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|   | **League of Women Voters of New Mexico** |

Portfolio Description: Special Projects Director

Adopted May 21, 2017

**Role:**

1. Develop and oversee, in conjunction with other League members, projects identified by the president or Board of Directors that introduce, promote, or increase the visibility of the League in the state.
2. Seek collaboration with other organizations to ensure community involvement in the projects, when appropriate. Other League members may also carry special projects.

 **Responsibilities:**

1. Develop new or accept special projects
* Research components of the project
* Write a brief working paper for presentation to the Board of Directors for final approval
1. Organize projects
* Identify committee members with interests and skills related to projects and invite members to join the committees
* Establish work plan and timetable for projects
* Facilitate information collection and analysis process.
* Provide update reports to Board of Directors
* Support other League members who have project portfolios

1. Oversee special projects
* Chair meetings and ensure that members receive meeting minutes
* Keep the board informed of progress and seek board advice as necessary
* Develop and monitor board-approved budget allocation
* Monitor expenditures and submit bills to Treasurer for payment
* Compile final report for League archival files
1. Other Activities
* Be knowledgeable about issues relevant to the League that would involve a special project
* Report on activities to the board and in articles in La Palabra
* Report to board and submit expenditures to Treasurer for reimbursement
* Report any special projects anticipated for the next League year