

**The primary “Qualification” for LC members is a willingness to learn and grow into the skills and knowledge specific to the roles that comprise the optimum function of this League, with all the support and encouragement of all other LC members.**

- Include the Co-Chairs, Secretary, Treasurer, and 6 Committee Chairs
- serve 2-year terms
- include representatives from all three counties (Delta, Montrose, and Ouray) as possible
- manage and supervise the business, affairs, and activities of the LWVUV
- attend monthly meetings, at least six (6) regular meetings of the Leadership Council annually and conduct an annual meeting

#### **LEADERSHIP COUNCIL (LC) CO-CHAIRS:**

##### **PURPOSE:**

- Share all responsibilities for supervision and management of the Uncompahgre League
- Serve as the “face of this League” to the community at large, and liaison to the State of Colorado League of Women Voters

##### **DUTIES AND RESPONSIBILITIES:**

- Convene and preside at all meetings of the LC, attend state leadership meetings
- Remain on LC for one year to mentor/support incoming Co-chairs

##### **QUALIFICATIONS:**

- Ability to conduct meetings
- Research skills and computer literacy
- Organizational Skills
- Ability to communicate and interact effectively

**TRAINING:** Attend LWVCO meetings, annual meetings, and webinars. Use [lwv.org](http://lwv.org) leadership portal to access league management resources and training manuals. Training and support materials will be provided.

**SECRETARY:****PURPOSE:**

- Maintain records of meetings, manage documents of the League

**DUTIES AND RESPONSIBILITIES:**

- attend monthly LC meetings, keep minutes, maintain records, submit information to the State League as directed by the Co-chairs
- conduct correspondence for the organization, i.e., thank speakers, candidates, donors, etc.
- sign with Co-Chairs all contracts and other
- provide transition/orientation/training to new/incoming Secretary

**QUALIFICATIONS:**

- Ability to take notes while listening
- Effective verbal and written communication skills
- Basic technology skills for word processing and communication: e.g., Word, Email, Zoom, etc.
- Good organizational skills, attention to detail

**COMMITMENT:** Two-year term. Attendance at all Leadership Council meetings. Approximately 2-3 hours per month. Assists in orientation and training on incoming Secretary.

**TRAINING:** Provided by outgoing Secretary, with support from members of Leadership Council

**TREASURER:**

**PURPOSE:** To manage financial functions and records for the LWV-UV

**DUTIES AND RESPONSIBILITIES:**

- attend monthly LC meetings and give an itemized report of financial status
- Financial functions:
  - attend to League mail (PO Box) in coordination with the Secretary
- receive funds; sign and endorse checks, make all disbursements
- keep an accurate record of all funds, prepare an end-of-year financial report
- file the annual 990N form
- submit books for financial review annually, prepare proposed budget for budget committee
- remit dues to the State and National organizations
- maintain a membership database with the Membership Committee Chair
- assist with any grant writing and fundraising efforts as needed
- provide transition/orientation/training to new/incoming Treasurer

**QUALIFICATIONS:**

- Basic accounting skills using a digital accounting system such as Quicken
- Technology skills for Club Express membership and financial maintenance (as below)
- Organizational skills for maintaining accurate records
- Ability to communicate effectively with members.

**TRAINING:** A reference files notebook provided with all the addresses, account names and numbers, login information, and all necessary paperwork. One-to-one training provided as needed, by the former LC officers. Participation in Club Express finance and fundraising working group, LWVCO Treasurer group.

**COMMITMENT:** Once initial training is completed, in addition to attendance at monthly meetings, approximately 3-6 hours per month. Assists in training and orientation of incoming Treasurer.

## **VOTER SERVICES (VS) CHAIR**

**PURPOSE:** Coordination of voter registration and education, Vote411.org, ballot issue presentations, and candidate forums.

