

LEAGUE OF WOMEN VOTERS  
OF AMES, IA

# JOB DESCRIPTIONS



---

REVISED MAY 3, 2006

# TABLE OF CONTENTS

<b>PERTAINING ALL BOARD MEMBERS</b> -----	<b>3</b>
<b>DUTIES OF ALL BOARD MEMBERS</b> -----	<b>4</b>
<b>PRESIDENT, JOB DESCRIPTION</b> -----	<b>5</b>
<b>DUTIES OF THE PRESIDENT</b> -----	<b>6</b>
<b>SUGGESTED LWV OF AMES PRESIDENT’S CALENDAR</b> -----	<b>7</b>
<b>PRESIDENT-ELECT, JOB DESCRIPTION</b> -----	<b>9</b>
<b>DUTIES OF THE PRESIDENT ELECT</b> -----	<b>9</b>
<b>GENERAL MEETING PLANNER(S), JOB DESCRIPTION</b> -----	<b>10</b>
<b>DUTIES OF THE GENERAL MEETING PLANNER (S)</b> -----	<b>10</b>
<b>SECRETARY, JOB DESCRIPTION</b> -----	<b>12</b>
<b>DUTIES OF THE SECRETARY</b> -----	<b>12</b>
<b>TREASURER, JOB DESCRIPTION</b> -----	<b>13</b>
<b>DUTIES OF THE TREASURER</b> -----	<b>14</b>
<b>MEMBERSHIP CHAIRPERSON(S), JOB DESCRIPTION</b> -----	<b>15</b>
<b>DUTIES OF THE MEMBERSHIP CHAIRPERSON(S)</b> -----	<b>15</b>
<b>VOTER EDITOR(S), JOB DESCRIPTION</b> -----	<b>16</b>
<b>DUTIES OF VOTER EDITOR</b> -----	<b>16</b>
<b>VOTER SERVICE CHAIRPERSON(S), JOB DESCRIPTION</b> -----	<b>17</b>
<b>DUTIES OF VOTERS SERVICE CHAIRPERSON</b> -----	<b>17</b>
<b>FINANCE CHAIRPERSON, JOB DESCRIPTION</b> -----	<b>19</b>
<b>DUTIES OF FINANCE CHAIRS</b> -----	<b>19</b>
<b>OBSERVER CORPS CHAIRPERSON(S), JOB DESCRIPTION</b> -----	<b>20</b>
<b>DUTIES OF OBSERVER CORPS CHAIR</b> -----	<b>20</b>
<b>PUBLICITY CHAIRPERSON, JOB DESCRIPTION</b> -----	<b>21</b>
<b>DUTIES OF PUBLICITY CHAIR</b> -----	<b>21</b>
<b>LEGISLATIVE ACTION CHAIRPERSON(S), JOB DESCRIPTION</b> -----	<b>22</b>
<b>DUTIES OF THE LEGISLATIVE ACTION CHAIRPERSON</b> -----	<b>22</b>
<b>NOMINATING COMMITTEE, JOB DESCRIPTION</b> -----	<b>23</b>
<b>DUTIES OF NOMINATING COMMITTEE</b> -----	<b>23</b>



**PERTAINING ALL BOARD MEMBERS**

Written: 2-2-2005

Updated: 5-1-2006

LWV of Ames Bylaws (5-1-2006):

ARTICLE IV  
Board of Directors

Sec. 5. Meetings. ...The President(s) may call special meetings of the Board of Directors and shall call a special meeting of the Board upon the written request of five members of the Board.

Sec. 3. Vacancies. Any vacancy occurring in the Board of Directors by reason of resignation, death or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of the remaining members of the Board of Directors. Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.

LWV of Ames Board Policies (1-8-2004):

**BOARD MEETINGS**

2 ... It is the responsibility of each board member to read these (...minutes of previous meeting...) and note his/her corrections so that the minutes can be approved without an oral reading at the meeting.

5 The President is an ex officio member of all committees except the nominating committee

**EXPENSES**

1 ...The budget chairperson shall ask board members to assess their year's work and to anticipate their financial needs for the coming year. Board members shall present written requests for funds for the next fiscal year to budget chairperson no later than the January board meeting.

2 The adopted budget, if amended at the annual meeting, shall appear in the Ames VOTER.

3 A board member may ask for board direction on expenditures, but board approval is not necessary unless expenditures exceed the allotment. A workshop chairperson may ask for board direction on expenditures but board approval is not necessary unless expenditures exceed the proportionate share of the total workshop allotment.

4 All expenses, charged or incurred, should be presented to the treasurer in writing within 30 days.

◆ Dues Assistance:

- a To be considered for membership subsidy, request must be received in writing.
- b Request will remain confidential.
- c President, membership chair and treasurer will make decision regarding candidacy acceptance and amount of assistance.
- d Assistance renewal will be at the discretion of the president, membership chair and treasurer.

**REPORT OF BOARD MEMBERS AND CHAIRPERSONS**

1. Each committee chairperson should present a written progress report to the president when applicable. At the president's request, any committee chairperson may report orally to the board.

