

Officers

President/ Co-Presidents

Role:

Responsible for overall operation of the LWVFA. Leads the decision-making process and promotes orderly problem solving. Represents the LWVFA and acts as spokesperson. Monitors and serves as a resource for detailed planning performed by Board and committee members. Ensures that the LWVFA continues to serve the best interests of the community and support League positions.

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

Duties and Responsibilities:

- Oversees the LWVFA program and activities.
- Uses and updates the Annual Monthly Schedule
- Hires, supervises, and evaluates the Operations Support Specialist.
- Works with the Operations Support Specialist to ensure smooth and efficient office procedures.
- Communicates with Executive Board and committee chairs about their responsibilities, provides guidance, and answers questions.
- Works with Board and other League members to establish goals and plan for future work.
- Plans the summer LWVFA Board training or retreat.
- Develops Board meeting agendas and conducts Board meetings following *Robert’s Rules of Order*.
- Reviews or delegates responsibility for reviewing publications before printing.
- Checks email and other correspondence daily and responds as required.
- Represents and promotes the LWVFA in the community. Acts as the spokesperson for LWVFA unless this responsibility is delegated to another League member.
- Attends Virginia and national League presidents’ meetings, conventions, and councils.
- Writes letters, testimonies, and Presidents’ Message for Fairfax VOTER.
- Attends various unit meetings and committee meetings as much as possible.
- Is a member, *ex officio*, of all committees except the Nominating Committee.
- Prepares the Annual Meeting Kit and ensures publication 30 days before the Annual Meeting.

Vice-Presidents

The Vice-Presidents are elected by the Board from the list of elected Board members during the July Board meeting or retreat.

Role

The vice-presidents serve as resources to the Co-Presidents, Board members, and committee chairs. They support League activities and the implementation of the Work Plan. They also serve as Committee Chairs or in other capacities with portfolio. In the absence of a Co-President, a Vice President may assume those duties.

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

Duties and Responsibilities:

- Provide advice and support to the Co-Presidents, Board, and Committee chairs.
- Assist the Co-Presidents, as requested.
- May serve as a League Committee chair.
- Leads a specific task or activity, such as a review of the website or planning an event.
- Assume the role of a Co-President, if necessary.

Secretary

Role: Serves as the official recorder of actions taken at all Board and executive committee meetings and at the Annual Meeting. The minutes are the League's factual and legal record of decisions. The secretary takes, corrects, and files separate minutes for the General Fund and the Education Fund.

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

Duties and Responsibilities:

- Takes minutes at all board and executive committee meetings and the Annual Meeting in accordance with *Robert's Rules of Order*.
- Arranges for a substitute if unable to attend.
- Participates in Board and executive committee meetings and votes on motions.
- Serves as a resource to the Board by referring to past minutes.
- Distributes draft of previous meeting's minutes to Board for review prior to adoption at the next meeting.
- Files all approved minutes, corrected as necessary, with appropriate attachments.
- Prepares minutes, attachments and other documents for archives annually or as required with assistance of Operation Support Specialist.

Minutes Include

- Name of the organization and kind of meeting (board, annual, etc.) i.e. LWVFA Education Fund Board Meeting, place and time meeting was called to order, and adjourned.
- Names of the chair and secretary or their substitutes.
- Names of voting members attending and whether a quorum was present.
- Names of guests and their topic if they are presenting.
- Whether minutes from previous meeting were approved or corrected.
- Motions made (except those withdrawn). Record the exact wording of the motion, who made the motion, if it was seconded (not by whom), and the result of the vote.
- Record the name of a report, who presented it, and action taken. If it was a written report, attach it or tell where it may be found. Briefly summarize oral reports.
- Other actions, assignments, deadlines, and recommendations are briefly recorded.
- Name of person submitting the minutes (Secretary or substitute) once they are approved.

Treasurer

Role: Serves as the custodian of the LWVFA's General Fund and Education Fund. Keeps careful financial records of dues, donations, and payments using QuickBooks. Files required state and federal government reports. Serves as ex-officio member of the Legacy Committee and Budget Committee.

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

Duties and Responsibilities:

Weekly

- Works with Operational Support Specialist to receive, record, and deposit checks and income received electronically.
- Pays expenses, invoices, and reimbursements.
- Maintains careful financial records.
- Reports names of members as they join or renew membership to the Membership Director. Works closely with Membership Director to maintain accurate records.

Bi-Weekly

Submits payment for salary of Operation Support Specialist.

Monthly

- Reconciles bank statements.
- Presents accurate financial report at Board meetings.

Quarterly

- Prepares the quarterly treasurer's report and presents it at the board meeting.
- Remits quarterly per member payment (PMP) to LWVUS.
- Attends Legacy Committee meetings.

Yearly

- Pays LWNCA and LWV-VA per member payments (PMP).
- Prepares the end-of-year treasurer's report and presents it at the July or August Board meeting.
- Prepares Forms 990-EZ or 990-N (as required) for the General Fund and the Education Fund (due no later than November 15th).
- Participates (ex-officio) in the Budget Committee meetings in January/February.
 1. Responds to Budget Committee request for input for the next fiscal year.
 2. Organizes, prepares for, and attends the financial review meeting at the end of even number years and/ or the Treasurer's elected term or resignation.
 3. Transfers appropriate files to the LWVFA office.