



LEAGUE OF WOMEN VOTERS OF MASSACHUSETTS

133 Portland Street, Boston, MA 02114 • Tel: 617-523-2999 • Fax: 617-248-0881

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President or Co-Presidents / Steering Committee Chair or Co-Chairs

Whether an individual or two people serve together as President(s) of the Board or Chair(s) of the Steering Committee of a local League, the responsibilities are similar. The members, through the nominating committee, have entrusted the leadership of the organization to one or two people who they feel will serve the interests of the League by providing leadership and direction for carrying out member decisions.

Members of the Board or Steering Committee have responsibility for the various areas of League operations and program while the President / Chair provides leadership to help ensure that all areas are being addressed within the context of the organization's mission.

The board or steering committee activities fall into two broad interdependent areas:

- Organization and management functions:
 - Membership recruitment, retention and participation
 - Fundraising and budgeting
 - Communications to members and the community at large
 - Efficient administrative operations
- Program:
 - Education
 - Action
 - Study

The President / Chair should consider a major part of the job to be to help build the strength of the organization. Delegating responsibility to others to allow them to build their skills and confidence will do this effectively. Every meeting should end not with a large "to do" list, but a "to share" list. In times when particular tasks or responsibilities are not taken up, the board or steering committee should evaluate the need and act accordingly. The list below is not comprehensive and will vary from League to League.

Main responsibilities of the President / Chair:

- Work with other board / steering committee members to clearly define the individual and collective roles and responsibilities of the Board / Steering Committee members
- Articulate the goals of the Board / Steering Committee
- Set the agendas for Board / Steering Committee meetings with executive committee, if there is one, and with input from board/steering committee members
- Preside at Board / Steering Committee meetings



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- Represent the League at state LWV events, especially convention and council
- Act as the organization spokesperson
- Sign all official letters
- Write a column for the Voter or Bulletin and review all copy
- Ensure that board/steering committee members can access state and national LWV information
- Plan and prioritize through annual Local League Planning, how resources will be used and what program will be carried out
- Ensure that organizational policies are understood and followed, especially the non-partisan policy
- Remain non-partisan in all elections