CC activities and events.
- See descriptions of Cyber and Facebook Chairs and Committees.

Cyber Chair

- Organize website content to serve the public and members.
- Point of contact for all website and online tool requests.
- Get budget approval for domain renewal and website software.
- Lead the Cyber Committee.
- Report website and tool status to the Communications Chair.

Cyber Committee

- Maintain the website.
- Manage activity signups using an online tool.
- Create and monitor online surveys.

- Integrate and maintain an online payment tool for the website.
- Post videos and slideshows on YouTube.

Facebook Chair

- Organize Facebook content to serve the public and members.
- Lead the Facebook Committee.
- Report Facebook status and metrics to the Communications Chair.

Facebook Committee

- Post articles about LWV-CC events.
- Share LWVTX and LWVUS posts.

Fundraising Chair

- Recommend fundraising methods to the board.
- Organize and track fundraising.
- Lead the Fundraising Committee.
- Report Fundraising status to the board.

Fundraising Committee

- Plan and implement fundraising activities.

GEO (Guide to Elected Officials) Chair

- Maintain lists of local, county, and state elected officials.
- Update online GEO documents within one month of elections.
- Lead the GEO Committee.
- Report GEO status to Voter Services VP.

GEO (Guide to Elected Officials) Committee

- Maintain lists of local, county, and state elected officials. Update elected official role description documents.

Luncheon Chair

- Organize a luncheon to honor Collin County women.
- Lead the Luncheon Committee.
- Report luncheon status and financial results to the board.
- Provide luncheon information to the Communications Chair.

Luncheon Committee

- Plan and implement an annual luncheon.
- Identify a theme and issue invitations.

- Manage the budget, including the venue, food, and other supplies.
- Luncheon role may include moderator, photographer, decorator, reception, greeter, and table host.

Membership Chair

- Maintain official roster of members and their contact information.
- Report membership information to state and national organizations as needed.
- Lead the Membership Committee.
- Report membership status to the board.

Membership Committee

- Recruit, retain, and engage members.
- Contact members about renewal.
- Match members with volunteer roles.

Membership & Leadership Development (MLD) Liaison

- Participate in monthly conference calls with LWV-TX coach to discuss MLD best practices.
- Report MLD status to the board.

Nominating Committee Chair

- Produce a slate of nominees for officers, directors, and the next Nominating Chair.
- Lead the Nominating Committee.
- Report nomination status to the board.

Nominating Committee

- Contact office holders and directors to discover their intentions and interests.
- Enlist members to fill openings.

Observer Corps Chair

- Enlist members to attend local government meetings.
- Provide report forms to members, and collect reports.
- Publicize a list of government meetings.
- Lead the Observer Corps.
- Report Observer Corps status to the board.

Observer Corps

- Attend local government meetings and submit reports.

Parliamentarian

- Ensure adherence to parliamentary rules during board meetings and annual meeting.

Program Committee Chair

- Lead committee to plan and carry out activities related to a specific program item, such as a study or forum.
- Recruit committee members and conduct meetings.
- Report committee status to Program VP.

Program Committee

- Plan and carry out activities related to a specific program item.

Speakers Bureau Chair

- Proactively identify speaking engagements.
- Ensure that presentations are reviewed and approved.
- Prepare LWV-CC speakers.
- Provide information about public speaking engagements to the Communications Chair.
- Lead the Speakers Bureau.
- Report Speakers Bureau status to the board.

Speakers Bureau

- Perform LWV-CC presentations for community organizations.

VOTE411 Chair

- Use the VOTE411 tool to communicate with candidates according to the Voters Guide and forum timelines.
- Attain GIS information, as needed.
- Export candidates' responses for Voters Guides.

Voter Registration Chair

- Plan voter registration events, including recruiting volunteers.
- Maintain a Volunteer Deputy Registrar (VDR) email distribution list.
- Maintain a tracking spreadsheet with quantity of voter registrations per county.
- Maintain a contact list for voter registration events.
- Lead the Voter Registration Committee.
- Report VR status to Voter Services VP.

Voter Registration Committee

- Become a Volunteer Deputy Registrar and register voters.
- Identify voter registration locations and help arrange events.

Voters Guide Chair

- Create printable Voters Guides using candidates' responses to questions.
- Develop relevant, timely candidate questions at least 3 months prior to elections.
- Maintain a spreadsheet of candidates, including valid email addresses.
- Define a timeline of candidate communication for VOTE411.
- Recruit and train Voters Guide volunteers.
- Advertise the availability of Voters Guides.
- Distribute printed Voters Guides.
- Lead the Voters Guide Committee.
- Report VG status to Voter Services VP.

Voters Guide Committee

- Create Voters Guides (VG) prior to elections. VG roles may include preparing questions, collecting candidate contact information, and creating printable Voters Guides.

Voters Service Forum Chair

- Plan forums for voter education.
- Ensure adherence to forum policies.
- Recruit and train forum volunteers.
- Maintain forum guidance documents to share with other organizations.
- Define a timeline of candidate communication for VOTE411.
- Assist other organizations with forum guidance and/or volunteers.
- Lead the Forum Committee.
- Report Forum status to Voter Services VP.

Voters Service Forum Committee

- Help organize forums. Forum roles may include volunteer coordinator, mic manager, room setup, reception, table setup, moderator, timekeeper, question sorter, and bottled water.