2. Each board member shall write a complete annual report for his/her portfolio for the Ames VOTER.

3. Each outgoing board member shall be responsible for a personal meeting with his/her successor for transfer of materials, explanation or responsibility, and suggestions before the May board meeting.

5. Program committee activities and information should be written for their workshop files and the president's file, so that Leaguers who were not members of the workshop can readily answer requests for information

**NONPARTISANSHIP POLICY**

Keeping in mind the reputation of the *organization* as nonpartisan, League board members are encouraged to

participate in the political process as *individuals* with the following exceptions:

- a A League board member may not be a candidate for elective office. Once elected to public office, a member may serve in any board position not specified in item b.
- b The president, Voter services chair, and Legislative chair may not: .....
- c League board members may contribute to political candidate campaigns but shall do so as individuals and not in connection or association with their board position.
- d A board member's adherence to this policy shall not prevent political participation of the member's spouse.

**VOTER**

The VOTER editor and the president decide on VOTER content.

**PUBLICATIONS**

- 1. LWV publications are sent to the local League president who will pass them to board members. These should become part of the portfolio and will be passed on to his/her successor.
- 2. The president shall approve all local publications before printing.

**OFFICIAL COMMUNICATIONS**

- 1. Official League communications must be signed or co-signed by the president and a copy made for the League file. "Letters to the editor" shall be signed or co-signed by the president.
- 2. The president should consult with the board before making important decisions involving LWV commitments to or involvement with other groups.
- 3. Public statements should be written and read to avoid misinterpretation or misquoting. The board should approve the statement.
- 4. Avoid giving LWV preliminary position papers or preliminary consensus to nonmembers.
- 5. A Leaguer should not appear before a government body as "observer" and speak as a private citizen or as a representative of the League.
- 6. All written statements or letters on behalf of the League should have the consent of the president.
- 7. Any Leaguer asked to speak for the LWV should notify the president.
- 8. The LWV membership list may be released to non-leaguers with board approval.
- 9. All LWV materials must be dated.

10.

**MISCELLANEOUS:**

- 1 Prospective members shall receive three complimentary copies of the Ames VOTER.
- 2 A membership list shall be publicized in the annual directory. Members joining after printing will have their names published in subsequent VOTERS.

League members who are elected to public office or accept appointments to boards and commissions serve as individuals, not as representatives of the League.

**DUTIES OF ALL BOARD MEMBERS**

- ◆ Regularly attend Board meetings, by at least one of the person filling that position
- ◆ If unable to attend communicate this to the President
- ◆ Prepare a report for the Board meeting, when appropriate in written form
- ◆ Submit written Annual report for the March VOTER
- ◆ Write article for VOTER as needed
- ◆ Keep their files updated

***Transfer of Duties:***

- ◆ At end of Term Personally meet with successor to transfer materials, bring them up to date on any on-going business that needs to be taken care of, explain the responsibilities, and offer any suggestions before (or at) the May Board meeting.
- ◆ Give input for the budgeting process
- ◆ Submit expenses incurred, with attached receipts, to Treasurer
- ◆ Become familiar with all Board Policies particularly as it applies who and when a person speaks for the League



**PRESIDENT, JOB DESCRIPTION**

Written: 2-2-2005

Updated: 5-1-2006

LWV of Ames Bylaws (5-1-2006):

ARTICLE IV  
*Board of Directors*

Sec. 5. Meetings. ...The President may call special meetings of the Board of Directors and shall call a special meeting of the Board upon the written request of five members of the Board.

ARTICLE V  
*Officers*

Sec. 1. Enumeration and Election. The officers of the League of Women Voters of Ames shall be a President, a President-Elect, a Secretary and a Treasurer.

Sec. 2. Power and Duties. The President shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the Board, or designate another person to do so; shall be, *ex officio*, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the Treasurer; shall arrange for an annual audit of the books; and shall perform such other duties as the Board may direct.

ARTICLE VI  
*Financial Administration*

Sec. 3. Dues Assistance. The Board may allocate dues assistance. In each case, the dues assistance shall not exceed one-half of the annual dues. The Treasurer, in conjunction with the Membership Chair and the Presidents, if necessary, shall determine the need and amount of assistance in each individual case.

LWV of Ames Board Policies (1-8-2004):

BOARD MEETINGS

- 1. The agenda for board meetings shall be prepared by the president and shall include the following:
  - ❖ Call to order
  - ❖ Approval of agenda
  - ❖ Minutes and treasurer’s reports
  - ❖ Announcements
  - ❖ Discussion and action items
  - ❖ Directors’ reports

.....  
5. The president is an ex officio member of all committees except the nominating committee.

.....  
EXPENSES . . .

- 8. Dues Assistance:
  - a To be considered for membership subsidy, request must be received in writing.
  - b Request will remain confidential.
  - c President, membership chair and treasurer will make decision regarding candidacy acceptance and amount of assistance.
  - d Assistance renewal will be at the discretion of the president, membership chair and treasurer.

NONPARTISANSHIP POLICY

- b The president, Voter services chair, and Legislative chair may not:
  - ❖ Accept a position as a precinct committee member or ward leader.
  - ❖ Work as a block worker at an election.

