



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: WHO'S WHO CHAIRPERSON (Adopted September 8, 2008)

Role: To update the Who's Who, a political directory for Dona Ana County, coordinating information with the Bureau of Elections, elected officials and state and local government offices.
The publication is traditionally updated after each Las Cruces School Board Election, which takes place in February. The new publication should be distributed by the end of March.

Responsibilities:

1. Contact Bureau of Elections for data and information on all newly elected officials. (School Board information will be available about mid-February.)
2. Select date, time and location for a meeting of League members to correct, verify and collect additional data for the update.
3. Make corrections and changes using the previous year's Who's Who.
4. Contact Voter Services Director who will call League members for meeting.
5. Select date, time and location for a second meeting of the committee to present data, correct any information and verify a second time the correctness of the publication.
6. Contact potential sponsor(s) to support printing the Who's Who.
7. Develop a Letter of Agreement for production of the Who's Who. This letter should specify number of copies needed and the date the League expects the Who's Who to be ready for distribution.
8. Meet with the graphic artist to make sure he/she understands what the finished product is to look like.
9. Select date, time, and location and notify committee members for second proof reading before final printing of the document.
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11. Check often to make sure the production schedule is on time and the final printed copy will be ready on the date designated in the Letter of Agreement.
12. Develop a list of locations where document is to be distributed.
13. Distribute as soon as document is ready. League members will help with distribution.