

VOTER SERVICE CHAIR

Job Description

The Voter Service Chair is an elected member of the Board. This is a sensitive position with respect to the League's nonpartisan policy.* The Voter Service Chair will be familiar with League positions and principles. As a Board member, the Chair collaborates in making policy and in the planning and carrying out of League activities.

GENERAL RESPONSIBILITIES

- Understands and carries out the duties of the Voter Service Chair in three major areas: Voter Registration, Voter Education and Voter's Edge.
- Understands the duties of other LWVA portfolios and works with them.
- Delegates responsibilities, designates backup persons, and works with the leaders of each of the three Voter Service areas.
- 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

The Voter Service Chair ensures that election information is available to the public, that League election activities are carried out in a nonpartisan manner, and encourages citizen participation in government. It is of particular importance that the Voter Service chair be vigilantly nonpartisan in this role. This position is most active during election years. The Committee's main responsibilities are:

Voter Education

- Sponsors educational forums: organize candidates' forums and proposition pros & cons for Primary (June, even years) and General (November even years) elections. Coordinate forums with the Board and with other committees to meet the strategic goals of LWVA.
- Orders and distribute Easy Voter Guides and other printed election materials from the State League to sites in the community, being mindful that languages in addition to English should be available.
- Updates the brochure, "Know Your Representatives" with current information on Alameda's local, county, state and national representatives; sends updated attachment to Communications for posting on website and distributes print versions to Membership Committee and at LWVA events.

- Organizes other voter education programs/projects as may be agreed by the Board.

Voter Registration

- Reaches out to Alameda high schools and the College of Alameda to assist in student registration, provide materials and volunteers.
- Distributes voter registration affidavits in multiple languages to various sites around town; replenish these sites as needed; maintain records; coordinate and report distributions to County Registrar of Voters electronic reporting system.
- Participates in National Voter Registration Day in September each year with activities to bring awareness to the community.
- Works with Secretary of State's office to get information and metric results for the LWVA-dedicated online voter registration affidavit.
- Initiates additional registration opportunities to register new voters and update registrations of current voters in central locations as well as underserved communities within Alameda.

Voters Edge

- Works with the Alameda County North Coordinator, maintain the Voters Edge website built by LWVC and MapLight featuring candidates at all levels and state and local ballot propositions.
- Contacts local candidates to secure their participation as assigned.
- Enters data regarding local ballot propositions as assigned.
- Advertises at every opportunity the URL for VotersEdge.org. Provide agenda items to the President before each Board meeting.

TIME-SPECIFIC DUTIES

- Submits an annual Voter Service budget to the Budget Committee for approval by mid-January.
- Prepares an annual report and evaluation of Voter Service activities for inclusion in the Annual Meeting kit mailed to all members in May.

*See LWVA website for Nonpartisan and Diversity Policies.

Adopted March 2015; Revised April 2018, Jan. 2021