- ❖ Host a coffee or informational meeting for a candidate.
- ❖ Attend a party convention as a delegate or alternate.
- ❖ Display partisan yard signs.
- ❖ Fill a visible role in a candidate's campaign.
- ❖ Contribute to a ballot issue campaign opposed by the League.

**VOTER**

The VOTER editor and the president decide on VOTER content.

**PUBLICATIONS**

1. LWV publications are sent to the local League president who will pass them to board members. These should become part of the portfolio and will be passed on to his/her successor.
3. The president shall approve all local publications before printing.

**OFFICIAL COMMUNICATIONS**

1. Official League communications must be signed or co-signed by the president and a copy made for the League file. "Letters to the editor" shall be signed or co-signed by the president.
2. The president should consult with the board before making important decisions involving LWV commitments to or involvement with other groups.
- .....
6. All written statements or letters on behalf of the League should have the consent of the president.
7. Any Leaguer asked to speak for the LWV should notify the president.

**DUTIES OF THE PRESIDENT**

- ◆ Provides leadership for the League.
- ◆ Preside at meetings and prepare agenda for board meetings and general meetings
- ◆ Support all League activities
- ◆ Encourage and supports all board members
- ◆ Serve as liaison with LWVIA, LWVUS and other Leagues
- ◆ Is the official spokesperson for the Local League and presents Positions Statements
- ◆ Act as a channel for LWVIA and LWVUS communications to local members
- ◆ Represent the League in the community
- ◆ Ensure compliance with bylaws
- ◆ Sign all official letters
- ◆ Review final copy for the Voter
- ◆ Write a column for the Voter
- ◆ Conduct or arrange for board training
- ◆ Delegate responsibility to President Elect, Board members and Committees and follows up

## **SUGGESTED LWV OF AMES PRESIDENT'S CALENDAR**

### ***May, June, July, August***

- ◆ Finalize plans for May and June general meetings and content of May and June issues of The Voter,
- ◆ Consult with General Meeting Planner to see that program planning is moving along on schedule. Proposed program topics should be discussed and approved by the Board of Directors.
- ◆ Schedule Board meetings as needed during summer months.
- ◆ Identify who will maintain the local League e-mail addresses and forward e-mail "calls to action" from LWVUS or LWVIA to members.
- ◆ Attend L.WVUS convention in even years, if at all possible.

### ***September***

- ◆ A reminder of Voter Service activities may need to be sent in early September before the September VOTER.
- ◆ With Finance Committee Evaluate effectiveness of the Annual Finance Drive. What kind of solicitation letter should be sent? The same one with slight modifications has been sent for several years. Is follow-up to the letter expected? It apparently has not been done recently. To whom should the letter be sent?

### ***October***

- ◆ Attend LWVIA Issues Briefing. Encourage attendance by Board members.

### ***November***

- ◆ Be sure that state program possibilities are solicited at the Program Planning session. The Board decides what to submit to LWVIA. A form is attached.
- ◆ Interviews with legislators should be scheduled by Legislative Action chair.

### ***December***

- ◆ No general meeting is scheduled.
- ◆ Solicit nominations for LWVIA positions.
- ◆ Format and planning for Legislative Wakeups should be well underway.

### ***January***

- ◆ Notify previous year's Carrie Chapman Catt Award recipient that she will chair the Selection Committee for the current year. Identify members to be asked to serve on the CCC Award Selection Committee. Solicitation of nominations should appear in the February issue of The Voter.
- ◆ Bylaws Revision Committee should be appointed, if any revisions are needed. After approval of any amendments by the Board, the report must be printed in the Annual Meeting issue of The Voter, to be mailed a month ahead of meeting date of Annual Meeting. LWVIA needs to be informed of proposed changes.
- ◆ Nominating Committee needs to begin its work. Report must be printed in March issue of The Voter.

### ***February***

- ◆ Appoint Budget Committee to work with Treasurer to establish budget for the next year. After approval by the Board, the report must be printed in the Annual Meeting issue of The Voter, to be mailed a month ahead of meeting date of Annual Meeting.
- ◆ Political Directory and Voter Guide should be well underway. The Voter Service Chair should send a copy to Webmaster.

## ***March***

- ◆ Appoint Audit Committee to work with Treasurer to review books for 3 quarters of the year (early April, before Annual Meeting). Report can be printed in the May issue of The Voter.
- ◆ Finalize plans for Annual Meeting in April. Assign responsibilities.
- ◆ Solicit delegates to attend LVWIA Annual Convention in April.
- ◆ Plan meal and meeting for Board orientation and exchange of portfolios between those completing terms and those assuming new responsibilities. Assign responsibilities for the meal.

## ***April***

- ◆ Conduct Annual Meeting.
- ◆ Attend LWVIA Annual Convention, reporting for LVW of Ames.
- ◆ Conduct orientation for new and continuing Board members.
- ◆ Sort through materials and compile portfolio to give to successor, if term of office is ending.
- ◆ Submit change of address information to the Ames Public Library, City of Ames, and to unsolicited subscriptions received, if term of office is ending.
- ◆ Send updated list of Board members (names, addresses, telephone numbers, and email addresses) to the LWVIA.