### **RESPONSIBILITIES AND DUTIES:**

- attend monthly LC meetings
- gather, and share election-related information with LC and VS Coordinators for planning
- plan and organize events, order materials needed with various VS Coordinators
- submit articles to The Voter and drafts for newspaper articles, press releases, etc.
- Coordinate with LWVCO on voter services activities

### **QUALIFICATIONS:**

- Knowledge of voting process and issues
- Organization and management skills working with VS Coordinators
- Collaboration skills to work well with others
- Passion about voting, voting rights, protecting voting

**COMMITMENT:** 10-20 hours per week from April to the end of October. Some other work happens throughout the year, but most of the commitment is around the elections.

**TRAINING:** Attendance, mostly virtually, at state events, participating with other league voter service coordinators, and reading state training materials, communication with LWVCO Voter Services Chair and VOTE 411 Coordinator, Secretary of State's office, other state, county and local entities.

## **COMMUNICATIONS CHAIR**

**PURPOSE:** Facilitate LWV-UV community communication through media outlets for awareness, attendance and participation of the general public.

### **RESPONSIBILITIES AND DUTIES:**

- Attend all LC meetings
- Inform and engage target audiences within the community, local media, other LLs, LWVCO
  - Prepare submissions and distribute news releases to local media outlets, posts to online event calendars, coordinated with LWV-UV to website, social media, etc.
  - Coordinate with LC and track Letters to Editor & Op Eds, etc., retain the published version submissions in printed or electronic form

**QUALIFICATIONS:** Awareness of local media outlets: print, electronic, etc.

- Email, archiving and organization skills
- Effective communication skills, especially written

**COMMITMENT:** Year-round. Election season, especially. Coordinating details, preparing, and emailing news releases, can take 3-4 hours per event. Archiving the newspaper-published releases may take an hour. Coordination with other communications entities may take another hour. There tend to be peak times for activities in which there might be multiple events, and others with much less activity demands.

**TRAINING:** OJT, support of other Chairs carrying out duties that require publication of their activities. Connection to LWVCO for information re: activities related to those of other Local Leagues. Club Express roundtable, Communications and social media working groups, LWVCO Communications Forum.

## **THE VOTER EDITOR**

**PURPOSE:** to collect and put together information about League calendar, events, issues quarterly.

### **RESPONSIBILITIES AND DUTIES:**

- attend all LWV-UV events, or have others gather relevant information, pictures, etc. for publication
- gather information from Board and League members, in format that is input into the LWV-UV Club Express website for members
- actively monitor and communicate with LC, including CCs, re: activities and events
- publish quarterly blog on Club Express that includes all activities, events, changes, outcomes, etc., relevant to this League manner aligned with the mission of the LWV

### **QUALIFICATIONS:**

- Some computer skills, including:
  - apps such as Word, Publisher or another publishing software
  - means to incorporate pictures, graphics, and tables into the newsletter
  - keeping an electronic contact list
- knowledge of Local League activities and current issues as well as knowledge of Colorado and US League issues and communications.

**COMMITMENT:** Writing an article or editing material, putting the newsletter together into Club Express takes about 8 hours **4 times a year**. Spring Voter can take a little longer because of the Annual Meeting materials.

**TRAINING:** Help from other, experienced Local League newsletter editors is useful as a resource. LC members work with Club Express and will support the Editor learning the platform. Also helpful are the Club Express roundtable, Communications and social media working groups, and LWVCO Communications Forum.

## **ACTION AND ADVOCACY CHAIR**

**PURPOSE:** Provide leadership on needed action on local issues. Raise and maintain LC's awareness of issues requiring a response from LC and/or membership.

