



**LEAGUE OF WOMEN VOTERS®
OF RICHARDSON**

Standing Rules

January 27, 2023

Rule I: Job Descriptions – Officers, Directors, and Committee Chairs

Below are Job Descriptions for Officers, Directors, and Committee Chairs of the League of Women Voters of Richardson (LWV-R). This document is intended to supplement the Bylaws of the League of Women Voters of Richardson. If there are any discrepancies between this document and the Bylaws, the Bylaws will be followed. All Officers, Directors, and Committee Chairs must be familiar with their duties as described in the LWV-R Bylaws.

Only a voting member of the LWV-R shall be elected or appointed or shall continue to serve as an Officer or Director of this organization. (Article 4, Section 2: Board of Directors/Qualifications)

All Officers, Directors, and Committee Chairs should submit an article (even if just a paragraph) to the VOTER Committee Chair each month, if appropriate.



LWVRichardson Organizational Chart

The Officers, Directors, Committee Chairs, and non-Board positions adhere to the following reporting scheme:

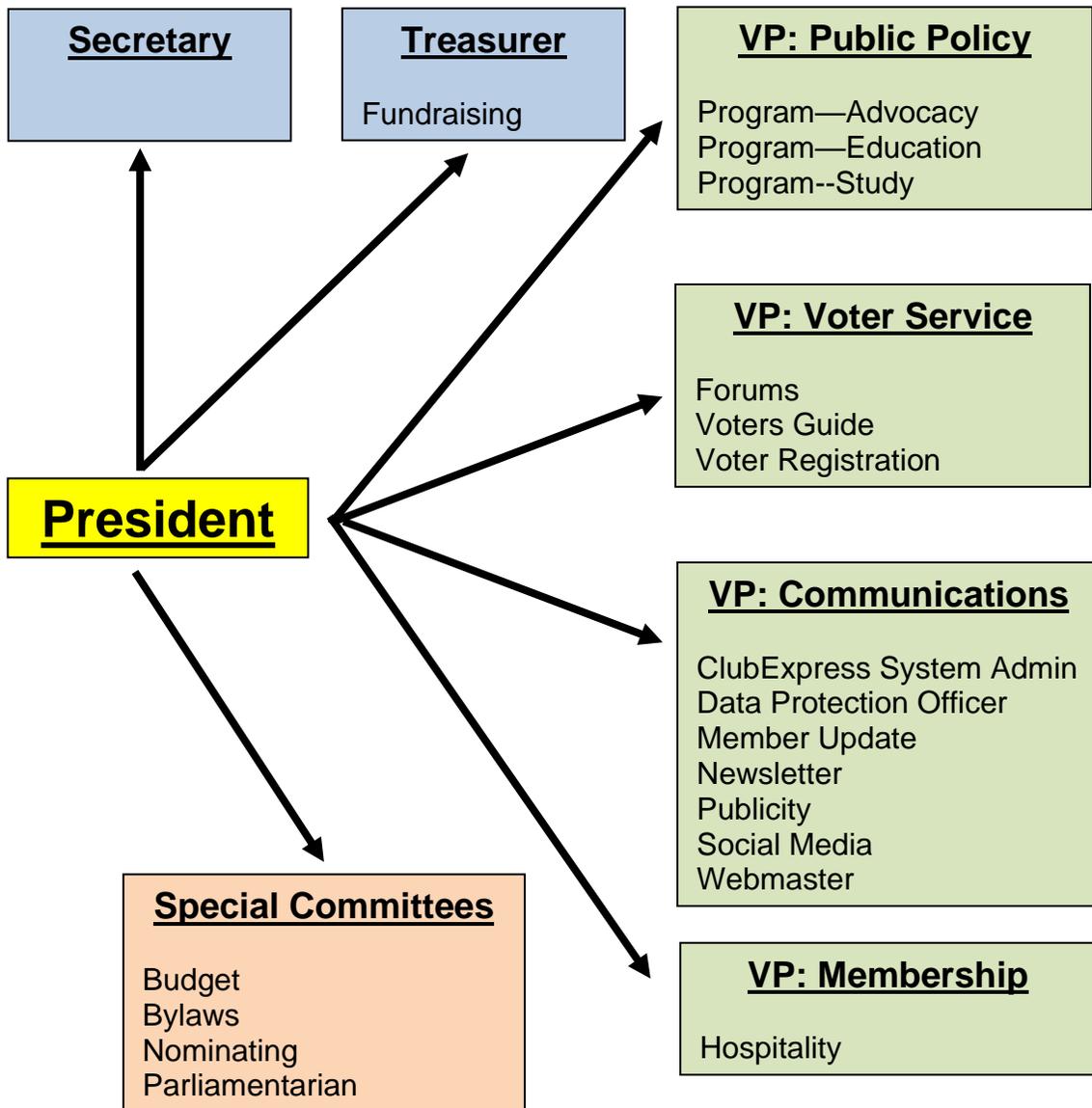
President

- VP: Public Policy – Education and Advocacy Coordinator
 - Program – Advocacy Committee Chair
 - Program – Education Committee Chair
 - Program - Study Committee Chair
- VP: Voter Service
 - Forums Committee Chair
 - Voter Registration Committee Chair
 - Voters Guide Committee Chair
- VP: Communications Coordinator
 - ClubExpress System Administrator
 - Newsletter Committee Chair
 - Publicity Committee Chair
 - Social Media Committee Chair
 - Webmaster
- VP: Membership
 - Hospitality Committee Chair
- Secretary
- Treasurer
 - Fundraising Committee Chair
- Budget Committee Chair
- Bylaws Committee Chair
- Data Protection Officer
- Nominating Committee Chair
- Parliamentarian



LWVRichardson Organizational Chart

Below is a graphical representation of the LWVRichardson Organizational Chart for Officers, Directors, and Committee Chairs. Each Officer has at least one committee chair reporting to her/him.





Officers

President

The President shall:

1. ensure the bylaws are followed;
2. arrange for a board orientation;
3. ensure that every board member has access to “Fundamentals for Local League Boards”: https://my.lwv.org/sites/default/files/fundamentals_july_2016.pdf ;
4. ensure Secretary maintains a list of what needs to be archived;
5. ensure that what needs to be archived (electronically and/or on paper) actually is;
6. interface with Membership and Leadership Development (MLD) Coach, as assigned by LWV-Texas;
7. appoint a Parliamentarian, if necessary;
8. manage the Rent budget line item (II.A.3);