LEAGUE OF WOMEN VOTERS of AMES, IA

## **PRESIDENT-ELECT, JOB DESCRIPTION**

*Written: 2-2-2005*

*Updated: 5-1-2006*

Updated contingent to approval of proposed By Laws changes, April 2006.

LWV of Ames Bylaws (5-1-2006):

### **ARTICLE V** *Officers*

Sec. 1. Enumeration and Election. The officers of the League of Women Voters of Ames shall be a President, a President-Elect, a Secretary and a Treasurer. One president-elect shall be elected each year and continue to the office of president the following year. The Secretary and the Treasurer shall be elected for terms of two years with the Secretary to be elected in even numbered years and the Treasurer to be elected in odd numbered years. Officers will be elected at the Annual meeting and take office immediately, with the exception of the Treasurer, whose term of office shall be concurrent with the fiscal year.

## **Duties of the President Elect**

- ◆ Assist the President with any assigned responsibility.
- ◆ Preside at the general meeting in January or February on program Planning for the following year. This meeting gives members input into proposals for nation or state, as well as for local studies. It may give the GMP suggestions for meeting programs the following year.
- ◆ For program Planning meeting keep in mind that it includes National Program during even years and State during odd years
- ◆ According to National "Every two years, state and local League's participate in the LWVUS program planning process by reviewing existing positions and making recommendations for the future ..." Responses are sent to National Board who compiles the results and makes the recommendation for the upcoming biennium and brings them for the delegates votes at National Convention



LEAGUE OF WOMEN VOTERS of AMES, IA

## **GENERAL MEETING PLANNER(S), JOB DESCRIPTION**

*Written: 2-2-2005*

*Updated: 5-1-2006*

Updated contingent to approval of proposed By Laws changes, April 2006.

LWV of Ames Bylaws (5-1-2006):

### ARTICLE V

#### *Officers*

Sec. 1. Other officers shall be a Vice President, a Secretary and a Treasurer, who shall be elected for terms of two years with the Secretary to be elected in even numbered years and the Vice President and the Treasurer to be elected in odd numbered years. Officers will be elected at the Annual Meeting and take office immediately, with the exception of the Treasurer, whose term of office will be concurrent with the fiscal year.

Sec. 2. ...The Vice President and President-Elect shall perform such duties as the President and Board shall direct.

## **Duties of the GENERAL MEETING PLANNER (S)**

The General Meeting Planner handles the general meeting programs for the members.

### ***Plan Program for the League Year***

- ◆ During the summer, set up speaker schedule for general meetings (September, October, November, February, March, May and maybe June)
  - ◆ Programs usually are selected to enhance understanding of some aspect of League positions (local, state, or national) or to provide information that may lead to a local study. If the updating of a position or the study for a new position is underway, programs related to this should be on the calendar.
  - ◆ The January or February meeting is devoted to Program Planning and the President Elect is responsible for its planning, April is Annual Meeting and May Legislative report by Judie Hoffman
  - ◆ Information gathering at the Program Planning session during the year provides a starting point for program planning.
  - ◆ Program topics need to be discussed and approved by the Board of Directors.
- ◆ After Board determines General meeting dates, schedule meeting locations.
  - ◆ Consider parking and accessibility and if feasible places free of charge.
  - ◆ When possible use Ames Public Library Auditorium (best for September and October when there has been best attendance though this last year the Public Library has scheduled family programs on Thursday, precluding the possibility of our using it on those dates. Limit of two reservations and program information must be submitted with request.
  - ◆ Other possible locations: Local Churches, Club Houses where members live (eg. Sommerset and Stone Brooke, Northcrest, Green Hills) the Greater Iowa Credit Union at Sommerset depending on availability of Manager
- ◆ Traditionally two meetings have a meal included:
  - ◆ April annual meeting (Brunch)
  - ◆ May legislative wrap-up. (Pot Luck)
- ◆ All general meetings plans must be completed by September 1.

### ***Prepare Program and Directory***

- ◆ Have ready for distribution at first League meeting in September.
- ◆ Number of copies should be decided in conjunction with Membership Chair(s). Number should include one for each member, an extra copy for the President, and extras needed by the Membership Chair(s) for new members.
- ◆ Copies without members listing are prepared for informational purposes

### ***Planning the General Meetings***

- ◆ Make sure that program is confirmed and speakers reminded
- ◆ If so desired by the Board ask VOTER Editor to e-mail reminder, to all members with e-mail addresses, of the general meeting.
- ◆ Ask at Board meetings to whom special invitations should be sent for each program, based on interest in topic. Send letter of invitation as directed by the Board.
- ◆ Responsible for arranging for refreshments when applicable
- ◆ Responsible for opening and closing the rooms, setting up and making sure that room is left up as found.
- ◆ Introduce the speaker at each meeting or delegate this responsibility to someone on the Board who may know the speaker personally.
- ◆ After the general meeting, send thank you note to the presenter.



