

Portfolio Descriptions: LWVDC Board

General Expectations of all Board Members

- Work constructively with other Board members, members, and staff.
- Attend and actively participate in monthly Board meetings.
- Fulfill portfolio assignment(s) and consider additional ways to participate in or initiate activities.
- Become knowledgeable of parliamentary rules of order, budgetary matters, LWVDC Bylaws, LWVDC Policies and Procedures, LWVDC Positions, and LWVDC past practices.
- Consider making a donation to LWVDC during a member appeal campaign.
- Regularly check LWVDC email and attachments and respond accordingly.
- Submit Board portfolio items for the *Annual Report* to showcase accomplishments, reflect on the year's work, and offer ideas for the forthcoming year.
- Diligently observe all LWVDC deadlines, especially for submitting items for the *Bulletin* and the *Annual Report*.
- Attend Programs, such as Issues Forums, as often as possible.
- *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."

Necessary Skills and Abilities for All Board Members

- Knowledge of League positions and advocacy activities at the national and state level.
- Knowledge of the structure, process, and positions of the national, state, and local Leagues.
- Commitment to adhere to League Policies and Procedures.
- Willing to actively listen and work with diverse viewpoints.
- Employ solid decision-making skills.
- Can initiate and lead projects and committee members.
- Mentor members with the goal of developing future leaders.
- Work collaboratively with others.
- Outreach to members to engage in the action-oriented focus of the LWVDC.
- Basic understanding of budgets and financial reports a plus.
- Willing to learn and use technological tools (e.g., Google Workspace (Google Drive, Google Docs, Google Sheets), Microsoft Office, Zoom).
- Personal skills:
 - Commitment to principles of diversity, equity, and inclusion
 - Openness to learning new skills and attitudes
 - Patience and flexibility in dealing with various personality types
 - Problem-solving attitude
 - Written and oral communication skills
 - Time management skills
 - Willingness to delegate responsibility
 - Willing and able to ask for help from fellow leaders, committee members, and staff when needed

Political Activities

All Board members are encouraged to limit visible partisan political activity. Board members may not run for public office. The President, Voter Service Director, and Fund Development director shall not engage in any visible political or partisan activity (see Policies and Procedures, Section 1. Political Activities for more details).

Terms

Terms run from July 1–June 30.

President

Term of Position: One or two years (two years preferred)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership.

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

Current Responsibilities and Duties:

- Coordinate/support Board governance and projects of the organization.
- Organize and conduct monthly board meetings. Set updates annually for monthly Board meeting times with board members; email reminders for monthly board reports for timely reading and the agenda prior to the meetings; conduct monthly board meetings; write monthly President's Report.
- Maintain regular email, phone, or in-person communication with the Executive Director and office administrator, the Board Executive Committee, and Board of Directors; general correspondence regarding LWV requests; and with the LWVWI office, such as the monthly state phone presidents' conferences.
- Consult with the Executive Director and Executive Committee on public communications such as Letters to the Editor and other issues that need a decision between board meetings; communicate decisions monthly to the board.
- With directors, recruit members to take on leadership roles for non-elected positions such as DEI Director, co-chairs and assistant chairs, and ad hoc committee chairs.
- Open and close the monthly membership meetings/Issues Forums and the Lively Issues Luncheon.
- Plan and conduct the Annual Membership Meeting, including planning general timeline for Nominating Committee, budget, notices for reports, speaker if needed, and agenda; review materials for mailing.
- Supervise work of the Executive Director and communicate regularly to ensure progress on organizational priorities. Work with Personnel Committee or Executive Committee for annual performance review and to revise job description, salary, and benefits as needed.
- Review public and internal membership communications for accuracy and nonpartisan content, including weekly Enews to members, monthly issues of the *Bulletin*, press releases, and study materials for Issues Forums or other events.
- Write a monthly column for the *Bulletin*; contribute notices to the weekly Enews.
- As needed, or with Executive Director, office administrator, treasurer, or committee/project chair, approve official letters, statements, and legal documents, such as lease or contracts.