9. manage the Supplies budget line item (II.A.5); and
10. perform such other duties as may be designated by the Board.

Vice PresidentPublic Policy – Education, and Advocacy

The Public Policy Vice President shall:

1. be the Public Policy – Education, and Advocacy Coordinator;
2. preside at Program Planning Meeting(s) – local, state, and national;
- ~~3.~~ plan and carry-out public programs on topics of local interest;
4. inform the Treasurer of lobbying expenses;
5. inform the board of state and/or national studies and advocacy topics;
6. oversee the Program Committee – Advocacy Committee Chair;
7. oversee the Program Committee – Education Committee Chair;
8. oversee the Program Committee – Study Committee Chair;
9. manage all the Lobbying budget line items (II.E);
10. manage all the Program budget line items (II.G); and
11. perform other duties as assigned by the President or Board.



Vice President Voter Service Coordinator

The Vice President shall:

1. plan and carry-out forums for elections of local interest (e.g., Richardson ISD Board of Trustees, City of Richardson Mayor and City Council, Texas House and Senate Districts that cover Richardson and Richardson ISD, State Board of Education);
2. produce a Voter Guide (both printed and electronic) for elections of local interest and upload to VOTE411 on the web;
3. purchase and distribute LWV-TX and/or LWV-Dallas Voter Guides for elections of county or state interest;
4. coordinate with other local Leagues to ensure that regional candidates' responses are included in VOTE411;
5. review the best way to disseminate information to the elected officials in districts included in the LWV-R area. Implement this information as necessary;
6. be responsible for providing speakers to outside organizations, upon request (Speakers' Bureau);
7. monitor the LWV-R cell phone;
8. coordinate League activities at Huffhines Art Trails;
9. oversee the Forum Committee Chair;
10. oversee the Voters Guide Committee Chair;
11. oversee the Voter Registration Committee Chair;
12. manage the Telephone budget line item (II.A.2);
13. manage all Public Educational Activities budget line items (II.F); and
14. perform other duties as assigned by the President or Board.

Vice President Communications Coordinator

The Vice President shall:

1. oversee the Social Media Committee Chair;
2. oversee the Newsletter Chair;
3. oversee the Publicity Chair;
4. manage the Equipment & Software (including for online meetings) budget line item (II.A.1);
5. manage the LWV-R Website budget line item (II.A.6);
6. manage the Public Relations budget line item (II.B.1.d); and
7. perform other duties as assigned by the President or Board.



