Roles:
The President provides general leadership and serves as LWV spokesperson to the community. The Vice President assumes this role in the event of absence, resignation, disability or death of the president. The Vice President also serves as a sounding board or advisor to the President. The President and Vice President share the responsibilities outlined below, depending on the interests and talents of the two.
As officers of the League, the President and Vice President are members of the board of directors.

Responsibilities:

Oversee League program and activities
  Ensure League involvement in key program areas by assisting the board to establish goals and priorities (strategic planning)
  Work with committee chairs and local Leagues to coordinate the development of state program study and action items
  Assist officers/directors in obtaining resources needed to accomplish jobs
  Develop annual calendar of activities
  Coordinate planning of annual meetings (state Council and Convention)
  Prepare agenda for and preside over board meetings
  Review board meeting minutes before distribution to members
  Keep board and members informed about organization activities
  Monitor progress on activities through contact with board members and local League presidents
  Ensure compliance with bylaws
  Maintain financial soundness of League

Represent and promote the League in the community
  Review all public statements before release
  Deliver public statements
  Sign official correspondence
  Review newsletter and other official documents before publication
  Respond to correspondence

Develop League leadership
  Encourage total board responsibility for program
  Delegate responsibilities with assistance of other officers
  Ensure board member training
  Recognize members' achievements
  Facilitate maintenance of portfolios and transition of positions

Serve as liaison with other Leagues
  Attend local, state and national programs, conventions, workshops, etc.
  Ensure that obligations to national office are met
  Monitor national League listservs and communicate useful information from national and
other state Leagues to board

Maintain information systems for conducting League business
  Ensure functioning state office system or other arrangement for public contact
  Facilitate communication among board members
  Ensure that program and action chairs work with local League publicity chairs and newsletter editors to present activities to public
  Identify records that need to be archived and ensure that they are generated in a timely manner
ACTIVITY SCHEDULE:

BI-MONTHLY: Prepare agenda for board meeting:
• Review previous meeting's agenda for open items
• Send draft agenda to board and ask for additions
• Provide final agenda to Secretary seven days in advance of meeting for mailing with minutes
• Preside over board meeting
• Review minutes before distribution to board

AS NEEDED:
• Consult with officers and program chairs regarding status of activities; assist in resolving problems
• Read and act upon LWVUS communications:
  - Ensure that pertinent information is given to chairs, newsletter editor, etc.
  - Identify potential agenda items
  - File items appropriately
• Read and sign all correspondence or public statements produced in name of LWVNM
• Create or identify records for archives

APRIL-MAY:
• Prepare state Convention/Council agenda
• Review local, state and national LWV bylaws
• Attend state convention/council
• Draft agenda for post-convention/council board meeting, including at a minimum
  - Calendar for board meetings
  - Calendar for La Palabra
  - Review of non partisan policy and other essential policies
• [odd numbered years] Ensure that portfolios are passed to the persons assuming responsibility
• [odd numbered years] Ensure that board policies and procedures are distributed to all board members
• Review publications and materials that board members should have
• Ensure that annual records are complete and filed

JUNE-JULY:
• [odd numbered years] Complete board appointments
• Develop board member roster with responsibilities and contact info; distribute to board members
• [even numbered years] Ensure collection of state-level info for Voters Guides begins
• Attend LWVUS Council/Convention
• Develop agenda for July board meeting to include:
  - Strategic planning for upcoming year
  - State study schedules and approvals as required
• Work with newsletter editor to compile Summer La Palabra

AUGUST-SEPTEMBER:
• Arrange board training as determined
• Develop agenda for September board meeting, which may include:
  - Review/update of board policies and procedures
• Work with newsletter editor to compile Fall La Palabra

LWVNM President and Vice President

December 2010
OCTOBER-NOVEMBER:
• Develop agenda for November board meeting, to include:
  - Planning for upcoming legislative session and League Day
  - [even-numbered years] Candidates for nominating and budget committee
• Work with newsletter editor to compile Winter *La Palabra*, including first call to Council/Convention.

DECEMBER-JANUARY:
• [even numbered Decembers] Ensure post-election update and distribution of state *Voters Key*
• [even numbered Decembers] Appoint budget committee and initiate development of next two-year budget
• Ensure League Day plans are finalized
• Develop agenda for January board meeting, to include:
  - Approval of appointments to committees
• [odd numbered Januaries] Initiate review of state LWV bylaws by an ad hoc committee
• [odd numbered Januaries] Initiate work of nominating committee

FEBRUARY-MARCH:
• Develop March board meeting agenda, to include:
  - [even numbered years] Review/adjust second year of two year-budget
  - [odd numbered years] Bylaws revisions
  - [odd numbered years] Program planning recommendations
  - [odd numbered years] Nominating committee report
• Finalize Council/Convention plans
• Work with newsletter editor to compile Spring *La Palabra*, including information for Council/Convention.
## ARCHIVE CHECKLIST

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