Additional Skills and Abilities:

- Ability and willingness to interact with community partners, elected and appointed officials, and the public as the public "face" of the organization.

Position Development Activities

The relationship and division of responsibilities between the President and the Executive Director will continue to be developed over the next year or two.

Vice President

Term of Position: One or two years

(Officer shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The officer or designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview: Per the Bylaws: "The Vice-President(s) shall serve on the Executive Committee and shall perform such duties as agreed among the Vice President(s), 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.

General VP 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

Governance Responsibilities in addition to general VP duties

- Maintain and update governance documents including Bylaws and the Policies and Procedures manual
- Ensure League compliance with established Bylaws and policies.

Secretary

Term of Position: One or two years

(Officer shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The officer or designee regularly reports to the LWVDC Board and to the LWVDC President.

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:

- Record minutes and submits final, orderly version electronically in a timely and manner for the office files and Board reference.
- Designate another Board member to record and/or to present for approval the minutes of any meeting that the Secretary cannot attend.
- Keep a complete record of all General Meetings.
- Notify all Officers and Directors of their election.
- Notify the chairs of committees and office administrator of any motion adopted by the Board of Directors or by the members that may affect the work of the committee within one week.

Treasurer

Term of Position: One or two years

(Officer shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The Treasurer or its designee regularly reports to the Finance standing committee of the board and directly to the board LWVDC Vice President.

Position Overview: The Treasurer's duties are defined in the bylaws: "The Treasurer shall perform the following duties: be the custodian of the moneys; deposit them in an institution designated by the Board of Directors; and disburse the same only upon order of the Board elected Domain Directors; present statements to the Board at the regular meetings." The Treasurer also leads the Finance Committee and the new Investment Committee.

Current Responsibilities and Duties

- Deposits incoming money in the bank account.
- Pays the bills of the organization after obtaining proper approvals.
- Records all transactions in the League's financial records (Quickbooks).
- Pays employee(s) and ensures W-2's are issued at year-end.
- Reconciles accounts monthly.
- Ensures that state and federal required financial reports are completed and filed on a timely basis.
- Prepares and submits all required forms to the state and national Leagues.
- Prepares all financial statements for Board and Finance Committee review.
- Oversees budget preparation.

Finance Responsibilities

- Provide financial guidance to the Board to ensure long-term sustainability of the organization.
- Monitor and work with the external Investment Advisory Firm to ensure investment goals are met and funds are invested according to League policies and desires and are properly safeguarded.
- Chairs the Finance Committee, establishing annual goals and objectives and guiding the Committee members in the accomplishment of said goals and objectives.
- Review all financial statements, serving a critical role in ensuring the accuracy and appropriateness of all financial transactions given the challenges of proper internal controls in a limited staff organization.

Structure

The bylaws provide for the establishment of a standing Finance Committee to be approved by the Board. The Finance committee consists of members who indicate an interest in financial affairs on member surveys and who respond to calls for Finance committee membership. Members participate in discussions on finance-related responsibilities and make recommendations regarding finance and investments to the board of directors.

Additional Skills and Abilities:

- Ideally, the Treasurer should have an accounting background and familiarity with generally accepted accounting principles.
- Familiarity with QuickBooks accounting program, or willingness to learn, a plus.
- Be able to work with other board members and staff to be sure everyone knows what they need to know about the financial condition of the LWVDC.

Advocacy Director

Term of position: One year. Optional board position, appointed by President.

Reports To: The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview: The Advocacy Director oversees action committees, such as the Observer Corps (which observes and reports on the activities of city and county government agencies). The Advocacy domain develops action campaigns that reflect and engage the interests of local members and promote the policy priorities identified by the national and state league. Together, the committee works to set long-term goals for encouraging member engagement and action in the areas of voting rights, improving elections, and other priorities.

