



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: Special Projects (Adopted June 23, 2010)

Role: To develop, organize, and oversee projects identified by the president or Board of Directors that introduce, promote, or increase the visibility of the League in the community or the state. Seek collaborations with other organizations to ensure community involvement in the projects, when appropriate.

Responsibilities:

1. Develop new or accept special projects
 - Research components of the project
 - Write a brief working paper for presentation to the Board of Directors for final approval
2. Organize the project
 - Identify committee members with interests and skills related to the project. Ask the Membership Director for assistance in this identification and invite potential members to join the committee
 - Establish work plan and timetable for project
 - Facilitate information collection and analysis process
 - Provide update reports to Board of Directors
3. Oversee the special project
 - Chair meetings and ensure that committee members receive meeting minutes
 - Keep the board informed of progress and seek board advice, as necessary
 - Develop and monitor board-approved budget allocation
 - Monitor expenditures and submit bills to Treasurer for payment
 - Compile final report for League archival files
4. Other Activities
 - Be knowledgeable of local, state and national issues relevant to the League that would involve a special project
 - Participate in community committees related to special projects

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 any special projects anticipated for the next League Year
- MARCH:** Prepare annual report for Annual Meeting packet