LEAGUE OF WOMEN VOTERS of AMES, IA

## SECRETARY, JOB DESCRIPTION

Written: 2-2-2005

Updated: 5-1-2006

LWV of Ames Bylaws (5-1-2006):

### ARTICLE V Officers

Sec. 1. Enumeration and Election. The officers of the League of Women Voters of Ames shall be a President, a President-Elect, a Secretary and a Treasurer. ...

#### Sec. 2. Power and Duties.

..... The Secretary shall keep minutes of the Annual Meeting of the membership and of the Board. The Secretary shall notify all officers and directors of their election and shall sign with the President all contracts and other instruments when so authorized by the Board and shall perform such other duties as the President and Board shall direct.

LWV of Ames Board Policies (1-8-2004):

### REPORT OF BOARD MEMBERS AND CHAIRPERSONS

3. Each outgoing board member shall be responsible for a personal meeting with his/her successor for transfer of materials, explanation or responsibility, and suggestions before the May board meeting.

## DUTIES OF THE SECRETARY

### *Minutes*

- ◆ Monthly board meetings – Take minutes and coordinate with President as its distribution to the board members. Distribution is handled by e-mail. Make any corrections after the next meeting.
- ◆ Annual meeting – Take minutes for the annual meeting; distribute the minutes to the minute review committee assigned to review the minutes before the next annual meeting. Make any corrections as requested by the committee.
- ◆ Make sure that actions taken, which affect Policies, are recorded in all copies of Board Policies

### *Archives*

- ◆ Once per year or at the end of the two-year term, submit the minutes for that period to the ISU Library to the archives for their collection.



LEAGUE OF WOMEN VOTERS of AMES, IA

## **TREASURER, JOB DESCRIPTION**

*Written: 2-2-2005*

*Updated: 5-1-2006*

LWV of Ames Bylaws (5-01-2006):

### ARTICLE V

#### *Officers*

Sec. 1. Enumeration and Election. The officers of the League of Women Voters of Ames shall be a President, a President-Elect, a Secretary and a Treasurer. ...

Sec. 2. Power and Duties.

..... The Treasurer shall perform such duties as customarily pertain to the office; shall maintain membership records; and, at the direction of the Board, maintain deposits in authorized financial institutions.

### ARTICLE VI

#### *Financial Administration*

Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Ames shall commence on the first day of July each year

Sec. 3. Dues Assistance. The Board may allocate dues assistance. In each case, the dues assistance shall not exceed one-half of the annual dues. The Treasurer, in conjunction with the Membership Chair and the Presidents, if necessary, shall determine the need and amount of assistance in each individual case.

Sec. 4. Per Member Payments (PMP). The League of Women Voters of Ames shall make an annual national PMP in an amount to be determined by the League of Women Voters of the United States; and an annual state PMP in an amount to be determined by the League of Women Voters of Iowa.

Sec. 5. Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Sec. 6. Budget Committee. A budget committee shall be appointed by the Board of Directors, at least two months prior to the Annual Meeting, to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall not be eligible to serve as chairperson of the budget committee but shall be a member of the committee.

LWV of Ames Board Policies (1-8-2004):

## **EXPENSES**

- 1 Budget chairperson shall be appointed prior to budget time. S/he should become familiar with the current budget. The budget chairperson shall ask board members to assess their year's work and to anticipate their financial needs for the coming year. Board members shall present written requests for funds for the next fiscal year to budget chairperson no later than the January board meeting.
- 2 The adopted budget, if amended at the annual meeting, shall appear in the Ames VOTER.
- 3 A board member may ask for board direction on expenditures, but board approval is not necessary unless expenditures exceed the allotment. A workshop chairperson may ask for board direction on expenditures but board approval is not necessary unless expenditures exceed the proportionate share of the total workshop allotment.
- 4 All expenses, charged or incurred, should be presented to the treasurer in writing within 30 days.
- 5 Delegates to League conventions and workshops shall be reimbursed for registration fees. They shall be reimbursed for other expenses at the discretion of the board.
- 6 The Ames LWV does not make monetary contributions to other organizations.
- 7 Anniversary dues:
  - a Treasurer will send reminder notice to members when it is time to renew.
  - b Membership chair will contact unpaid members 6-7 weeks after due date.

- c If dues are not received by the end of the second month, unpaid members shall be dropped from membership.
  - d Reinstated members shall return to their original anniversary dues month, unless reinstatement is 15 months or more after membership was dropped.
- 8 Dues Assistance:
- a To be considered for membership subsidy, request must be received in writing.
  - b Request will remain confidential.
  - c President, membership chair and treasurer will make decision regarding candidacy acceptance and amount of assistance.
  - d Assistance renewal will be at the discretion of the president, membership chair and treasurer.

**REPORT OF BOARD MEMBERS AND CHAIRPERSONS**

- .....
4. The Treasurer shall present a quarterly budget report to the Board.

**DUTIES OF THE TREASURER**

- ◆ The term for the Treasurer coincides with the beginning of the Fiscal Year that is July1st.
- ◆ Makes deposits and expenditures for LWV Ames account.
- ◆ Prepares monthly and quarterly reports for the board.
- ◆ Prepares paperwork for deposits and expenditures of Education Fund account through LWVUS.
- ◆ Sends acknowledgement letters to contributors.
- ◆ Maintains membership records.
- ◆ Sends monthly dues notices to members.
- ◆ Serves on budget committee.



