

CO-PRESIDENT

Job Description

The Co-President is an elected officer of the Board and serves with another duly elected Co-President as Chief Administrative Officers representing the Alameda League. These are the most sensitive positions with respect to the League's nonpartisan policy*. The Co-Presidents share responsibility for final decisions and work closely with the vice presidents and chairs to see that program activities and Board decisions are carried out. Both will be familiar with League positions and principles and be knowledgeable about all levels of League. As Board members, the Co-Presidents collaborate with each other in making policy and in the planning and carrying out of League activities and responsibilities.

A division of responsibilities and duties delineated below will be mutually agreed upon.

GENERAL RESPONSIBILITIES

- Understands the duties of the Co-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, Action, Communications (includes Website and The Voter), Publicity (Facebook), Fundraising, Budget, and Voter Service.
- 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. Speaks for and represents the League at civic functions, 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.
- Trains successors and hands over current updated manual.
- Cleans out files and ensures that important documents are archived.

SPECIFIC DUTIES including but not limited to the following:

- The presiding co-president drafts the meeting agenda.
- Writes the monthly President's Column for *The Voter* for the month a co-president presides at the Board meeting.
- Signs thank you notes for special communications.

- Works with the Administrative Vice-President (if position is filled) in reporting to LWVC and LWVUS 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 dates of LWVC and LWVUS conventions at Board meetings and determines number of voting delegates based on membership figures. Solicits interested members to attend conventions.
- 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.

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, LWVUS, and LWVBA.
- 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. Review, edit, and arranges for publication for distribution.
- October: Plan for annual holiday party in December. If election year, check 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 the 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 MYPO (Meet Your Public Officials) and 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 writes the State of the 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.

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

Adopted March 19, 2015
Revised June 8, 2015