



**League of Women Voters Santa Fe County
JOB DESCRIPTION: PRESIDENT**

Role: Provide leadership and serve as LWVSFC spokesperson to the community

Responsibilities:

I. Oversee League program and activities

- A. Prepare agenda for and preside over the board meetings
- B. Ensure annual preparation of League goals and local program plan
- C. Ensure compliance with bylaws
- D. Oversee financial soundness of the League and serve as a member of the Budget and Finance Committee
- E. Guide the Leadership Team in obtaining resources and getting referrals as needed to accomplish jobs

II. Represent and promote the League in the community

- A. Review all public statements before release
- B. Deliver public statements or delegate to appropriate board member
- C. Sign official correspondence and contracts
- D. Review newsletter and other official documents before publication

III. Develop League leadership

- A. Collaborate with the President-Elect on developing a mentoring plan that ensures all duties of the President are covered based on each of your expertise
- B. Encourage total board responsibility for Program
- C. Assist in identifying potential board members
- D. Delegate responsibilities with assistance of other members of the Leadership Team.
- E. Ensure Leadership Team training
- F. Encourage and support members of the Leadership Team working on behalf of the League
- G. Assist with membership recruitment and orientation
- H. Recognize members' achievements
- I. Facilitate transition of the Leadership Team positions

IV. Support membership activity and growth

- A. Attend membership meetings when possible
- B. Interact with members at League events
- C. Encourage all Leadership Team members to involve League members in program activities

V. Serve as liaison with other Leagues and state and national offices

- A. Attend the state board meetings as a member of the state Board
- B. Attend local, state and national programs, conventions, workshops, etc.
- C. Ensure that obligations to state and national office are met

VI. Oversee information systems for conducting League business

- A. Work with the League website coordinator and ensure information is relevant and up to date
- B. Review board meeting minutes before distribution to board members