### **RESPONSIBILITIES AND DUTIES:**

- Know and understand our current local, state, and national issues.
  - Bring to the LC those issues needing attention.
  - Gather information and advise on issues gathered in communication with task force and Observation Corps members.
  - Initiate and prepare materials for a local study with approval of the LC.
  - Facilitate any actions that LC and/or members take, such as drafting letters to the editor and speaking to local boards and councils
  - Coordinate with LC to keep our local positions up-to-date and posted on our website.
  - Inform, and encourage members' engagement in LWVCO task forces, including the Legislative Action Committee.
- Provide feedback on local, state, and national programs
- Assist with state league programs and studies.
- Identify and present our priorities for action and advocacy at the annual meeting.

### **QUALIFICATIONS:**

- Interest in and passion for action and advocacy
- Willingness to research critical issues
- Understanding the LWV's positions on local, state, and national issues
- Ability to write and articulate concerning those issues

**COMMITMENT:** Approximately 5-8 hours per month to research, write, bring issues to leadership council.

**TRAINING:** LWVCO Legislative Action Committee (LAC) provides training. LWVCO Legislative Conference each January, various LWVCO task force forums.

## **MEMBERSHIP CHAIR**

**PURPOSE:** Promote member engagement. Maintain organization records regarding members' areas of interest in League activities and initiatives.

### **RESPONSIBILITIES AND DUTIES:**

- Attend all LC meetings
- Recruit new members by following up with those who attend LWV events
- Organize activities to engage interest in the League in the community.
- Contact and provide orientation to new members, offer "updated" LWVUS, LWVCO, LWV-UV information
- Encourage member engagement in Committees, the LAC and LWVCO Task Forces per their areas of interest
- Coordinate with Treasurer by following up on member renewals
- Maintain clear and organized records of member communication in Club Express

**COMMITMENT:** Year-around. The membership coordinator serves on the Leadership Council, attends monthly meetings 1.5 hrs. Membership work requires approximately 10 hours per month.

### **QUALIFICATIONS:**

- Communications skills effective with prospective, new and current members
- Organizational skills
- Familiarity with basic computer applications and Club Express

**TRAINING:** Training and support materials will be provided. Skills and knowledge related to use of Club Express to be provided by Technology Coordinator and/or Webmaster. Club Express Membership working group.



## **COMMUNITY PROGRAM CHAIR**

**PURPOSE:** Provide members and the public with educational events.

### **RESPONSIBILITIES AND DUTIES:**

- Attend monthly LC meetings
- Identify and reserve location, time, date, and costs for programs
- Communicate as point of contact for presenters/speakers, extend invitations, and schedule presenters for events on identified topics, panels, confirm attendance, send links to speakers for videoconferencing, agenda and timetable etc.
- Coordinate communications with Publicity Chair
- Recruit volunteers to set-up, bring refreshments, and clean-up for in-person events
  - Introduce presenters, open, facilitate, and close the meeting, coordinate with Secretary for follow-up

### **QUALIFICATIONS:**

- Collaboration and organizational skills
- Effective communication skills
- Knowledge of local, state and national issues and concerns to address via community education presentations
- Some knowledge of local resources likely supportive to presentations on community education topics

**COMMITMENT:** Year-round. LWVGW Leadership Council establishes priorities for Community Program educational events. Time fluctuates with events and averages 5-7 hours per month for up to 5-6 months of the year.

**TRAINING:** Training and support materials will be provided. Coordination of activities with Membership Chair and attendance at meeting will provide most training and League knowledge necessary.

## **FUNDRAISING AND DEVELOPMENT CHAIR**

**PURPOSE:** To provide funding to support LWV-UV activities by outreach to the community for support, by grant application, and fundraising activities performed by the membership.

