

All Board Members Responsibilities

The Board is responsible for the smooth functioning of LWVFA and its relationships with other Leagues. The Board makes all policy decisions, coordinates League activities, carries out the Bylaws, reviews and approves the proposed budget for presentation to the Annual Meeting, approves expenditures that are more than budgeted amounts, and determines action and lobbying activities to be taken in support of established League Positions and Policies.

Board members are responsible for:

- Monitoring and answering League emails at least twice a week.
- Responding to urgent text messages quickly.
- Submitting reports to the Board.
- Reading previous minutes and submitted reports ahead of Board meetings.
- Attending and participating in Board meetings.
- Carrying out the duties and coordinating activities listed in their job description.
- Submitting articles to Fairfax VOTER, unit letter, and ENews as needed.
- Searching for grant funds and other financial assistance.
- Responding to Budget Committee request for input for the next fiscal year.
- Attending LWV-VA meetings related to their LWVFA duties.
- Performing other duties requested by the Co-Presidents.