Current Responsibilities and Duties:

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- Guide subcommittees responsible for developing an advocacy campaign for each of the public issues selected by the membership, making sure each campaign is consistent with League positions, comprehensive, feasible, and productive.
- Stay informed about League positions and advocacy activities at the National, State, and Local League levels.
- Initiate and lead projects and committees.
- Work collaboratively with Communications committee members to strategically publicize action opportunities among members and the community.
- Perform other duties as advised by the Board and as advocacy activities emerge.

Structure of Current Supporting Committee: This is a newly created Board position and domain separate from Program; however advocacy work in the past has been performed by members of the Program committee.

Position Development Activities:

- The Advocacy Committee will explore opportunities to work with other LWVDC domains (such as Voter Service and DEI), partner organizations (such as Voter ID Coalition), and community organizations (such as LWVWI, the Fair Maps Coalition, Common Cause, and Wisconsin Democracy Campaign).
- In partnership with Communications, the Advocacy Director and committee will work to develop the appropriate ways to tell members about action activities.
- Partner with Membership and Communications to recruit members to participate in the Observer Corps, provide training and ongoing guidance, and develop mechanisms for reporting back to League membership.

Additional Skills and Abilities:

- Knowledge of (or willingness to work with program volunteers who are knowledgeable of) current developments in subjects the League cares about (e.g., children, families, economic development, justice, local government) with emphasis on local activity.
- Networking skills to advance action items among community organizations.
- Willing to collaborate on different ways to inspire action and share messages.

Communications Director

Term of position: One year. Optional board position, appointed by President.

Reports To: The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview

The communications director is responsible for promoting the League's activities among members and the general public and to grow awareness of the League's expertise in the areas of voter education and engagement and value as community partners. The director will lead a committee made up of members with skills in areas such as social media, email marketing, public relations, and more.

Anticipated Responsibilities and Duties

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings. and activities and in Board initiatives (such as strategic planning) as needed.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- In collaboration with committee members, support organization across all domains (e.g., promoting events, creating and sharing member stories).
- When needed, assist in managing, writing, and editing major communications, such as fundraising appeals, annual meeting materials, and more.
- Help develop official statements and assist those who are approved to speak on behalf of the League, according to LWVDC Editorial and Publication Guidelines.
- Ensure LWVDC Editorial and Publication Guidelines and brand standards are being followed across the organization; convene committee to make adjustments as needed.
- Coordinate publicity requests and projects (evaluate requests, collaborate with committee to decide on strategy and execution, circle back with requestor as needed).
- Attend domain meetings as needed to answer questions and design communications.
- Develop annual communications goals in collaboration with committee members.

Necessary Skills and Abilities:

- Good speaking and writing communication skills
- Ability to work independently and as part of a team
- Organized, effective at time management, and able to balance multiple tasks
- Ability to work with fellow League members as both team members and clients (e.g., work collaboratively, provide timely responses to questions)
- Technical proficiency including Google Workspace, Microsoft Office, email, and social media

Additional Skills and Abilities (a plus, but not required):

- Experience in one or more of the following areas: journalism, marketing, communications, public relations
- Experience working with specialists such as copywriters, graphic designers, photographers, videographers
- Ability to build and foster relationships with local media; maintain database of media contacts
- Experience planning media strategies and outreach initiatives
- Experience writing fundraising appeal letters, donor thank you letters, etc.
- Experience with paid advertising (TV, radio, print, Google ads, Facebook/Instagram ads)
- Experience with basic image editing (e.g., resizing, editing in Canva or similar apps)

Structure of New Supporting Committee:

The new communications committee will consist of members with skills and interests in communications, publicity, and public relations. Director(s) and committee members may act as an editor in one or more of the following areas; this list may change over time depending on member availability and expertise:

- Social Media
- Public Relations
- Email Marketing (e.g., special alerts, fundraising)
- Website Content
- Blog
- *Bulletin* (Monthly)
- Weekly ENews (Weekly)
- Volunteer outreach (e.g., working with volunteer or contract graphic designers, photographers)

Committee members will meet quarterly to discuss long-term communications goals and challenges and meet as needed to discuss and prepare communications projects to support the organization.