### **RESPONSIBILITIES AND DUTIES:**

- Attendance at LC monthly meetings, relevant events and activities of Committees
- Track fund needs of this League
- Familiarize with activities and meetings in the community where League visibility and support are potentials
- Track opportunities for raising support from the community, state and other potential funding resources
- Develop, complete and submit requests, grant applications, etc., for funding
- Track inputs and outcomes as required by funders: volunteers, volunteer hours, accomplishments utilizing funds, etc.
- Work with Treasurer to address funding/budget needs, issues

### **QUALIFICATIONS:**

- Basic accounting knowledge
- Familiarity with grant application and management processes
- Basic League knowledge
- Community knowledge for service area through use of local media, research
- Good communication, collaboration skills, including written, interpersonal, and online
- Organized and accountable

**COMMITMENT:** Monthly LC meetings, dependent on number of and time committed to related events and activities

**TRAINING:** Mostly through attendance at meetings, interaction with LC Chairs and LWVCO; input sought from other LLs also helpful

## **AD HOC LEADERSHIP COUNCIL MEMBERS:**

### **SOCIAL MEDIA COORDINATOR**

**PURPOSE:** Visibility, Advertising and Marketing for the LWV-UV

#### **RESPONSIBILITIES AND DUTIES:**

- Attend monthly LC meetings only as needed/requested
- Communicate and coordinate function with Publicity Chair
- Identify, research and implement LWV-UV presence on other social media outlets, as appropriate
- Post LWV-UV events and other non-partisan events and useful information on LWV-UV social media accounts

#### **QUALIFICATIONS:**

- Knowledge of computer usage for communication, social media

**COMMITMENT:** 4-6 hours per month, in addition to meetings

**TRAINING:** Orientation and support from former Social Media Coordinator. Go to <https://www.socialmediaexaminer.com/facebook-studio-edge/> . Also, [https://www.facebook.com/help/289207354498410?helpref=search&query=administrator%20training&search\\_session\\_id=869df02ae15714f40c5c1910c2a2ff2d&sr=2](https://www.facebook.com/help/289207354498410?helpref=search&query=administrator%20training&search_session_id=869df02ae15714f40c5c1910c2a2ff2d&sr=2)

## **VOTE411 LOCAL LEAGUE COORDINATOR (With VS Chair)**

**PURPOSE OF POSITION:** Compile, input, and maintain the Vote411.org Voter Guide for Weld County for selected elections.

### **RESPONSIBILITIES AND DUTIES:**

- Attend monthly LC meetings only as requested
- Meet as needed with VS Chair as needed
- Attend trainings offered by the LWVCO and LWVUS Vote411 Coordinators as needed
- Work with LWVCO Vote411 Coordinator to coordinate and manage Voter Guide and election information
- Work with Candidate Forum Coordinator to identify candidates and coordinate candidate communications
- Work with Leadership Council to identify questions to be asked of candidates
- Invite candidates to participate in Vote411 Voter Guide, with follow-up for participation from VOTE411 Coordinator
- Research all ballot measures for LWV-UV counties and any related pro/con statements approved by LWV into Voter Guide
- Contact candidates by email and phone to confirm receipt of invitation to participate, assist as needed, and answer any questions
- Report Voter Guide status, candidate participation, and user statistics to Leadership Council

### **QUALIFICATIONS:**

- Effective verbal and written communication skills, relationship-building with county election officers, candidates, etc.
- Technological skills for communication
- Attention to detail and organization of information
- Research skills for information related to local and state race information, ballot issues, candidate contact information

**COMMITMENT:** Duties are performed primarily in the 30-60 days prior to an election and take approximately 8-12 hours overall, depending on the number of races, candidates, and ballot measures being covered.

**TRAINING:** Training and Support Materials will be provided by Voter Services Chair. LWVCO and State VOTE411 Coordinator are primary resources for all VOTE 411 work.

## **CANDIDATE FORUM COORDINATOR (with VS Chair)**

**PURPOSE:** Inform voters about candidates' philosophies and positions on local issues.

### **RESPONSIBILITIES AND DUTIES:**

- Attend LC meetings only as requested
- Meet with VS Chair as requested/needed
- Organize Candidate Forums
  - communicate with local County Clerks, City Clerks, and other elections officials
  - set date and location of forums
    - communicate with candidates, extend invitation and follow up, provide guidelines
  - Recruit, coordinate volunteers to assist at forum, provide volunteers with supplies
  - consult with LC via VS Chair to compose 2-3 pertinent questions for candidates
  - Coordinate with League Communications Chair to publicize events and activities
  - Coordinate with Secretary to acknowledge candidates' participation after the forum

**COMMITMENT:** Majority of the work will be from April through October in general election years, to include primary elections; and for local elections, February until the election day in April. Averages 2-4 hours per week.

