

## **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, s/he 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.
- Understands the duties of other portfolios and works with them.
- Delegates responsibilities and designates backup persons.
- Trains successor and hands over current updated job description.

### **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. This position is most active during election years. The Committee's main responsibilities are:

#### **Voter Education**

- Educational Forums – organize candidates and proposition pros & cons for Primary (June even years) and General (November even years) elections. Coordinated through the Board and with other Committees to meet the strategic goals of LWVA.
- Easy Voter Guides and other printed materials from the State League – order and distribute to sites in the community.
- Other educational programs/projects as may be agreed by the Board.

#### **Voter Registration**

- High School Outreach – work with the high schools, provide materials and staff to assist with registration.
- Affidavit distribution – distribute to various sites around town the affidavits in multiple languages; replenish these sites as needed; maintain records; coordinate and report distributions to County Registrar of Voters electronic reporting system.
- National Voter Registration Day – participate in September each year to bring awareness to the community.
- Additional registration opportunities – take advantage of all opportunities in the community to register new voters and update registrations as needed of current voters.

**Voters Edge**

- Work 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.
- Contact local candidates to secure their participation as assigned.
- Enter data regarding local ballot propositions as assigned.
- Advertise at every opportunity the URL for VotersEdge.org. Provide agenda items to the President before each Board meeting.
- Submit annual Voter Service budget to the Budget Committee for approval by mid-January.
- Prepare an annual report and evaluation of Voter Service activities for inclusion in the Annual Meeting kit mailed to all members..

\*See LWVA website for Nonpartisan and Diversity Policies.

Adopted March 19, 2015

Revised April 19, 2018