Diversity Equity & Inclusion (DEI) Director

Term of Position: One or two years

(Director shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview: The Diversity, Equity, and Inclusion (DEI) Director is responsible for leading the DEI Committee and assisting the League's leadership in implementing our DEI policy.

Current Responsibilities and Duties:

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- Convene meetings of the DEI Committee approximately every six weeks or as needed.
- Identify liaisons between the DEI Committee and LWVDC domains, the Community Alliances Committee, and the LWVWI DEI Committee.
- Monitor LWVDC Board and domain progress in implementing the 2021 recommendations of the DEI Committee and develop new recommendations, as needed.
- Conduct periodic self-assessments of progress in implementing the DEI Policy.
- Coordinate with Membership regarding annual demographic survey of members.
- Organize and facilitate DEI-related educational opportunities for LWVDC members (such as DEI Cafés, book discussions, and training), coordinating with other domains as needed.
- Write or recruit members to write occasional articles for the *Bulletin* and the member emails.

Structure of Current Supporting Committee:

The DEI Committee consists of liaisons to the various LWVDC domains, along with other members who express interest in DEI issues on their member surveys. Members meet approximately every six weeks to assess progress in implementing the committee's 2021 recommendations to the board; discuss the activities of the CAC and LWVWI DEI Committee; and develop ideas for educational opportunities for LWVDC members.

Additional Skills and Abilities:

- Commitment to self-exploration and critical thinking.
- Comfort with advocating for accountability.

Fund Development Director

Term of position: One year. Optional board position, appointed by President.

Reports To: The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview: The Fund Development Director is responsible for oversight of strategies to financially support our mission and work. The Fund Development Committee is expected to establish and implement fundraising strategies and activities for the fiscal year, retain existing effective means, and create new ways to build relationships, research new prospects, and raise funds from members and non-members.

Current Responsibilities and Duties:

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- Evaluate previous year's fundraising activities (annually).
- Identify opportunities both emergent and strategic for fundraising (ongoing).
- Align current year fundraising strategies with League priorities through the budget and planning process (annually).
- Communicate and coordinate with other board directors for identification of opportunities and consistent and effective messaging (ongoing).
- Identify volunteers interested in fundraising and participation on the fundraising committee (ongoing).
- Facilitate the fundraising committee (generally, monthly).
- Provide monthly reports of fundraising activities and outcomes for the board of directors.
- Facilitate annual birthday appeal around February 14, along with other new and traditional appeals upon committee discussion.
- Facilitate other non-member and member drives as needed (e.g., Candidates' Answers appeals).
- Identify and engage in cultivation of development relationships.

Structure of Current Supporting Committee: The fundraising committee consists of members who indicate an interest in fundraising on member surveys and who respond to calls for fundraising committee membership. Committee members participate in discussions on all fundraising responsibilities and make recommendations regarding fundraising to the board of directors. Members carry out fundraising activities.

Additional Skills and Abilities (some of these can be mentored):

- Basic understanding of budgets and financial reports
- Excel spreadsheet and pivot table skills are useful but not necessary
- Knowledge of (or willingness to work with program volunteers who are knowledgeable of) fundraising best practices, including direct appeals, sustained giving, and granting.

Membership Director

Term of Position: One or two years

(Director shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview

The Membership director is responsible for promoting a diverse and engaged membership and member retention.

Responsibilities and Duties

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- Contact new members personally within approximately 6 -8 weeks of joining, linking them to committees consistent with their interests and skills. Option to delegate this task to committee member(s).
- Lead subcommittee and partner with members and staff in the following activities:
 - Develop yearly membership goals and monitor progress.
 - Coordinate and track yearly membership renewals.
 - Coordinate recognition of 50-year members.
 - Review and update membership materials on an annual basis.
 - Collaborate with other domains on recruitment and outreach to potential members.
 - Provide a variety of orientation and integration events for new members.
 - Coordinate written acknowledgments of membership payments and appropriate orientation materials for new members.
 - Compile annual survey data to assess membership diversity demographics.
 - Host welcome table at select events.
- Serve as liaison to the Community Alliances Committee and participate in LWVDC's DEI Committee.
- Schedule meetings, set agendas and take minutes.
- Coordinate volunteers for events.

