



## LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

### **Portfolio Description: VOTER SERVICES DIRECTOR**

(Adopted September 8, 2008)

(Reviewed: May 2, 2013)

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**Role:** To coordinate and oversee Voter Services programs with Chairpersons for:

- Voter Registration
- Candidates Forums
- Voters Guide
- Who's Who

To respond to questions and inquiries from the public, political candidates, election officials, other organizations and League members.

Voter Services Director may direct any program, as necessary.

### **Responsibilities:**

#### **Candidates Forums:**

1. Send letters of invitation to all candidates inviting them to participate in the forums. Send electronically followed by a hard copy if time is limited. If no response is received by final RSVP date, call candidates(s). (Letters of invitation should be sent **after** letters for Voters Guide.)
2. If forums are televised, contact city and/or county media directors to arrange details.

#### **Voters Guide:**

1. Develop Request for Proposal (RFP) for design, printing and distribution of Voters Guide.
2. Send RFP to local newspapers for bid.
3. Present bids to the Board. Board selects successful bidder.
4. Notify successful bidder; thank unsuccessful bidder.
5. Obtain list of candidates from Bureau of Elections for Editor to use in Voters Guide.

#### **Legislative Breakfast:**

1. Coordinate with League Vice President to make arrangements for the facility where breakfast is held.
2. Send "save the date card" to State Senators and Representatives from Doña Ana County in November after the election.
3. Send Letters of Invitation to State Senators and Representatives from Doña Ana County before Thanksgiving.

#### **Contact League Members for Volunteer Services as follows:**

1. Voter Registration: Two per 2-hour shift, one of whom must be a Certified Registration Agent.
2. Candidates' Forums: 9 or 10 League member volunteers
3. Voters Guide: 6 volunteers for question development and 4 volunteers as proof readers
4. Who's Who: 10 volunteers for information verification and proof reading