



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: PRESIDENT

(Adopted: September 8, 2008)

(Reviewed: May 2, 2013)

Role: Provide leadership and serve as the League's spokesperson to the community

Responsibilities:

1. Oversee League program and activities
 - Prepare agenda for and preside over board meetings
 - Monitor progress of activities through contact with officers and directors
 - Ensure fiscal soundness of the League through monthly Treasurer's Reports, semi-annual budget reviews, and approval of expenditure requests from study and committee chairs
2. Represent and promote the League in the community
 - Review all public statements before release
 - Deliver public statements
 - Sign official correspondence
 - Review newsletter, unless delegated, and other official documents at board meetings before publication
3. Develop League leadership
 - Encourage total board responsibility for program
 - Facilitate appointment of board members
 - Delegate responsibilities with assistance of other officers and directors
 - Encourage/support board members and others working on behalf of League
 - Assist with membership recruitment and orientation
 - Recognize members achievement
 - Facilitate transition of positions
4. Support membership activity and growth
 - Attend membership meetings when possible
 - Encourage board members to involve members in program activities
5. Serve as liaison with other Leagues and state and national offices
 - Attend local, state and national programs, conventions, workshops and special activities
 - Ensure that obligations to state and national offices are met
6. Maintain information systems for conducting League business
 - Read and distribute mail to appropriate members for action
 - Respond to correspondence
 - Review board meeting minutes before distribution to members

ACTIVITIES SCHEDULE

MONTHLY:

Board Meetings

- Review previous month's agenda for open items
- Consult with Board members regarding agenda items
- Provide Secretary with agenda by the 1st day of month for mailing with minutes
- Preside over board meeting; arrange for substitute, if necessary

Consult with officers and directors regarding status of activities; assist in resolving problems

Review newsletters, unless delegated, prior to publication for accuracy and adherence to LWV principles

Correspondence and Public Statements

- Read and act, if necessary, upon monthly state and national League mailings
- Read and take appropriate action regarding non-League mail; this may include: routing to a board member or other local League member, disposal, placement on monthly board agenda, filing, and writing response
- Read and sign all correspondence or public statements produced in the name of the local League
- Review fundraising letter prior to mailing

Attend general member meetings and League and other meetings as appropriate

JANUARY:

Identify delegates to LWVNM League Day at the Legislature

Identify LWVNM Program Planning items state convention (odd numbered years)

Identify LWVUS Program Planning items for national convention (even numbered years)

Identify delegates to state and national councils or conventions

FEBRUARY:

Activate Annual Meeting Committees

- Bylaws Review Committee
- Budget Development Committee
- Local Program Planning Committee
- Nominating Committee: Appoint one board member

MARCH:

Board Meeting – Review and approve recommendations of Annual Meeting Committees

Approve production of Annual Meeting packet that meets one month deadline for membership distribution

APRIL:

Preside over local League Annual Meeting

MAY:

Familiarize self with local, state, and national League bylaws

Develop agenda for Planning Meeting (attended by new, ongoing, and past president)

Preside over Planning Meeting

- Identify appointments to the Board
- Develop annual calendar of program and other League activities
- Identify Annual Meeting date
- Ensure that portfolios are passed to the person assuming responsibility
- Assign development of Board Roster to Secretary

Attend state council or convention, as appropriate and ensure appropriate number of delegate representation

JUNE:

Attend national council or convention, as appropriate and ensure appropriate number of delegate representation