

## **ACTION CHAIR**

### **Job Description**

The Action Chair is an elected member of the Board of Directors. This is one of the most sensitive positions with respect to the League's nonpartisan policy.\* The Action Chair will be familiar with League positions and principles and 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**

- Understands the duties of Action Chair.
- Understands the duties of other Board portfolios and works with them.
- Recruits and trains volunteers for Action Committee.
- 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**

- Follows city government and school board developments to identify issues of interest to the League.
- Follows statewide issues of interest to League or that are high priorities for the state, and recommends action to the Board.
- Works with Alameda County Leagues' representative to collaborate on county-wide issues.
- Recommends actions to the Board for review. If recommendations are approved, takes action. All such action in the name of the League to be signed by the President and/or Action Chair.
- In an emergency, seeks approval for action from Executive Committee. An example would be when the City Council is considering an issue of interest to the League and there is insufficient time for Board discussion.

- For ballot initiatives, may arrange for proponent and/or opponent to present their position at a Board meeting.
- Works with the Action Committee to prepare Pros and Cons for Alameda City initiatives for Board review.
- Works with the Action Committee to analyze local initiatives to make recommendations to the Board on support, neutral, no position or oppose.
- Reviews current local positions in preparation for January Positions (aka Program) Planning meeting. Suggests changes in positions or new studies to the Board for presentation at Annual Meeting.
- Works with the Communications Chair to communicate League positions and advocacy activities using a variety of techniques, such as letters and statements on League position, direct appeals to legislators, newspaper editorials, and letter writing campaigns. Writes articles on League action for The Voter and sends Action Alerts to League members.

#### TIME-SPECIFIC DUTIES

Jan.: Submits budget proposal to Budget Committee.

\*See LWVA website for Non-Partisan and Diversity policies.  
Adopted March 2015; Revised Dec. 2020, Jan. 2021.