Support

Executive Director and Office Administrator provide leadership and support for all membership and outreach communications.

Position Development Activities

Identifying and developing recruitment strategies that take DEI principles into account is an area that should be developed more.

Additional Skills and Abilities:

- Demonstrate creativity in recruitment and planning membership events.

Nominating Committee Chair

Term of Position: One year

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The chair or its designee reports to the LWVDC Board and to the LWVDC President. This is a non-Board position.

Position Overview

The Nominating Committee Chair heads up a committee consisting of two one-year members elected at the LWVDC Annual Meeting and two Board members selected at the first Board meeting of the new fiscal year. The Nominating Committee solicits candidates, assesses candidates, and then recommends to the Board the proposed elected Officers and Directors for the coming fiscal year.

Responsibilities and Duties

- Lead the committee and delegate tasks to volunteers.
- Communicate with President or Board to determine any changes to the bylaws, policies, and/or elected board positions and whether they affect proceeding with the nomination process.
- Obtain names of the Board members who will serve on the Nomination Committee.
- Meet with committee to discuss duties, timelines, officer and director positions, duties, and nomination process.

- Design and implement a recruitment strategy that ensures an open, broad-based, and diverse process.
- Report regularly on progress to President or delegate.
- Connect with candidates to assess interest and background discuss specific position(s). This includes making clear the League's nonpartisan requirements for the positions of President, Voter Service Director, and Fund Development Director.
- Prepare a final report listing each of the elected positions, the candidate(s) for each position, and a background paragraph for each candidate, which will be sent to all members ahead of the annual meeting.

Support

Executive Director and Office Administrator provide support in communications and member data as needed.

Program Director

Term of Position: One or two years

(Director shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview: League Program is the education platform that we adopt to move our mission forward. It may include policy priorities identified by national, state, or the local League and should reflect the interests of local members as well as state and national priorities. The Program Director is responsible for soliciting member opinions on Program priorities and for designing a set of Public Issue Forums and other activities to support member education and advocacy on these priorities. The Public Issues Forums and other events are part of the public face of the local League and provide guidance to members and others who want to become more active in League activities. Program work runs on a 12-18 month cycle. Activities may include surveying members on high-priority issues to be studied in the coming year, planning programming for Lively Issues Forum, and more.

Current Responsibilities and Duties

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- Chair the Program Committee, the oversight committee for Program, which works to set long-term goals for member and public education, to encourage member engagement and outreach, and to resolve technical problems.
- With committee, implement the annual plan for General Meetings/Public Issues Forums, the January Lively Issues Luncheon, and the program for the Annual Meeting. Topic selection should reflect the concerns of the members, the priorities of the State and National League, and any active study committees.
- May chair one or more sub-committees, which are formed to create specific monthly meetings, including study materials and other arrangements.
- With subcommittee, lead efforts to identify prominent individuals in fields related to program agenda, and as director, extend invitations to those individuals to present as League events.
- With sub-committee chairs and members, participates in selecting speakers and handling arrangements with them; helps to compose study materials; ensures recording of forums; chooses venues, menus, and other event arrangements, and seeks Board approval of these arrangements.
- Collaborate with the Advocacy committee to support advocacy projects and with the Communications committee to publicize the event.
- May seek the assistance of the other Board members and staff in planning particular monthly programs, the Lively Issues Luncheon or the Annual Meeting.
- May cosponsor programs with other local Leagues or with other organizations as consistent with the LWVDC's Partnership Policy.

Structure of Current Supporting Committee

The current Program Committee involves approximately 20 individuals. The Committee is involved in discussions related to unit meetings. There may be subcommittees for individual program platforms informed by members. These both have chairs and occasionally an unofficial co-chair.

