



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: STUDY GROUP CHAIR (Adopted June 23, 2010)

Role: To lead a study group associated with a specific program topic

Responsibilities:

1. Direct studies that lead to consensus positions and advocacy
 - Identify committee members with interests and skills related to the issue by soliciting members at League meetings, asking the Membership Director to identify potential members, and contacting potential members regarding their interests
 - Establish committee, develop mission statement or scope of work, and timetable for study
 - Facilitate information collection and analysis process
 - Provide information to assist members in reaching consensus through newsletter articles and discussions at meetings
 - Conduct consensus or concurrence meetings of members where study questions are addressed
2. Perform administrative oversight of study group or committee
 - Chair all study group meetings
 - Keep the board informed of study progress and seek board advice, as necessary
 - Develop and monitor board-approved budget allocation
 - Monitor expenditures and submit bills to Treasurer for payment
 - Present consensus or concurrence questions to Board for approval before education meetings are held
 - Acquire approval from Board before proposed consensus or concurrence position is presented to membership for adoption
 - Compile succinct documentation of study group or committee work for League archival files
3. Initiating advocacy on adopted positions
 - Identify opportunities for action with study group members, local Action Chair, and state Action Committee
 - Guide members in strategies for taking action
 - Coordinate dissemination of public information with Public Relations Director
4. Other Activities
 - Keep current about issues in the area of the study
 - Be knowledgeable about state and national League's position in the study area
 - Collaborate with community organizations relevant to the study area by attending meetings and participating in activities

ACTIVITIES SCHEDULE

- MONTHLY AS NEEDED:** Report on activities to the board or in articles in the newsletter
- Report to board and submit expenditures to Treasurer for reimbursement
- FEBRUARY:** Report progress on study at Program Planning meeting and express expectations for study related to local program planning
- MARCH:** Prepare annual report for Annual Meeting packet
- DURING STUDY:** Organize educational meetings to inform members about the study topic
- Achieve approval from board for
- consensus questions
 - consensus position
 - advocacy efforts
- Advocacy efforts:
- Make presentation before appropriate governmental bodies or elected officials
 - Write articles for newspapers
 - Accept speaking engagements on radio to TV and from community groups
- Write articles for publication in local news media