

Brief Portfolio Descriptions: LWVDC Board

General Expectations of all Board Members:

- Attend and actively participate in monthly Board meetings
- Fulfill portfolio assignment(s) and consider additional ways to participate in or initiate activities
- Attend several monthly Issues Forums
- Regularly check LWVDC email and attachments along with email and attachments from all LWVDC Board members, and respond accordingly
- Diligently observe all LWVDC deadlines, especially deadlines for submission of items for the *Bulletin* and for the Annual Report
- Become knowledgeable of parliamentary rules of order, budgetary matters, the LWVDC Bylaws, the LWVDC Policies and Procedures, the LWVDC Positions, and LWVDC past practices
- Consider making a donation to LWVDC during one of the member-appeal projects
- Work constructively with other Board members, members, and the office administrator
- Submit Board portfolio items for the *Annual Report* to showcase accomplishments, to reflect on the year's work, and to offer ideas for the forthcoming year
- *LWVDC Bylaws: Article IV Board of Directors, Section 3 Vacancies: "...Three consecutive absences from a Board meeting, of any member, without a valid reason, shall be deemed a resignation."*

President

- According to the *LWVDC Bylaws*, the President shall perform the following duties:
 - Preside at all meetings of the organization
 - Preside at all meetings of the Board of Directors and Executive Committee
 - In the absence or disability of the Treasurer and Accountant, sign or endorse checks, drafts and notes
 - Be an ex-officio member of all other committees except the Nominating Committee
 - Have such usual powers of supervision and management as may pertain to the office of the President
 - Shall perform such other duties as may be designated by the Board
- Past practice demonstrates that the LWVDC President:
- Maintains regular email, phone, or in-person communication with the office administrator, the Board Executive Committee, and Board of Directors
 - Sets up a monthly Board meeting time that best accommodates the schedule of the Board members
 - Establishes the Board agenda in a timely manner and arranges with the office administrator any procedures for distribution to the Board
 - Opens and closes the monthly General Meetings/Issues Forums and the Lively Issues Luncheon event
 - Presides at the Annual Meeting

- Functions as spokesperson for LWVDC, along with other so-designated members
- Typically writes a monthly column for the LWVDC *Bulletin*
- May sign, as needed or as arranged with the office administrator or committee/project chair, official letters, or statements (such as letter to the CA-candidates; letters for member-renewal, for donations acknowledgements)
- Holds an initial staff meeting with the office administrator in late May or early June and thereafter, as needed.
- Stands ready to supervise work of the office administrator, when needed, so as to maintain calendar of project tasks and deadlines, or delegate another Board member or LWVDC member to do so.
- If cannot be at a meeting, designates another Board member to preside.

Vice President

Position Overview:

Per the Bylaws: "The President-Elect (or Vice-President) shall serve on the Executive Committee and shall perform such duties as agreed among the President-Elect (or Vice President), the President, and the other members of the Board." Success in this position is highly reflected by success in the Board and organization. This person may have ongoing responsibility for the oversight of member relationships, operational and/or strategic committees, projects and events, policy research, and community outreach. To ensure leadership development, continuity and successful operations, the Vice President may appoint committees with a minimum of two members.

Current Responsibilities and Duties

Weekly

- Stands in for the President in all settings as needed.
- Serves on the Executive Committee.
- Completes tasks assigned by the President/Board in a timely manner.

Monthly

- Submit monthly report to and attend Board of Directors meeting

Annually

- Attend and participate in Board of Directors Strategic Planning
- Submit Annual Report to the Board of Directors
- Develop and submit annual budget requirements for anticipated activities of the office

Necessary Skills and Abilities

- Has knowledge of the structure, process and positions of the national, state and local Leagues
- Works collaboratively with others
- Possesses decision-making skills
- Initiates and leads projects and committees
- Interacts with community partners, elected and appointed officials and the public
- Mentors members with the goal of developing future leaders
- Has the ability to use technology

Secretary

According to the *LWVDC Bylaws*, the Secretary shall perform the following duties:

- Sign, with the President, all contracts and other instruments authorized by the Board
- Perform such other functions as may be incident to the office.
- Keep a complete record of all meetings of the Board of Directors in any one fiscal year
Past practice indicates that the Secretary:
 - Records minutes and submits final version in a timely manner for the office files in electronic form
 - Designates another Board member to record and/or to present for approval the minutes of any meeting that the Secretary cannot attend

[Not currently practiced although stipulated in the *LWVDC Bylaws*: Keep a complete record of all General Meetings; Notify all Officers and Directors of their election; Notify the chairs of committees of any motion adopted by the Board of Directors or by the members which may affect the work of the committee; Notify the members of the Board of Directors of all meetings thereof.]

Treasurer

According to the *LWVDC Bylaws*, the Treasurer shall perform the following duties:

- Be the custodian of the moneys
- Deposit the moneys in an institution designated by the Board of Directors
- Disburse the same only upon order of the Board (including payment of rent, bills to vendors)
- Present statements to the Board at its regular meetings

Bulletin

The *Bulletin* Editor typically:

- Edits the *LWVDC Bulletin* on a timely basis, writing articles, checking with Board members and other members for possible items, and reminding them of the deadlines as is necessary
- Establishes and maintains a due date for all *Bulletin* submissions throughout the fiscal year
- Coordinates completion of the *Bulletin* with the schedule of the office administrator to ensure that the *Bulletin* can be photoduplicated, folded, enveloped [if necessary] and bulk-mailed so that members getting the bulk-mailed *Bulletin* receive it ~10 days before each General Meeting/ Issues Forum

Past practice indicates that *LWVDC's Bulletin* is typically produced for September, October, November, February, March, and April, to correspond with the *LWVDC* calendar for monthly General Meetings/Issues Forums and with the associated provision of study-materials. The December-January *Bulletin* corresponds with the provision of the Member Directory and reservation form for the January Lively Issues Luncheon. The April *Bulletin* mailing also includes formal documents for the May Annual Meeting. The May *Bulletin* features the notice of the May Member Challenge and the acknowledgement listing of the Spring CA-volunteers, among other items.