Vice PresidentMembership Coordinator

The Vice President shall:

1. recruit new members;
 - a. plan and execute at least one membership drive each fiscal year;
 - b. make personal contact with prospective members;
 - c. give contact information for prospective members to the Social Media Chair so the member will receive the *VOTER*;
 - d. contact new members, transfers and members recruited by the LWVUS or the state League to welcome them and inquire about their League interests. Inform appropriate chairs of the new member's interests.
 - e. plan and coordinate special events to welcome and orient new members;
2. retain current members;
 - a. Solicit dues from members;
 - b. Make every attempt (email, phone, LWV-R Members FaceBook Page, snail-mail, etc.) to collect dues;
 - c. Start collecting June 1st;
3. develop plans to promote diversity and inclusion in the membership;
4. plan periodic social events for the membership;
5. report to the board on all outreach/engagement activities; and
6. produce a membership brochure and distribute when needed;
7. manage the Membership Committee budget line item (II.B.1.b);
8. manage all the Training budget line items (II.C); and
9. oversee the Hospitality Committee Chair.

Secretary

The Secretary shall:

1. record the minutes of all meetings of the Board of Directors and the Annual Meeting;
2. send the minutes to LWV-Texas;
3. notify all Officers and Directors of their election;
4. sign, with the President, all contracts and other instruments when so authorized by the Board;
5. maintain a list of what needs to be archived (electronically and/or on paper);
6. be keeper of all LWV-R official documents, including approved minutes, legal documents, etc., on paper and/or electronic media; and
7. perform other duties as assigned by the President or Board.



Treasurer

The Treasurer shall:

1. collect and receive all monies due;
3. deposit monies in a bank designated by the Board of Directors;
4. disburse monies in accordance with local policy;
5. present statements to the Board at its regular meetings;
6. present an annual report to the Annual Meeting;
7. report to the membership at least one other time during the year;
8. arrange for an annual audit of the books, with the auditor to be approved by the Board;
9. be ex-officio member of the budget committee, but shall not be eligible to serve as chair;
10. file form 990-N (e-Postcard) with IRS annually;
11. For all members not automatically transferred to LWV-US and LWV-TX, Treasurer will take all actions necessary to complete the transfer.
12. oversee the duties of the Fundraising Committee Chair;
13. manage the Insurance/Taxes budget line item (II.A.4);
14. manage all the Assessments budget line items (II.D); and
15. perform other duties as assigned by the President or Board.

Directors

Directors are elected or appointed by the board without a specific portfolio. However, Directors will assume responsibility for a portfolio or committee under the direction of the President and the Officers, as listed on the organizational chart.

In addition to the specific duties of their portfolio/committee, each Director shall:

1. attend all meetings of the LWV-R board and general membership;
2. prepare for board meetings by reviewing the agenda, financial reports, and previous meeting's minutes; and
3. share responsibility, along with officers and other directors, for conducting the business of the LWV-R between annual meetings.



Committees and non-Board Positions

Committee Chairs may be on-board or off-board. If a Committee Chair is on the board, then she is a Director. All Committee Chairs report to an Officer of LWVRichardson.

Budget Committee

The Budget Committee Chair shall:

1. report to the President;
2. organize the activities of the Budget Committee;
3. generate a budget proposal for the following fiscal year;
4. present the proposed budget to the board at a board meeting designated by the board;
5. co-manage with the Nominating Committee Chair the Budget/Nominating Committee budget line item (II.B.1.e); and
6. present the proposed budget (that has been approved by the board) at the LWV-R Annual Meeting.

Bylaws Committee

The Bylaws Committee Chair shall:

1. report to the President;
2. propose changes to the bylaws, as needed, and holding meetings, when necessary;
3. collect proposed changes as they arise; and
4. follow the process described by LWV-TX to amend the bylaws.

Club Express System Administrator

1. report to the Vice President – Communications;
2. maintain the LWV-US database and make sure the membership roster is correct;
3. manage all of the ClubExpress system settings and options
4. input and edit the administrators for all of the ClubExpress Modules
5. provide help to anyone who wants to utilize one of the ClubExpress functions

Data Protection Officer

1. report to the President;
2. be responsible for protecting the confidential data of members and non-members
3. handle inquiries about data security, potential breaches, and requests to be removed or forgotten from the league's records
4. interface with ClubExpress for any data security issues that require actions from our local implementation.