Additional Skills and Abilities:

- Understanding of engaging programming and good teaching techniques for adults.
- Knowledge of (or willingness to work with program volunteers who are knowledgeable of) current developments in subjects the League cares about (e.g., children, families, economic development, justice, local government) with emphasis on local activity.
- Willingness to contact “helpers” (e.g., speakers, venues, publicity, food providers) or ability to give others authority to make these contacts.
- Public speaking is a plus but need not be a strong point. Ability to delegate and follow up are both important.

Voter Service Director

Term of Position: One or two years

(Director shall choose term length prior to the election; two years strongly encouraged)

Reports To: Elected by the League of Women Voters of Dane County (LWVDC) membership. The director or its designee regularly reports to the LWVDC Board and to the LWVDC President.

Position Overview

The LWVDC’s voter service work is directed by the Voter Service Steering Committee (VSSC). The role of the Voter Service Director is to lead and coordinate the work of the VSSC, and report on VSSC activity to the LWVDC Board and President. As a member of the LWVDC Board, the Voter Service Director participates in Board meetings and initiatives as needed for the Board to carry out its leadership responsibilities.

Voter Service Work Overview: Provide citizens with unbiased factual information and non-partisan assistance to register and prepare to vote through:

- fostering relationships with local and state organizations
- advocating for public policy and best practices
- recruiting and coordinating volunteers for voter outreach activities

Current Responsibilities and Duties

- Lead the domain and delegate tasks to volunteers.
- Complete onboarding training required of all new board members.
- Attend and actively participate in monthly board meetings.
- Develop an annual budget for the domain, track and approve spending, and ensure budget goals are met.
- Prepare VSSC agendas and lead monthly meetings.
- Lead annual goal planning effort.
- Direct internal and external inquiries to appropriate subcommittee chair or task leader.
- Participate in planning and problem-solving discussions with subcommittee chairs and task leaders.
- Prepare monthly Board reports.
- Request subcommittee and task area reports as needed.
- Lead subcommittees or task areas as time and interest allow.
- Manage subcommittee structure, proposing changes as new needs arise, monitoring volunteer leaders’ workloads.

The members of the Voter Service Steering Committee lead subcommittees or task areas within a subcommittee. The following subcommittees carry out voter service work:

- Communications: Includes Candidates' Answers, social media, print materials, press requests, public speaker coordination, moderators, and interviewers for candidate forums.
- Volunteer Engagement: Includes volunteer recruitment, onboarding, scheduling, and training.
- Direct Voter Support - Ongoing: Includes managing the Voter Helpline, LWVDC presence at Farmers' Markets, food pantries/meal sites, voter registration at Madison College, manage voter outreach supplies.
- Direct Voter Support and Information Outreach - Special: Includes National Voter Registration Day events, Madison Market Nights, and other one-time events.
- Collaborative Voter Outreach: Includes connecting to libraries, high schools, senior housing and senior centers, employers, and apartment building outreach. Fostering relationships with various community organizations.
- Government Collaboration: Providing liaisons between LWVDC and municipal clerks.
- UW-Madison: Oversee LWVDC interns located at the Morgridge Center on the UW-Madison. Oversee planning and execution of on-campus voter registration events, support for IPAV on campus, and collaboration with Badgers Vote Coalition, Campus Chapter of Wisconsin Voting Rights Coalition, and the Morgridge Center's Civic Engagement program.
- Diversity, Equity and Inclusion: The DEI liaison is responsible for sharing ideas between Voter Service and DEI committee and looking for opportunities to assist domains or co-sponsor activities.
- Finance: Oversee VS budget, requisitions and purchasing, and grant applications.
- Technology: Data administration, VS hardware, Helpline back-end support, adding new apartments to MyVote.

Additional Skills and Abilities:

- Knowledge of (or willingness to work with program volunteers who are knowledgeable of) voter registration and civic engagement, Wisconsin elections, etc.