LEAGUE OF WOMEN VOTERS of AMES, IA

## MEMBERSHIP CHAIRPERSON(S), JOB DESCRIPTION

*Written: 2-2-2005*

*Updated: 5-1-2006*

No Special provisions	LWV of Ames Bylaws
No special Provisions	LWV of Ames Board Policies (1-8-2004):

### DUTIES OF THE MEMBERSHIP CHAIRPERSON(S)

To solicit names from the membership of individuals who might be potential members, to contact those individuals by mail (to include extra information) and invite them to join. Once a member has joined, the membership chair sends a "Welcome to League" letter, a New Member Handbook, a LWV of Ames membership directory, and anything else that seems appropriate.

#### ***Additional Tasks***

- ◆ Use networking to identify and recruit potential members, e.g., candidates meetings, political meetings, and social groups. Ask potential members to join and follow up with a letter.
- ◆ Solicit names of potential members from other League members.
- ◆ Introduce prospective members and new members at general meetings.
- ◆ Send the VOTER to prospective Members for a period of three month
- ◆ Be present at all meetings to identify new or prospective members with nametags. Encourage present members to wear nametags to help in welcoming new members.
- ◆ Give names of new members to Legislative Action and Observer Corps chairs, so that they can invite the new members to participate.
- ◆ Write up a small biography for the Voter to introduce new members to the membership.
- ◆ Carry membership brochures at all times, so that you can use them in recruiting new members. Membership brochures have been purchased from the Minnesota League of Women Voters for this use. In past years approximately 100 invitations to join were sent; response rate was about 10%.
- ◆ Invite and actively recruit members who are low income, male, student, and minorities. Also encourage present members to recruit their spouses and take out a family membership.
- ◆ Contact former members to invite them to rejoin (has been partially successful).
- ◆ Invite candidates for political office and elected officials to join.
- ◆ Send new member information after the treasurer informs that a new member has joined.
- ◆ Forward names of prospective members to the Voter editor, who can then send Voters to those persons for 3 months.



LEAGUE OF WOMEN VOTERS of AMES, IA

## VOTER EDITOR(S), JOB DESCRIPTION

Written: 2-2-2005

Updated: 5-1-2006

LWV of Ames Bylaws

No provisions

LWV of Ames Board Policies (1-8-2004):

### VOTER

The VOTER editor and the President(s) decide on VOTER content.

### MISCELLANEOUS:

- 3 Prospective members shall receive three complimentary copies of the Ames VOTER.
- 4 A membership list shall be publicized in the annual directory. Members joining after printing will have their names published in subsequent VOTERS.
- 5 League members who are elected to public office or accept appointments to boards and commissions serve as individuals, not as representatives of the League.

## DUTIES OF VOTER EDITOR

The VOTER Editor is:

- ◆ Responsible for maintaining the e-mail roster and s/he will send all official communications as directed by the President(s) and other Board members.
- ◆ Mailing should include all members, LWVIA Board, other Iowa Leagues, and donors that have indicated so
- ◆ Make sure that New members are included as they join
- ◆ After the Fund drive revise list as it pertains to donors

### *As Editor*

- ◆ In consultation with the President(s) decide on articles to go on each Issue
- ◆ List names of New members in VOTER (without their address)
- ◆ E-Mail the VOTER not later than 1½ weeks prior to a General Meeting
- ◆ Hard copies, for those that requested, should also be mailed at that time

### *As Webmaster*

- ◆ Posts the monthly VOTER on the Website
- ◆ Keeps all information on Website up to date
- ◆ Post studies and other documents that need to be available on the site



LEAGUE OF WOMEN VOTERS of AMES, IA

## VOTER SERVICES CHAIRPERSON(S), JOB DESCRIPTION

Written: 2-2-2005

Updated: 5-1-2006

LWV of Ames Bylaws

No provisions

LWV of Ames Board Policies (1-8-2004):

### NONPARTISANSHIP POLICY

- b The president, Voter services chair, and Legislative chair may not:
  - ❖ Accept a position as a precinct committee member or ward leader.
  - ❖ Work as a block worker at an election.
  - ❖ Host a coffee or informational meeting for a candidate.
  - ❖ Attend a party convention as a delegate or alternate.
  - ❖ Display partisan yard signs.
  - ❖ Fill a visible role in a candidate's campaign.
  - ❖ Contribute to a ballot issue campaign opposed by the League.

### CANDIDATES' FORUMS

#### Request for changes of dates:

Candidate forum are a service to the citizens of Ames/Story County by the LWV of Ames and other sponsoring groups.

Forums are televised, so dates and times are set according to availability of City Council Chambers and times that will make it possible to benefit more citizens.

Dates are published and communicated to candidates at least a month ahead of those dates. Any candidate who cannot attend may send a representative. – MC

#### Contested election:

A candidate forum need not be held for an uncontested election. In the case of a candidate forum held for a primary election, if any candidates for a given position are eligible, then all candidates shall be invited, even if the position is not contested within a candidate's party. – MC

- The Voter Service Chair was requested to share these LWV of Ames positions with the Ames Chamber.