Generally functioning as the vital link between the organization and the membership, *LWVDC's Bulletin* has often provided information about upcoming Issues Forums and events; a president's column;

locations of unit discussion groups; a periodic listing of donors; Board-meeting descriptions or abbreviated minutes; election-seasonal acknowledgement of members working on *Candidates' Answers*; articles submitted by Board members or by other members; calls for participation in ongoing or upcoming projects; reminders of dues renewal and various deadlines; calendars of upcoming meetings and events. Possible other features might include letters to the editor, summary-reports of unit discussions, interviews of new members, Board members, other members...

As a life-line of communication between the organization and each individual member reader, the *Bulletin* potentially offers a lively venue to encourage active member-interest and member-readiness to participate, to initiate, or to assume leadership positions.

Fundraising

Based largely on past practice, the Board Director of Fundraising establishes a fundraising approach for the fiscal year, retaining existing effective means and creating new ways to raise funds from **members** as well as from **non-members**.

- **Member Giving.** Member donations occur typically **1)** at member-dues-renewal time; **2)** in response to the February 14th LWV-Birthday valentine appeal; and, **3)** since May 2009, in response to the May Member Challenge project. Members may also have opportunities to contribute during special event preparations (such as the Lively Issues Luncheon, the recent Mallard Baseball Social...).
- **Non-Member Giving.** In previous years non-member donations and grants from the Evjue Foundation have targeted LWVDC's voter ID project, the voter-guide *Candidates' Answers*, as well as the Spanish translation of *Candidates' Answers*. Non-member fundraising has become an increasingly difficult challenge, but one that merits revisiting every fiscal year.

Membership

The tasks of the Board Director of Membership typically relate essentially to **member recruitment, member retention, and member renewal**. Some areas of past activity include:

- The **member-renewal letter(s)**. They are typically sent to members of the outgoing fiscal year, and to 50-year members (requesting, in lieu of membership dues, a donation or encouraging some volunteer activity).
- The annual **member activity interest survey**, which is included with the member-renewal mailing
- The letter and packet of information to **new members**
- The letter and LWVDC brochure to **potential members**
- The **annual Fall open house** associated with the September Issues Forum, designed to recruit new members
- The **annual meeting's 50-year Member project**, recognizing members who annually attain 50-year LWV-member status
- **Timely reports for the Bulletin** regarding new members; reminders to renew membership; special member-recruitment activities

Program

More specific details about the tasks of the Board Director in charge of Program are available.

Generally, the Board Director of Program typically:

- Establishes the program for monthly **General Meetings/Issues Forums**, with input from the Board and other members or active study committees
- Establishes the program for the **Lively Issues Luncheon**, with input from the Board and other members
- Establishes the program for the **Annual Meeting**, with input from the Board and other members
- Coordinates or chairs, if necessary, **new committees** which are formed to create monthly study materials and to conduct monthly programs
- Handles **arrangements with speakers** or have the specific monthly program chair do so
- Handles **venue locations, menus, and other program or event arrangements**, or designate another (Board) member to do so
- Invokes occasionally the assistance of the President-Elect or Vice-President in planning particular monthly programs, the Lively Issues Luncheon, or the Annual Meeting

Public Relations / Publicity

The Board Director Public Relations /Publicity typically:

- Creates **publicity for LWVDC monthly program meetings and for LWVDC events**
- Creates **publicity about the availability of *Candidates' Answers***
- May serve as the **general contact spokesperson for LWVDC with local media**, unless that task is otherwise designated.

Voters' Service

The Board Director of Voter Services typically:

- Coordinates **voter registration efforts** at summer farmers' markets and elsewhere
- Is responsible for and coordinates the updating every election season of the "**Voting Information**" section that appears in every *Candidates' Answers*
- Serves as **chief contact and coordinator** for any requests or proposals for special voter service projects
- May directly handle **grant proposals** for the funding of various Voter Service projects
- May **initiate and coordinate new projects in voter services**, such as the recent Voter ID/Birth Certificate project

Past practice has divided the remaining major LWVDC Voter Service activities among other persons, in 5 categories:

1. **Coordinating the production of *Candidates' Answers*** [initial scheduling with Isthmus; creating the candidate-mailing list(s); mailing of candidate letters and questionnaires; monitoring Dane County Clerk and GAB information for candidate updates; handling of candidate responses and file maintenance of same; preparing the copy for the *Isthmus*-insert and for the LWVDC Website; overseeing the proofing sessions; overseeing the bulk-mailing] – office staff. The production of *CA* has been coordinated by the LWVDC office staff since 2003 [see latest revised copy of

Candidates' Answers Guidelines]. Before that, a League member, Mary Bean, handled the entire coordination process.

2. **Scheduling LWVDC volunteers** for the various tasks involved in the production of *Candidates' Answers* [proofreading; pulling and folding inserts; distribution; bulk-mailing] — an LWVDC member
3. **Creating questions for the candidates** covered by *Candidates' Answers* — an LWVDC member coordinator, along with other Leaguers asked by the coordinator to participate in the discussions
4. **Scheduling (and training) moderators for live candidate forums** — an LWVDC member.
5. **Finding (and training) moderators for the TV-interview show “Know Your Candidates,”** creating questions for the TV-interviews of candidates, and handling relations with Madison City Channel — an LWVDC member.