

Directors

Action/ Advocacy Director(s)

Role: Identify and coordinate the League's action and advocacy efforts to implement League positions. The Action/ Advocacy directors focus on League positions at the local and state level and are familiar with regional and national positions.

Action includes advocacy and lobbying. Lobbying is an attempt to influence **specific** legislation, either proposed or introduced. Lobbying is an LWVFA activity. Advocacy consists of activities that do not fall within the definition of lobbying and are considered LWVFA Education Fund efforts.

The Action/Advocacy Directors are elected by the membership and serve with a portfolio, or area of responsibility, on the General Fund board and without portfolio on the Education Fund board. They speak on behalf of the League only when delegated by the co-presidents.

Board Responsibilities	
Officer	No
Elected Director	Yes
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

- Prepare and presents action/advocacy proposals for board approval.
- Prepare Testimony to the Fairfax Delegation to the General Assembly with input from others.
- Obtains a copy of the Fairfax County Annual Legislative Package and highlights areas that LWVFA should address in its statement to the Fairfax delegation to the General Assembly.
- Present the testimony for discussion and approval at the **December** LWVFA Board meeting.
- Coordinate the delivery of the LWVFA testimony to the Fairfax County General Assembly Delegation, usually the first Saturday in **January** at Government Center.
- Provide a copy of the testimony to the Operations Support Specialist to be posted on the website.
- Identify need for local action/advocacy by monitoring newspapers, websites, e-newsletters, observer reports, etc. and provides proposals for board approval.
- Review LWV-VA website on a periodic basis (more often during the General Assembly Session) to identify items for LWVFA action or members' information.
- Attend LWV-VA meetings
 - LWV-VA Action/Advocacy state-wide meetings.

- Pre-session Roundtable meeting, usually the first Wednesday in **December**.
- Women’s Legislative Roundtable meetings, usually **every Wednesday during the legislative session**.
- Encourage members to join LWV-VA’s Outreach Circle and respond to Action Alerts as individuals.
- Attend League Lobby Day and encourage members to attend, if possible.
- Work with the Operations Specialist to update the Action/ Advocacy information on the website.
- Write articles for the Fairfax VOTER and short timely information for ENews to keep members informed of governmental actions.
 - Arrange short meetings with members of the Fairfax Delegation to discuss legislative priorities and provide meeting information to members.
 - Work with PR Director to prepare information for distribution on social media.

National Action/Advocacy: Identifies needs for action/advocacy:

- Review weekly LWVUS updates to identify items for LWVFA action or for members’ information.
- Respond to or disseminate LWVUS “Calls to Action” by bringing them to the attention of the board and encouraging members to respond as individuals.

At Large Directors

Role

The At Large Directors do not have specific roles. They serve as liaisons to the general membership. Duties change as needed to support LWVFA and the implementation of the Work Plan. They may serve as vice presidents, committee chairs, or work on other specific League projects or activities to support organizational goals.

Board Responsibilities	
Officer	No
Elected Director	Yes
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

- Address membership issues and concerns, including communication about joining and renewing membership.
- Provide advice and support to the Co-Presidents, Board, and Committee chairs.
- May serve as a committee chair.
- May lead a specific task or short-term activity, such as a review of the website or planning an event.

Development Director

Role: Solicits business community for support of League activities and publications. Organizes and coordinates all League-wide fundraising efforts other than unit projects. Assists with annual fundraising letter to members. Duties and responsibilities may be carried out by one or more individuals.

Board Responsibilities	
Officer	No
Elected Director	Yes
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

- Creates a list of supporters and prospective donors. Checks newspapers, directories, and other organizations' list of donors for prospects.
- Prepares donation requests from community groups and businesses.
- Identifies and applies for grants.
- Works with others to create new methods to raise funds.
- Coordinates thank you notes with the treasurer and co-presidents.
- Ensures that donations for a specific publication are cited in that publication.
- Works with others to create the annual fundraising letter, generally sent in late November.
- Checks with treasurer to ensure accurate records are kept of donations.
- Prepares a yearend fundraising report and submits it to the board.

Membership Director

Role: Coordinates the recruiting and retention efforts of LWVFA and maintains the LWVFA membership records in the Fairfax and national database.

