

# **PRESIDENT**

## **Job Description**

The President is an elected officer of the Board and serves as Chief Administrative Officer representing the Alameda League. This is the most sensitive position with respect to the League's nonpartisan policy.\* The President shares responsibility for final decisions and works closely with the vice presidents and chairs to see that program activities and Board decisions are carried out. The President will be familiar with League positions and principles and be knowledgeable about all levels of League. As a Board member, s/he collaborates in making policy and in the planning and carrying out of League activities.

### **GENERAL RESPONSIBILITIES**

- Understands the duties of the President and those of the other portfolios.
- Secures member participation in specific duties of the League (i.e., programs, membership, and development).
- Delegates authority as needed.
- Provides oversight to the Committees of Membership, Programs, Communications, Action, Fundraising, Budget, Voter Service, and Youth Outreach.
- Serves as liaison for national, state, and Bay Area leagues.
- Communicates incoming information from non-Board sources to appropriate members of the Board or committee chairs. Communicates information to Board members as appropriate. The President, and/or his/her delegate, speaks for and represents the League at civic functions and to local governmental bodies, community groups, media, etc.
- Authorizes and signs all official letters and statements. Reviews and approves publicity releases, letters to the editor, and all statements made in the name of the League.
- Sets annual diversity, equity and inclusion goals based on LWVA policy; establishes markers to track progress toward these goals.
- Reports progress on this and other measures of program effectiveness to members at the Annual Meeting.
- Maintains and stores information vital to specific job performance (via hard copy files, electronic documents, and/or emails). Trains successor and passes on vital information in a mutually agreed time and manner.
- Ensures that documents essential to LWVA as a whole are archived in the LWVA's Dropbox account at <https://www.dropbox.com/home/LWVA>.

**SPECIFIC DUTIES including but not limited to the following:**

- Drafts agenda for and presides at all Board meetings.
- Writes the monthly President's column for The Voter.
- Signs on all bank accounts. Signs thank you notes for special communications.
- Works with the Administrative Vice-President (if position is filled) in reporting to LWVC and LWWUS and may assist with other tasks delegated to the Vice-President.
- Attends the bi-monthly County Council (ACC) meetings on Saturday mornings. Participates in this regional body and reports back to the Board on items of interest.
- Announces LWVC and LWWUS conventions dates at Board meetings and determines number of voting delegates based on membership figures.
- Attends Leadership Council in Sacramento and invites interested members to attend.
- Announces State consensus studies to Board to determine interest in participating.
- Creates the Annual Meeting kit.
- Develops the Annual Board Retreat agenda.
- Upon request, moderates candidates' night for nearby leagues to ensure fairness and impartiality at those meetings.

**TIME-SPECIFIC DUTIES including but not limited to the following:**

- July: No meeting scheduled or if the Board Retreat is scheduled for July there will be no meeting in August. Drafts agenda for Retreat. Assigns committee to find venue, arrange for food, and publicize the event to membership. Ensures that information on new officers sent to LWVC, LWWUS, and LWWBA.
- August: No meeting if Board retreat held in July. Makes plans for working with new officers and new activities in September.
- September: If a November gubernatorial or presidential election will be held, discusses plans with Voter Service Chair at Board meeting. Finds writers for Pros and Cons for local ballot measures. Reviews, edits and arranges for publication for distribution.
- October: Plans for annual holiday party in December. If election year, checks with Voter Service Chair on schedule arrangements and any assistance needs.
- November: Checks with Membership Chair on status of renewals and solicits telephone reminder help from Board members.
- December: Usually no Board meeting this month. LWVC advises this month or in January which League is responsible for legislative interviews. If no Administration Vice-President, determines who will do the interviews, make arrangements, and advises the Board. Co-writes with Interviewer(s) article on interview(s) and submits to the Board and The Voter.
- January.: Submits budget proposal for meeting and convention attendance to Treasurer. Drafts Board agenda for Positions (aka Program) Planning as a

program for this month. Works with Program Vice-President to locate venue and date. At end of January attends Bay Area League Day.

- March: Requests updates for the Board on Nominating Committee work. Leads the Annual meeting effort by determining a venue for meeting and speaker(s). Determines the date on which the Annual Meeting kits will be in the hands of the membership (30 days before the meeting). Notifies all committee chairs to draft their program reports for the annual meeting.
- May: Finalizes the agenda and the State of League report for inclusion in the Annual Meeting Kits.
- June: Annual Meeting month. Makes copies of any handouts. Conducts the Annual Meeting, highlights the State of the League report, and announces slate of new officers. Honors past year's Board members.

\*See LWVA website for Non-Partisan and Diversity policies.

Adopted March 2015; Revised June 2015, April 2018, Jan. 2021