



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: VOTER REGISTRATION CHAIRPERSON (Adopted September 8, 2008)

Role: To coordinate all voter registration activities in Doña Ana County.
Chairperson must be a Certified Registration Agent.
Chairperson works closely with the Bureau of Elections and Voter Services Director.

Responsibilities:

Selects: Dates, times and public locations for voter registration.

Contacts:

1. Manager(s) for permission to use site for voter registration
2. Determines the restrictions, if any, that apply for using the site
3. Confirms that the League is on the sites calendar for the agreed date and times.
4. Reconfirms League reservation date with contact person several days prior to registration date
5. When permission is granted and dates firm, coordinate with the Voter Services Director who will contact League members to work on voter registration.

Coordinate Registration Day Set Up/Pick Up

1. Deliver a table, 4 chairs, and 2 easels with signs.
2. Provide 6 black ball point pens.
3. Provide *Who's Who* or other pamphlets pertaining to voting, government, or the League.
4. When registration is finished, pick up all furniture and materials. Store until next registration date.

NOTE: Certified Registration Agents are responsible for turning in registration forms to the Bureau of Elections within 24 hours, except when registration is conducted on Saturday, forms are turned in on the following Monday.