Forum Committee

The Forums Committee Chair shall:

1. report to the Vice President – Voter Service Coordinator;
2. follow LWV-R guidelines to plan local candidate forums when races are contested;



3. secure forum co-sponsors, as requested by the board;
4. communicate with the candidates;
5. work with the Meeting Logistics Chair, if requested, to secure a room with the necessary room arrangement, etc.;
6. produce a flyer to advertise the forum. Give the flyer to the Publicity Committee Chair and the Social Media Committee Chair for distribution;
7. secure volunteers to work at the forum;
8. produce an event program and other handouts, as necessary, to distribute at the forum; and
9. work with vice presidents and/or other committee chairs (e.g., Fundraising, Membership, Voters Guide, and Voter Registration) to have a presence at the forum.

Fundraising Committee

The Fundraising Committee Chair shall:

1. report to the Treasurer;
2. organize and execute annual fundraising activities (e.g. a Finance Drive);
3. manage the Finance Committee budget line item (II.B.1.a); and
4. acknowledge receipt of donations (e.g., thank-you notes) in compliance with IRS requirements.

Hospitality Committee

The Hospitality Committee Chair shall:

1. report to the Vice President – Membership Coordinator;
2. be responsible for refreshments at member and public meetings, as requested by a board member or committee chair;
3. assist meeting/party host, as needed;
4. manage the Hospitality Committee budget line item (II.B.1.c); and
5. stay within the Hospitality line-item budget.

Newsletter Committee (VOTER)

The Newsletter Committee Chair shall:

1. report to the Vice President – Communications Coordinator;
2. produce and distribute a monthly newsletter to LWV-R members and contributors;
3. solicit articles from board members and committee chairs for each newsletter;
4. include articles deemed worthy of inclusion in the monthly newsletter (i.e., articles not pertaining directly to LWV-R, but of interest to LWV-R and its policies);
5. make sure that copyright material is not used in the monthly newsletters without permission; and



Nominating Committee

The Nominating Committee Chair shall:

1. report to the President;
2. co-manage with the Budget Committee Chair the Budget/Nominating Committee budget line item (II.B.1.e); and
3. ensure the bylaws that pertain to the Nominating Committee are followed.

Parliamentarian

The Parliamentarian shall:

1. report to the President;
2. advise the presiding officer on questions of parliamentary law and methods of procedure;
3. vote only when the vote is by ballot; and
4. serve as chairman of the bylaws committee.

President Pro Tempore

The President Pro Tempore shall

1. in the event of absence, disability, or death of the President, possess all the powers and perform all duties of that office.

Program Committee - Advocacy

There are 3 levels of committees for Program – Advocacy. They correspond to the 3 levels of LWV: local, state, and national. Each chairman will only be responsible for one issue.

Note: Per LWV-Richardson Bylaws Article IX, Section 4 Member Action: “Members may not act or speak in the name of the LWV unless authorized to do so by the appropriate Board of Directors.

The Program Committee – Advocacy Committee Chairs will coordinate with Program Committee – Education Committee Chairs when public and/or member meetings are used as part of a study.

The Local Program Advocacy Committee Chair shall:

1. report to the Vice President – Study and Advocacy Coordinator;
2. plan and direct all public advocacy activities on any topic of local interest for which LWV-R has a position; and
3. stay within line-item budget.

The State and National Program Advocacy Committee Chair shall:

1. report to the Vice President – Study and Advocacy Coordinator;
2. plan and direct all advocacy activities on any topic of state interest for which LWV-TX or LWVUS has a position; and
3. stay within line-item budget.



Program Committee- Education

There are 3 levels of committees for Program – Education. They correspond to the 3 levels of LWV: local, state, and national. Each chairman will only be responsible for one issue.

The Program Committee – Education Committee Chairs will coordinate with Program Committee – Advocacy Committee Chairs when public and/or member meetings are used as part of a study.

The Local Program Education Committee Chair shall:

1. report to the Vice President – Study and Advocacy Coordinator;
2. plan and direct, with board approval, a public and/or member meeting on any topic of local interest; and
3. stay within line-item budget.

The State and National Program Education Committee Chair shall:

1. report to the Vice President – Study and Advocacy Coordinator;
2. plan and direct, with board approval, a public and/or member meeting on any topic of state or national interest; and
3. stay within line-item budget.