Board Responsibilities	
Officer	No
Elected Director	Yes
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

- Maintains the LWVFA membership roster on the LWVUS Online Database and the LWVFA Access database.
- Checks LWVUS report to verify member data and numbers by category. Reports any discrepancies to LWVUS.
- Coordinates a reminder effort with Operations Support Specialist and others to encourage late and non-renewals to continue membership during July, August, and September.
- Writes article for September Fairfax VOTER including a reminder about dues (will not receive November Voter) and encourages members to bring friends to unit meetings and special events.
- Writes articles for the VOTER as needed, such as reporting on membership, welcoming new members, etc.
- Reports membership numbers to the Board.
- Creates active member rosters for LWVFA Board and the units.
- Sends a welcome email to new members.
- Generates specific reports upon request, such as a list of specific populations of the membership (i.e., names of members who joined within a six-month time, those who have not yet renewed, etc.)
- Attends Kickoff and provides requested membership information.
- Reviews membership list in October and drops non-renewed members from roster.
- Determines when memberships must be changed to “inactive” status in the LWVUS database.
- Reconciles the Treasurer’s database and the Membership’s database in January and July.
- Reviews database in January in preparation for final PMP count due in February.
- Reviews LWVFA roster in the LWVUS online database in coordination with Treasurer and ensures its accuracy before the PMP count on February 1.
- Reports final count to the Board and budget committee.
- Modifies membership forms to reflect any changes in dues approved at the Annual Meeting.

Program Director(s)

Role: Plans or coordinates a program for each unit meeting. Reviews written program materials prior to publication. Oversees monthly briefing, if scheduled. Reports to board monthly.

Board Responsibilities	
Officer	No
Elected Director	Yes
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

Monthly Programs

- Presents the proposed schedule for the year to the Board in July for feedback and approval.
- Identifies chair and interest group committee members for specific topics. The committee’s research and findings could result in a presentation for a monthly meeting.
- Checks periodically to see that the committee is on track and that the unit discussion program presents a balanced point of view and covers several sides of an issue.
- Asks committee chairs to submit a completed draft of program with source notes and discussion questions for prepublication review (length, balance, readability, and flow) by specified deadline.
- Returns draft to Committee Chair in timely manner so that Chair can submit program to *Fairfax VOTER* Editor by *Fairfax VOTER* deadline.
- Notifies unit discussion leaders and unit chairs of scheduled briefings’ time and location.
- Customizes the Unit Report Form to include that month’s discussion questions and sends a copy to discussion leaders.
- Sends a short summary about the current month’s program to the Unit Director for the monthly Unit letter to unit chairs.
- Attends scheduled briefings that are facilitated by the topic committee.
- Ensures that a compilation of monthly discussion responses is written. Each unit will send a copy of the Unit Report Form to the Program Director(s) and Unit Chair.
- Reports to board on the previous month’s program and writes a summary which may be published in the *Fairfax VOTER*.
- If consensus is required, presents the results, including all raw materials, to the Board for it to come to a consensus position. Reports position to appropriate League level.

League Program Planning

- Ensures that Program Planning materials are published in the appropriate month’s *Fairfax VOTER*. (Local and National in odd numbered years and State and NCA in even numbered years)
- Summarizes and presents results of program planning meeting to the Board for suggestions and recommendations to the appropriate League level.
- Prepares LWVFA positions updates and/or study recommendation for presentation at the Annual Meeting.

Unit Director(s)

Role: Serves as board liaison with units, Program Director, and Membership Director. When appropriate, a second off-board person can be appointed, and duties can be shared.

Board Responsibilities	
Officer	No
Elected Director	Preferably
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

Ongoing

Works closely with the Membership Director to track changes to unit membership.

Summer/Fall

- Prepares unit officers list with full contact information. Officers include chair or co-chairs, finance, membership, and voter service.
- Distributes list to the board, unit chairs, and others who work with the units.
- Determines date and location of the fall Kickoff (unit officers’ workshop), in consultation with the board and makes proper arrangements.
- Organizes and coordinates the Kickoff and distributes relevant documents.

Monthly

- Requests input from board for unit chairs’ monthly letter and prepares the letter.
- Forwards monthly letter and relevant attachments to unit chairs and unaffiliated members by email. Asks unit chairs to forward to all unit members.
- Coordinates with LWFVA Membership Director and unit chairs to maintain an up-to-date roster for each unit.
- Receives unit reports and program reports. Keeps a spreadsheet of unit attendance. Redirects information as appropriate (sends prospective members to Membership Director; program reports to Program Director, copies to presidents, co-director, and operations specialist).
- Provides support to the units, as needed.
- Tracks discussion leaders and reminds unit chairs to name a discussion leader.
- Periodically reports to the Board regarding the state of the units.
- Sends updated unit rosters to each unit chair.

