



## League of Women Voters of New Mexico Job Description - Program Chair

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### **Roles:**

Initiate, lead and coordinate activities for the state League of Women Voters related to program area (health care, election issues, natural resources, etc.)

A Program Chair may form a standing committee to assist with the responsibilities outlined below, or convene *ad hoc* committees for specific purposes.

Program Chair may be an “on-board” or “off-board” position.

### **Responsibilities:**

Stay informed about national, state and local issues related to the program area.

Review the state and national League positions related to the program area

- Be knowledgeable about their uses and limitations
- Evaluate the relevance and adequacy of state positions for addressing current issues
- Propose updates to state positions if needed, identifying the appropriate process for making such updates (an LWVNM study followed by consensus, concurrence with existing position of some other League, or possibly with statements formulated by a committee and accepted by the state board)

Facilitate communication among local Leagues on activities within the program area

- Contribute articles to *La Palabra*
- Communicate with local League program chairs and members interested in the program area
- Provide information to local Leagues for use in local newsletters, etc.
- Develop unit meeting presentations when appropriate for inclusion in the programs of local Leagues
- Mentor local League members about strategies for taking action

Advocate for LWV positions

- Participate in the LWVNM Action Committee
- Identify opportunities for involvement in state issues related to program area
- Advocate in state and local government bodies; prepare testimony
- Follow legislative proposals and prepare League Day flyer for program area
- Participate in state and local educational events that bring issues and concerns to the attention of the public
- Identify opportunities to collaborate with other organizations and coalitions to advance League positions

Provide regular updates to the state board

Document work for LWV files

Monitor expenditures and propose budget modifications if necessary.

## RECORDS CHECKLIST

DOCUMENT	COMMENTS
List of related local League program chairs and other local members active in program area	Useful for future nominating committees, study resource committees, etc.
Documentation for any events sponsored by LWVNM in program area	Workshops, forums, etc.
Prepared testimony	Include where delivered and by whom
Press releases and/or clippings, PSAs, letters to the editor, etc.	
Study proposals	Do relevant state positions require major updates?
Evaluation of state positions	Are they relevant and adequate for addressing current state issues?
Correspondence	Include significant e-mail correspondence or excerpts from same, if possible
Publications, if any	