Program Committee – Study

There are 3 levels of committees for Program – Study. They correspond to the 3 levels of LWV: local, state, and national. Each chairman will only be responsible for one issue. These committees are formed to address advocacy based on local, state, or national positions.

The Local Program Study Committee Chair shall:

1. report to the Vice President – Study and Advocacy Coordinator;
2. plan and direct LWV-R's study of one issue of local interest;
3. use the LWV-TX publication League Program: Study to Action in Ten Steps (https://drive.google.com/file/d/1DQ295Yyx_X9IS9H5D204IOgdml5WkQAX/view) as a guide; and
4. stay within line-item budget.

The State and National Program Study Committee Chair shall:

1. report to the Vice President – Study and Advocacy Coordinator;
2. plan and direct LWV-R's study of one issue as described by the National League or the Texas League. This is a 2-year commitment;
3. follow guidelines from state or national for local input. In the past, these guidelines have included education on the topic (1st year); facts & issues (2nd year); obtain questionnaire on facts and issues; and hold a consensus meeting on facts and issues; and
4. stay within line-item budget.



Publicity Committee

The Publicity Committee Chair shall:

1. report to the Vice President – Communications Coordinator;
2. publicize and promote all projects, activities, and events of LWV-R;
3. evaluate all communication mediums for optimal use for the LWV-R; and
4. work closely with board members and/or committee chairs who will furnish the content that needs to be publicized to the public.

Social Media Committee

The Social Media Committee Chair shall:

1. report to the Vice President – Communications Coordinator;
2. be proficient in social media (web pages, Facebook, Twitter, etc.);
3. work closely with board members and/or committee chairmen who will furnish the content to be uploaded to social media. (e.g., work with Voter Service, Advocacy chairs, etc.);
4. renew the LWV-R domain name when due, and submit the expense to the Treasurer;
5. check to make sure the web host bill is paid by the Treasurer;
6. update (post information and/or delete information) on the website with approval of the appropriate board member or committee chair.
7. Archive materials in accordance with LWV-R policies;
8. arrange for other LWV-R members to monitor the website to ensure accuracy of information;
9. maintain existing media; and
10. research and bring to the board new media that LWV-R should consider using.

Voters Guide Committee

The Voters Guide Committee Chair shall:

1. report to the Vice President – Voter Service Coordinator;
2. for local elections:
 - a. produce paper and online Voters Guides;
 - b. post the Voters Guide on VOTE411, if available;
 - c. develop questions appropriate for the race;
 - d. communicate with candidates; and
 - e. distribute Voters Guides at locations around the City of Richardson and the Richardson ISD; and
3. for regional elections:
 - a. work with other Leagues to produce a regional Voters Guide.

Voter Registration Committee

The Voter Registration Committee Chair shall:

1. report to the Vice President – Voter Service Coordinator;
2. organize and hold voter registration events in the City of Richardson and the Richardson ISD; and
3. secure volunteers to work the events.



4.

Webmaster

- 1. report to the Vice President – Communications;
- 2. creates new web pages on the LWV-R website
- 3. update existing web pages based on consensus of LWV-R members who evaluate content
- 4. fix any pages that might not display correctly or have broken links
- 1. respond to any emails sent to the LWV-R webmaster email address

Amendments

The Job Descriptions document may be amended by a majority vote of the board, provided sufficient notice of the proposed amendment(s) was given. If no previous notice was given, the document may be amended by a two-thirds (2/3) vote of the board members.

Action	Date	Description
Proposed and approved	May 15, 2020	
Revised	Dec 2, 2021	Quit ranking the VPs Add a President Pro Tempore Change name of Study/Advocacy VP Add Communications Coordinator as head of online meeting site (e.g., Zoom) Delete Internal Communications Committee Delete Meeting Logistics Committee Update some duties of Newsletter Committee Combine State & National Program Educ. Committee Chair Combine State & National Program Study Committee Chair Add evaluating of all communication mediums to Publicity Committee Added ClubExpress System Administrator, Data Protection Officer, and Webmaster Move maintenance of membership roster to CE System Admin
Revised	Jan 27, 2023	Delete all references to Online Meeting Chair Change 'ClubExpress Webmaster' to 'Webmaster' Add CE System Admin, Data Protection Officer, Member Update, and Webmaster under VP Communications Move maintenance of LWVUS database to CE System Administrator