Spring (April, May, June)

- Reminds units to submit names and contact information of next year’s unit officers in unit letters and repeats as necessary. If no information is received, assumes existing officers continue to serve.
- Updates the Unit Officers roster as appropriate.

Unit Coordinator co-chair

Tracks each unit’s meeting location and contact person each month. Sends to Fairfax VOTER editor.

Voter Registration and Voter Information Director

Role: Coordinates all voter registration efforts. Recruits committee members to perform voter registration activities. Ensures communication among committee members and the board. Attends monthly LWV-VA Voter Service meetings and assists the co-presidents and PR Director respond to questions. If the Voter Registration Director is an elected director, he/she serves with portfolio on the Education Fund board and without portfolio on the General Fund board.

Board Responsibilities	
Officer	No
Elected Director	Preferably
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

- Discusses upcoming registration drives at LWVFA meetings and includes information in Unit Chair letters.
- Replies to requests for voter registration events and materials.
- Schedules registration/ information events, recruits volunteers, and maintains Sign Up Genius for scheduling volunteers.
- Develops flyers and other specific printed materials for events.
- Provides articles for the Fairfax VOTER and short information for the weekly ENews.
- Disseminates information about training required by the Virginia Board of Elections.
- Develops and offers specific training for LWVFA volunteers for voter registration and information events.
- Coordinates voter registration days with the Board of Elections and nationally planned events.
- Establishes and maintains accessible schedules for voter registration events and volunteer slots.
- Contributes information to LWVFA website.
- Records the number of registrants and volunteers.
- Assures that all registrations received are turned into the General Registrar in a timely manner, and no later than the registration deadline.
- Continues voter outreach activities throughout the year.
- Applies for grants to develop new voter registration and voter information events.

High School Voter Registration – Team leaders report to Voter Registration Director

- Maintains ongoing contact with FCPS High School Social Studies Specialist, Social Studies Coordinator, and High School Registration Points of Contact (one or two per FCPS high school).
- Recruits volunteers to staff high school voter registration events
- Plans and trains volunteers to present to high school students both in-person and virtually.
- Creates and updates materials used in high school registration events (PowerPoints, videos, Go Vote cards, etc.)
- Updates Youth Voting section on LWVFA website.
- Records the number of registrants and volunteers.
- Ensures that all registrations received are turned into the General Registrar in a timely manner, and no later than the registration deadline.
- Coordinates with the High School Intern and social media Team who work with high school students throughout the school year.
- Applies for grants to support high school voter registration materials and events.
- Submits periodic reports to the Voter Registration Director.

Voter Services Director

Role: Recruits committee chairs and committee members to perform voter service activities and monitors and assists with committee work. Ensures communication among committee members and the board. Attends monthly LWV-VA Voter Service meetings and assists the co-presidents and PR Director respond to questions. If the Voter Services Director is an elected director, he/she serves with portfolio on the Education Fund board and without portfolio on the General Fund board.

Board Responsibilities	
Officer	No
Elected Director	Preferably
Attends Board Meetings	Yes
Attends Retreat	Yes
Attends Kickoff	Yes

Duties and Responsibilities:

- Develops partnerships with other nonpartisan organizations to expand outreach.
- Organizes Candidate Forums and Meet and Greet events with committee members including finding venues and moderators, inviting the candidates, creating questions, and ensuring that these events proceed smoothly.
- Works with PR director to publicize Candidate Forums and Meet and Greet events.
- Works with the Operation Support Specialist to update Candidate Forum page on LWVFA website.
- Reports monthly to Board.
- Provides articles for the Fairfax VOTER and short information for the weekly ENews.
- Recruits people to chair committees (*What’s on the Ballot?*, *Fairfax Facts*, and *Vote 411*).
- Works with others to create and maintain a list of contacts at senior residences and send the annual senior residence letter. Coordinates with the Voter Registration and Education director to provide voter registration and information to these residences.
- Checks on Voter Services committee work and assists as needed.
- Works with the Operations Specialist to update distribution list and letters for *What’s on YOUR Ballot?* and *Fairfax Facts*.
- Works with the Operations Specialist to communicate with the printer.
- Maintains records of costs and number of materials printed and distributed in Dropbox for year-to-year comparisons in collaboration with the Operations Specialist and co-presidents.
- Collaborates with the Voter Registration Director, committee members, and co-presidents to make decisions about amount of materials to print based on previous year’s distribution and current year’s anticipated needs.