

### League of Women Voters Wilmette Board Positions

BOARD POSITION	DUTIES AND RESPONSIBILITIES
President	Duties include, but are not limited to, planning the agenda and conducting monthly Board meetings, coordinating activities with neighboring League Presidents, reporting on meetings to the Board, acting as spokesman for LWV-W
Vice President	In addition to any other duties relating to additional positions, a Vice-President shall perform such duties as the President and the Board designate and as specified in the By-Laws.
Treasurer	Maintains financial records and reports and files tax documents as needed. Presents statements and reports at Board meetings and at the Annual Meeting. Collects and receives all monies due. Acts as financial custodian of money at the direction of the Board. Ensures PMP are made and Ed Fund monies are used appropriately. Term always coincides with fiscal year (July 1 – June 30)
Secretary	Keeps minutes of all meetings of the Board of Directors, Annual Meeting, and all other meetings designated by the Board. Maintains updated electronic originals of all documents in the membership and board books and creates board books for incoming Board members. Oversees archiving of documents on website as needed.
Programs/Events	Plans events to educate membership on League local, state and/or National positions or <i>Programs</i> . May include topics of social and/or political interest to members and the public.
Voter Services	Oversees and coordinates the League's efforts to provide nonpartisan information to voters and promote citizen participation in elections. Provides information on how to register to vote and where and how to vote (dates and deadlines). Organizes candidate forums, publishes the Voters' Guide for local elections, schedules voter registration for high school students and the general public.
League of Student & Government Leaders	Plans and implements the study of local governmental bodies by eighth grade students in all Wilmette schools, working with all local governmental Boards and any Wilmette junior high school interested in participating.
Membership	Promotes new membership; plans recruitment events. Maintains membership records and shares new member information with E-mail Manager, Facebook Manager and Treasurer. Creates Member Directory and provides to membership annually. Sends all new members the Member Book and follows up to integrate and involve new members. Ensures that League is aware of new members as they join and that the membership roster is up-to-date. Follows-up with non-renewing or late-renewing members to ensure high retention. Brings League mail from PO Box to Board meetings for distribution.
Webmaster	Creates and maintains the LWV-W website.
Ad Hoc	Attend monthly Board meetings. Perform such duties as designated by the Board or the President.

Newsletter ("The Voter")	Generates, collects and edits all articles for the LWV-Wilmette Bulletin. Formats, produces and distributes the newsletter "The Voter" for membership.
Issue Advocacy	Stays abreast of issues in the community and flags ones of possible interest to the Board; recommends action on local issues in support of the positions of the League; oversees the completion of advocacy work in an efficient and effective manner; works closely with the Programs/Events Chair on combining advocacy work with local programs/events; may serve as lead on either a local or national consensus study.
Studies	Monitors the upcoming studies (local, state and national); presents them to the Board for possible study consideration and organizes the study process.
Directors-at-Large	Attend monthly Board meetings. Perform such duties as designated by the Board or the President
<b>OFF-BOARD POSITION</b>	
Publicity	Receives publicity assignments; creates, manages, and distributes publicity and public relations communications between the League and the public in order to maximize League exposure. Coordinates with Board members to maximize the League's exposure and communication to members.
E-Mail Manager	Sends out (but does not generate) all membership emails via Mailchimp, including the "Voter"; maintains Mailchimp database and reports. Emails "The Voter" to other local leagues/local boards.
Facebook Manager	Maintains LWV-W Facebook "Virtual Meeting Room" and private Facebook page for member communication. Adds new members when Membership provides contact information.
Nominating Committee Chair	Coordinates the work of the Nominating Committee by organizing meetings and overseeing work to prepare slate of nominees for the next year's Board. Presents Slate to full membership at Annual Meeting, usually in May.
Nominating Committee Members	Works with Nominating Committee Chair to slate open positions and present a nominating slate to full membership at Annual Meeting, usually in May.