## DUTIES OF VOTERS SERVICE CHAIRPERSON

### *Organize candidate's forums.*

Candidates Forums are held before primary and General elections and should be held for Ames and Gilbert School Board, Mary Greeley Medical Center and City Council. Depending on the number of candidates running, MGMC and City Council might be combined into one candidate's forum.

- ◆ The Voter Services Chairperson(s) is (are) responsible for informing all participants of:
  - The non partisan nature of the Forum
  - Any current LWV of Ames policies as noted in our Policies

- And that distribution of partisan material is limited to display table outside room where Forum is held
- ◆ Candidate Forums are cosponsored, with the Ames Chamber of Commerce. The tasks have been divided between the Chamber and LWV Voter Service chair such as
  - Setting dates for the forums,
  - Reserving the city council chambers,
  - Communicating with Channel 12 personnel for TV coverage of the forums,
  - Inviting candidates to the forums,
  - Recruiting a moderator,
  - Questioning panel,
  - A person to take call-in telephone questions, and a person to hold the microphone for audience questions for each forum,
  - Unlocking and locking city hall door and turning on & off the lights before and after forums,
  - Making and putting up name cards of the candidates
  - And writing thank you notes to the candidates, moderator and questioning panel afterwards.

### ***Hold voter registration drive(s)***

- ◆ Reserve a place to have the voter registration event (need table and chair(s))
- ◆ Recruit someone(s) to register voters
- ◆ Provide voter registration forms and pencils
- ◆ Make a sign or two to place on table
- ◆ Send or take completed forms to the county auditor's office.
- ◆ "Make Democracy Happen Vote" banner
- ◆ Reserve dates with city clerk's office, for banner to go over Main St.
- ◆ Contact First Class Signs, 232-4738, to ask them to get the sign from Nelson Electric to make the changes as they agreed to do previously.
- ◆ Contact Nelson Electric, 232-2445, who is storing the banner, to ask them to put up banner and take it down and to ask if they will continue to store the banner and tell them First Class Signs will come to pick it up first to change the date and remove Iowa PIRG New Voters Project.
- ◆ Confirm with The Chamber of Commerce that they will continue to co-sponsor the banner so that we covered by their insurance; their name should be on the banner also. Write a thank you note to Nelson Electric.
- ◆ Update the Political Directory and Voter Guide
  - To be done after each election listing all elected officials, their addresses, telephone numbers, zip codes, email addresses and year their term expires.
  - Also, update the Election Calendar.
  - Distribute the Political Directories to the various places around town such as the public library, city hall, Ames high school, auditor's office, etc.



LEAGUE OF WOMEN VOTERS of AMES, IA

**FINANCE CHAIRPERSON, JOB DESCRIPTION**

*Written: 2-2-2005*

*Updated: 5-1-2006*

No provisions	LWV of Ames Bylaws:
No Special provisions	LWV of Ames Board Policies (1-8-2004):

**DUTIES OF FINANCE CHAIRS**

- ◆ The finance committee proposes fundraising goals to the board
- ◆ Outlines the strategy for meeting those goals
- ◆ Oversees implementation of a board-approved plan.
- ◆ When appropriate send letters or visits prospective donors



LEAGUE OF WOMEN VOTERS of AMES, IA

## **OBSERVER CORPS CHAIRPERSON(S),** JOB DESCRIPTION

*Written: 2-2-2005*

*Updated: 5-1-2006*

No provisions	<i>LWV of Ames Bylaws:</i>
<b>OFFICIAL COMMUNICATIONS</b>	<i>LWV of Ames Board Policies (1-8-2004):</i>
<ol style="list-style-type: none"> <li>4. Avoid giving LWV preliminary position papers or preliminary consensus to nonmembers.</li> <li>5. A Leaguer should not appear before a government body as “observer” and speak as a private citizen or as a representative of the League.</li> <li>6. All written statements or letters on behalf of the League should have the consent of the president.</li> </ol>	

### **DUTIES OF OBSERVER CORPS CHAIR**

- ◆ In consultation with the Board, identify councils, committees and commissions to be monitored
- ◆ Recruit and train observers
- ◆ Remind them of Communications Policies as set by Board, (see above)
- ◆ Develop a reporting system (observers→ chair→ board) to verify/identify
  - Open meetings
  - Opportunity for citizen input
  - Courtesy to citizens
  - Items that relate to LWV positions
- ◆ Notify the president of agenda items on which the Board may want to have input so he/she may send another spokesperson to the meeting. The observer is not allowed to speak to substantive issues at a meeting.
- ◆ If reports indicate problems in the areas listed above, and the board directs, the president and observer chair will communicate perceived problems to the chair of the related body, and if appropriate, suggest remedies.