**QUALIFICATIONS:** These are expected to represent growth/learning areas, as well as opportunities to utilize skills, knowledge and experience already acquired.

- Knowledge of calendar of local state and national political issues, election-related calendars and events
- Organizational and collaborative skills
- Effective verbal and written communications skills
- Computer skills related to email correspondence
- Videoconferencing experience desired.

**TRAINING:** Training and support materials will be provided by Voter Services Chair. Resources available at LWVCO site for supportive information re: Candidate Forums.

## **VOTER REGISTRATION COORDINATOR (With VS Chair)**

**PURPOSE:** Provide information and opportunities to register eligible voters. Recruit and train members to register voters.

### **RESPONSIBILITIES AND DUTIES:**

- Attend LC meetings only as requested
- Familiarize with voter-related information: the election calendar, qualifications registration and voting, etc.
- Supply brochures and pamphlets published by LWVCO (Your Voice, Your Vote, Vote411.org)
- Compile voter registration materials, tables, envelopes, signs for events
- Contact and coordinate events around National Voter Registration Day
- Education of voters about voting and voting issues
- Attend Making Democracy Work Day in September, usually virtually

### **QUALIFICATIONS:**

- Organizational and long-range planning skills
- Knowledge of Colorado voting process
- Passion for voters' rights and issue related
- Motivation for locating relevant information and resources

**COMMITMENT:** The majority of the work will be from August through election day. During that time, it will take 3-5 hours per week. Other events occur sporadically throughout the year, but do not take the intensive time required in the fall.

**TRAINING:** Provided by Voter Services Chair. Familiarity with LWVCO and Secretary of State's sites for related information and training resources, greatly helpful and necessary.

## **BALLOT ISSUES PRESENTATION COORDINATOR (With VS Chair)**

**PURPOSE OF POSITION:** Inform voters about ballot issues.

### **RESPONSIBILITIES AND DUTIES:**

- Know and understand the ballot issues, pros and cons, timeline for creation, and components of issues.
- Attend Making Democracy Work Day in September, usually virtually
- Edit the ballot issue presentation created by LWVCO
- Create ballot issue presentation for local issues
- Arrange sites, coordinate with requestors, for presentations, coordinate speakers for all ballot issue presentation requests, supply voter information pamphlets, etc.

### **QUALIFICATIONS:**

- Interest in, knowledge of ballot issues at state and local level
- Ability to coordinate people and schedules
- Interest in researching the impact of ballot issues
- Ability to speak to groups of people
- Ability to collaborate with others in presentations
- Familiarity with League positions on related issues

**COMMITMENT:** Most of the work will be from August through election day. During that time, it will take 3-5 hours per week.

**TRAINING:** Provided by Voter Services Chair. Consultation via LWVCO for ballot issue-related information, League positions, etc.

## **OBSERVER CORPS COORDINATOR**

**PURPOSE:** Promote government transparency and accountability. Identify issues of interest to LWV-UV.

### **RESPONSIBILITIES AND DUTIES:**

- Attend LC meetings only as requested or needed
- Identify regular and special meeting times and places of local boards
- Recruit volunteers to observe local board meetings
- Provide training to Observer Corps volunteers
- Coordinate schedules among volunteers, track time and activities
- Receive evaluation forms from volunteers and identify issues and patterns that the League may want to address
- Regularly report Observer Corps activities to Leadership Council.

### **QUALIFICATIONS:**

- Awareness of local government protocols and procedures.
- Research and computer literacy skills.
- Organizational skills.
- Ability to communicate effectively with League members.

