



LEAGUE OF WOMEN VOTERS®  
OF SANTA FE COUNTY

## **JOB DESCRIPTION VP/VOTER SERVICES: ELECTION INFORMATION**

**Role:** The Voter Services/Voter Information Chair is responsible for developing and overseeing projects that pertain to elections, including voter guides, candidate forums, and explanation of ballot issues. The Voter Services/Voter Information Chair serves on the Board of Directors.

### **Responsibilities:**

1. Work as an individual and/or with a committee, in a non-partisan manner, to educate the public on election information, candidates for public office, and issues on the ballot.
2. Ensure that all Voter Information activities maintain the League's nonpartisan policy.
3. Develop and produce online and printed Voter Guides for local elections, as appropriate, including General Elections, Municipal Elections, Santa Fe Public Schools Board and Bond Issue Elections, Santa Fe Community College Board and Bond Issue Elections, and any special elections that are held in Santa Fe County.

Computer skills are necessary in order to use the League's online voter guide platform, Vote411. Tasks include uploading and downloading data to the platform, editing and sending documents to candidates, and more. The printed Voter Guide also requires the uploading of photos and other information to files.

4. Plan and coordinate candidate forums.
5. Develop and maintain a directory of elected and appointed officials who serve Santa Fe County, and make that information available to the public.
6. Coordinate with the Voter Services/Voter Registration, Chair to arrange for the League's office phone to be answered on election days and make sure all necessary information is available to answer questions.
7. Assist with the writing of pros and cons on ballot issues, in conjunction with the Action and Advocacy Chair, and in consultation with appropriate resource people.
8. Work with the PR/Communications Chair to publicize Voter Services/Voter Information activities.
9. Work with the Webmaster to review and update website content related to Voter Services/Voter Information.

**Time commitment:** very seasonal, mostly around elections. The it can be 10 hours a week.