LEAGUE OF WOMEN VOTERS of AMES, IA

**PUBLICITY CHAIRPERSON, JOB DESCRIPTION**

*Written: 2-2-2005*

*Updated: 5-1-2006*

LWV of Ames Bylaws

No provisions

LWV of Ames Board Policies (1-8-2004):

**OFFICIAL COMMUNICATIONS**

- 4. Avoid giving LWV preliminary position papers or preliminary consensus to nonmembers.
- 5. A Leaguer should not appear before a government body as “observer” and speak as a private citizen or as a representative of the League.
- 6. All written statements or letters on behalf of the League should have the consent of the president.
- 7. Any Leaguer asked to speak for the LWV should notify the President

**DUTIES OF PUBLICITY CHAIR**

- ◆ Be familiar with Communications Policies of the Board
- ◆ Publicize general meetings open to the public, candidate or issue forums, and other meetings sponsored or co-sponsored by LWV; meeting information sent via e-mail radio (KASI, WOI) newspapers (Tribune, Register Life & Times, ISU Daily, Tri-County times, Nevada Journal) send out or distribute flyers when appropriate.
- ◆ Cut out all clippings where LWV is mentioned with name and date of newspaper and keep in folder
- ◆ Attend and participate in Board meetings
- ◆ Write an annual report for Ames VOTER



LEAGUE OF WOMEN VOTERS of AMES, IA

**LEGISLATIVE ACTION CHAIRPERSON, JOB DESCRIPTION**

Written: 2-2-2005

Updated: 5-1-2006

LWV of Ames Bylaws

No provisions

LWV of Ames Board Policies (1-8-2004):

**BOARD MEETINGS**

1. The agenda for board meetings shall be prepared by the president and shall include the following:

- ❖ ...
- ❖ Directors' reports

**REPORT OF BOARD MEMBERS AND CHAIRPERSONS**

- 5. Each committee chairperson should present a written progress report to the president when applicable. At the president's request, any committee chairperson may report orally to the board. [see Board Meetings above]
- 6. Each board member shall write a complete annual report for his/her portfolio for the Ames VOTER.
- 7. Each outgoing board member shall be responsible for a personal meeting with his/her successor for transfer of materials, explanation or responsibility, and suggestions before the May board meeting.

**DUTIES OF THE LEGISLATIVE ACTION CHAIRPERSON**

The Legislative Action Chair is responsible for two areas of interaction with Iowa legislators:

- ◆ Legislative interviews – This is an annual discussion with local legislators usually held early in December to present the LWVIA positions on priority issues. In recent years this has been cosponsored by the Carrie Chapman Catt Center for Women and Politics. The roles of the Legislative Chair is to: set the date and time of the session; invite the legislators; arrange for the space and food if appropriate; find League members to present positions; and report the outcome of the sessions to the LWVIA lobbyist. The Catt Center has arranged space and food in recent years. League positions are the product of the annual LWVIA Legislative Issues Workshop. It is a good idea for the Legislative Action Chair to attend this session.
- ◆ Legislative Forums – Several times during the annual legislative session legislators are invited to a Saturday morning forum in the Ames City Council Chambers known as the Legislative Wake-up. The Legislative Action Chair should arrange for cosponsors, if any. In recent years the forums have been cosponsored by the Carrie Chapman Catt Center for Women and Politics and the Ames Branch of the American Association of University Women. The role of the Legislative Action Chair is to: schedule the sessions; arrange for the use of the council chambers and for cable television broadcast with the city clerk's office; invite the legislators; find League or cosponsor members to moderate the panels; find someone to run telephoned questions from the cable television room to the chambers; arrange for coffee, juice and pastries for an informal conversation period prior to the session; invite reaction panelist for each session from the media, local government, ISU, business community, etc and arrange for publicity.



LEAGUE OF WOMEN VOTERS of AMES, IA

## **NOMINATING COMMITTEE, JOB DESCRIPTION**

*Written: 2-2-2005*

*Updated: 5-1-2006*

**LWV of Ames Bylaws (5-1-2006):**

### ARTICLE V *Officers*

Sec. 2. Power and Duties. The President ... shall be, *ex officio*, a member of all committees except the nominating committee...

### ARTICLE VIII *Nominations and Elections*

Sec. 1. Nominating Committee. The Nominating Committee shall consist of three-five members, one of whom shall be a member of the Board of Directors. The chairperson and at least one member, who shall not be members of the Board, shall be elected at the Annual Meeting. The current Nominating Committee shall make nominations for these offices.. Immediately following the Annual Meeting the Board of Directors shall appoint the other members. The Board of Directors shall fill any vacancy in the Nominating Committee.. Any voting members may send suggestions for nominations for officers and directors to this Committee.

**LWV of Ames Board Policies (1-8-2004):**

#### **BOARD MEETINGS**

5. The president is an *ex officio* member of all committees except the nominating committee.

## **DUTIES OF NOMINATING COMMITTEE**

The Nominating committee

- ◆ Needs to be familiar with Job Descriptions and Board Policies so, that as they consider and talk with prospective candidates, they will be able to consider if they are interested in filling that position and willing to accept some possible limitations.
- ◆ Start early identifying candidates that have strength and skills for the positions that need to be filled
- ◆ Make sure that candidates for the positions of President, President Elect, Legislative Action and Voters Services are aware of the Nonpartisanship Policies that apply to their position.