**COMMITMENT:** Year-round. LWV-UV Leadership Council establishes priorities for which local boards to observe. Once volunteers are recruited and schedules are identified and established, work takes 2-3 hours per month.

**TRAINING:** Training and support materials will be provided. Essential training on open meeting laws for governmental organizations will be provided. Information provided from membership, LC, LWVCO will be instructional.



## **LWVUV POSTER/ESSAY CONTEST COMMITTEE CHAIR**

**PURPOSE:** To conduct Poster/Essay contest among community youth to raise their awareness of and increase participation in elections process. Increase LWV-UV's visibility in service area, particularly among youth.

### **RESPONSIBILITIES AND DUTIES:**

- May attend LC meetings as needed to secure input and support for Poster and Essay Contest, and to report outcomes of Contest activities
- Develop rules for eligibility and participation in Contest.
- Determine and budget costs related to the Contest, including prizes, explore possible support for prizes from local resources
- Recruit and supervise essay readers and artwork evaluators from the community
- Publicize, with cooperation of Publicity/PR Chair and Social Media Coordinator, all activities related to the Contest
- Create, staff and carry out the Awards Event

### **QUALIFICATIONS**

- Familiarity with community, especially young potential voter venues
- Interest language and visual arts
- Understanding of importance voting and political process to youth

**TRAINING:** Orientation and support for this Contest will be provided by LC and members formerly involved.

## **Webmaster**

**PURPOSE:** Create and maintain LWV-UV web presence with an easy-to-use, attractive website.

### **RESPONSIBILITIES AND DUTIES:**

- Meet with LC only as needed and requested by LC to carry out duties
- Update the features, design and content as needed
- Ensure functionality, efficiency and easy-to-navigate pages
- Monitor website activity, traffic and site visits and report regularly to Leadership Council
- Test websites across a variety of browsers, operating systems and devices
- Troubleshoot broken links/images and debug pages to provide the best user experience
- Maintain League online calendar events and activities
- Communicate with LC members to obtain information and images for publication
- Coordinate with LC to provide updates related to website design and content
- Assist with maintaining the databases
- Obtain a working knowledge of website management tools; i.e., the Control Panel
- Manage administrator and coordinator rolls
- Conduct training for updating/managing website pages
- Assist coordinators with uploading documents

### **QUALIFICATIONS:**

- Knowledge of technology and familiarity with web standards
- Manage administrator and coordinator tolls
  - Conduct training for updating/managing website pages, assist coordinators with uploading documents
- Person qualities should include:
  - excellent communication and teamwork skills,
  - the ability to generate creative ideas,
  - attention to detail,
  - outstanding organizational skills.
- A knowledge of HTML/CSS is helpful but not requires.

**COMMITMENT:**(length of service, hours per week/day): Unlimited term (years) of service, two to three hours per week on average.

**TRAINING:** Website personnel (Club Express) provides training and support. Vacating Webmaster will provide orientation to new Webmaster



## **Technology Coordinator**

**PURPOSE:** Assure that technical needs of the LWV-UV re: coordinated and addressed.

### **RESPONSIBILITIES AND DUTIES:**

- Attend Leadership Council meetings for upcoming messaging and technology requirements needing to be addressed.
- Work with the League's webmaster, social media coordinator and video conferencing technician to coordinate messaging and programming.
- Research tools that may be useful for League activities.

### **QUALIFICATIONS:**

- Familiarity with web applications and pc technologies
- Technology competence in order to be able to communicate effectively
- Organizational skills

**COMMITMENT:** Year-round. 4-6 hours per month.

**TRAINING:** Primarily involves becoming and remaining knowledgeable of utilization of Club Express for LWV-UV purposes, and working knowledge necessary for videoconferencing via Zoom for meetings and webinars, etc. Club Express and LWVCO are resources for training in these areas.