



Position Description: PRESIDENT

Adopted: 09.08.08; Reviewed: 05.02.13; Revised: 03.15.21

Role: Oversees operations and sits as head of the Board for the League. As a member of the Board of Directors, understand and support the League policies outlined in the LWVSNM Handbook and Member Directory, including nonpartisanship and justice, equity, diversity and inclusion.

Responsibilities:

1. Oversee League program and activities:
 - a) Prepare agenda for and preside at board meetings;
 - b) Monitor progress of activities through contact with officers and directors;
 - c) 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:
 - a) Review all public statements before release;
 - b) Deliver public statements;
 - c) Sign official correspondence;
 - d) Review newsletter, unless delegated, and other official documents at board meetings before publication.
3. Develop League leadership:
 - a) Encourage total board responsibility for program;
 - b) Facilitate appointment of board members;
 - c) Delegate responsibilities with assistance of other officers and directors;
 - d) Encourage/support board members and others working on behalf of League;
 - e) Assist with membership recruitment and orientation;
 - f) Recognize members' achievements;
 - g) Facilitate transitions between board outgoing and incoming board members and orientations of new members to the board.
4. Support membership activity and growth:
 - a) Ensure that members understand the League's policies on nonpartisanship and justice, equity, diversity, and inclusion (JEDI);
 - b) Attend membership meetings when possible;
 - c) Encourage board members to involve members in program activities.
5. Serve as liaison with other Leagues and state and national offices:
 - a) Participate in state board meetings held 5-6 times per year;
 - b) Attend local, state and national programs, conventions, workshops and special activities;
 - c) Ensure that obligations to state and national offices are met.

6. Maintain information systems for conducting League business:
- a) Read and distribute mail to appropriate members for action;
 - b) Respond to correspondence;
 - c) 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 and distribute agenda in advance of the meeting;
 - Preside at 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 two-week deadline for membership distribution;

- APRIL:**
- Preside at local League Annual Meeting and initial Board Meeting;
 - Archive documents and materials, as well as electronic materials, in the Rio Grande Historical Collections at the NMSU Library Archives and Special Collections;
 - Attend state council or convention, as appropriate and ensure appropriate delegate representation;
 - Facilitate an orientation for new Board members shortly after elections to review policies, responsibilities and other procedures of the League.
- MAY:**
- Be familiar with local, state, and national League bylaws;
 - Develop agenda for Planning Meeting (attended by new and ongoing Board members);
 - Preside at Planning Meeting;
 - Identify appointments to the Board;
 - Develop annual calendar of program and other League activities;
 - Identify Annual Meeting date;
 - Ensure that documentation and appropriate materials are passed to the person assuming responsibility and provide support for transition from one person to another.
- JUNE:**
- Attend national council or convention, as appropriate and ensure.
- AUGUST:**
- Conduct Board Visioning Lab (Develop a working relationship among Board members; Prioritize goals for the year August through April.
- SEPTEMBER:**
- Support *Get Out the Vote* events/advocacy/activities.
- OCTOBER through
DECEMBER:**
- Support *Legislative Conversations*.