

VICE PRESIDENT ADMINISTRATION

Job Description

The Administration Vice President (AVP) is a member of the Board of Directors and reports to the Board. This position is by custom designated and elected as First Vice President. This is not a sensitive position in regard to the League's nonpartisan policy unless the AVP has taken over the duties of the President.* The AVP 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 planning and carrying out League activities.

GENERAL RESPONSIBILITIES

- Knows the duties of the Administration Vice President and those of other portfolios.
- Brings in non-Board and new members for jobs.
- Delegates responsibilities and calls on other Board members for assistance as needed.
- 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:

- Serves in the event of the absence, disability, or death of the President and shall possess all the powers and perform all the duties of that office until the Board of Directors shall fill the vacancy.
- The Administration Vice President and the Programs Vice President shall perform such duties as the President and the Board may designate.
- Liaisons with committee chairs to ensure timeliness of responsibilities and that established due dates are met.
- Maintains calendar of events; prepares meeting agendas in consultation with President and ensures distribution of meeting documents, reports from committees and follow-up of agenda items.

- Oversees the public image of the League by working with those responsible for *The Voter*, publicity, the League's website, and social media postings.
- Ensures that all publicity releases, letters to the editor, and statements made in the name of the League are approved by the President.

TIME SPECIFIC DUTIES including but not limited to the following:

- December-January: LWVC advises which League is responsible for legislative interviews. Determines who will do the interviews, makes arrangements, and advises the Board. Co-writes with interviewer(s) article on interview(s) and submits to the Board and *The Voter*.
- May-June: Assists President in preparation of the Annual Meeting Kits.

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

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