



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: VICE PRESIDENT

(Adopted September 8, 2008)

(Reviewed: May 2, 2013)

Role: To perform such duties as the president and the local League board may designate, filling in during the absence of the president, and coordinating program activities and such duties as assigned by the president

Responsibilities:

1. Assist the President
 - Assume the office of the president in the event of absence, resignation, disability or death of the president and perform all the duties of that office until such time as the Board of Directors shall select one of its members to fill the vacancy.
 - Keep President informed about meetings, studies, and action items
 - Serve as sounding board and advisor
 - Contribute to development of board meeting agenda
 - Chair board meeting when requested by President
2. Ensure planning for activities related to program
 - Assist in developing annual calendar of general meetings and other program activities
 - Conduct annual planning meetings for local, state, and national programs
 - Solicit suggestions from members regarding program activities
 - Make arrangements for annual meeting of membership
3. Facilitate board and member involvement in program
 - Ensure that general meetings are held
 - Report to board and members on program activities
 - Ensure that program study and committees work with Public Relations Director and newsletter editor to present activities to the public
4. Ensure League involvement in key program areas
 - Identify key areas through discussion with board members
 - Recruit study group or committee chairs to undertake local program activities
 - Assist League in planning for study and action at local, state, and national levels
 - Coordinate studies and programs with other Leagues
 - Identify action on issues related to established program at the local, state, and national levels.

ACTIVITIES SCHEDULE

MONTHLY:

Discuss assistance President may need throughout the month

Attend Board and general meetings

Organized general meeting by obtaining speaker, scheduling room, and providing publicity to Public Relations Director and newsletter editor

JANUARY:

Lead program planning for local, state, and national programs, as appropriate, and complete necessary paperwork for program recommendations

AS NEEDED:

Organize unit and consensus meetings of studies completed by the state and national Leagues

Coordinate these activities with any local League members who are participating in the studies.