



Portfolio Description: VOTER SERVICES DIRECTOR

Adopted 09.08.08; Reviewed: 05.02.13; Revised 03.15.21

Role: As a member of the Board of Directors, the Voter Services Director understands and supports the League policies outlined in the LWVSNM Handbook and Member Directory, including nonpartisanship and justice, equity, diversity and inclusion. The Director coordinates and oversees Voter Services programs with Chairpersons for:

- Voter Registration
- Candidates Forums
- Voters Guides
- Who's Who Directory of Elected Officials
- Legislative Conversation (JEDI)

Responsibilities:

1. Voter Registration:
 - a. Encourage members to become active Voter Registration Agents through the Doña Ana County Bureau of Elections;
 - b. Voter Registration Agents will attempt to register diverse people and encourage them to use their voting rights (JEDI).
2. Candidates Forums:
 - a. Hold candidate forums in conjunction with each general and local election (JEDI);
 - b. If forums are televised on KRWG, coordinate closely with the KRWG Programming Director;
 - c. Invite all candidates to participate in the forums. Send invitations electronically preceded by and followed by phone calls. If no response is received by final RSVP date, contact candidate(s) again.
3. Voters Guides:
 - a. Coordinate with LWVNM in the production of their section of the Voters Guide;
 - b. Develop Request for Proposal (RFP) for design, printing and distribution of Voters Guides;
 - c. The Voters Guide must be published in Spanish as well as English (JEDI);
 - d. Send RFP to local newspapers for bids;
 - e. Present bids to the Board. Board selects successful bidders;
 - f. Notify successful bidders. Thank any unsuccessful bidders;
 - g. Obtain list of candidates and their contact information from the Bureau of Elections for Editor to use in Voters Guides;
 - h. If LWVSNM participates in Vote411, coordinate it with locally printed Voters Guides.
4. Legislative Conversation:
 - a. Contact local Legislators to gather for a meeting with LWVSNM. The meeting will occur between the November General Election and the start of the next Legislative Session;
 - b. Present League priorities to our local Legislators at the meeting and allow Legislators to speak to their own concerns;
 - c. Support questions to the Legislators by League members.

5. Contact League Members for Volunteer Services as follows:
 - a. Voter Registration: Direct members to help with Voter Registration as needed and encourage members to become Certified Registration Agents;
 - b. Candidates' Forums: Find a suitable number of League member volunteers;
 - c. Voters Guides: Find volunteers for question development and proofreading as well as contacting candidates;
 - d. Who's Who Directory of Elected Officials: Find volunteers for information verification and proof reading. Make sure Who's Who is kept up-to-date and published periodically in print form as well as digitally on the LWVSNM website.

ACTIVITIES SCHEDULE

- MONTHLY:**
- Continuous update of Who' Who Directory
- ANNUALLY:**
- Who's Who Directory of Elected Officials; revised after each election.
 - Voters Guide (published prior to date of General Elections).