

## Support Structure: National, State, and Local Partnership

The Membership and Leadership Development program is a partnership among the local, state and national Leagues. For the League to grow and strengthen, all levels of League need to work toward the common goals of the program. With that in mind, we have defined (in brief) the expectations or roles for each of us:

### **1. L WVUS (Board, Staff, and Ruth S. Shur Fellows National Coaching Team)**

- Sponsors, funds, and conducts face-to-face training for initial group of state coaches and periodic webinar training for new coaches and refreshers for ongoing state coaches
- Sponsors, funds, and conducts face-to-face 2-day training for initial group of participating local Leagues and state League
- Provides a trained national coach (Ruth S. Shur Fellow) for monthly coaching and training calls with state teams
- Creates and distributes materials and tools to participating Leagues
- Provides monthly guidance on opportunities distributed via the national coaching team
- Creates and provides online survey links to participating national and state coaches to send L WVUS feedback on progress of the program
- Monitors feedback and modifies materials to ensure success and program is sustained over time
- Provides membership numbers bi-annually to state coaches concerning participating local Leagues, based on numbers currently available in the L WVUS membership database
- Maintains L WV Storybank on [www.lwv.org](http://www.lwv.org).

### **2. State League (State Board, State Coaching Team, State Coordinator)**

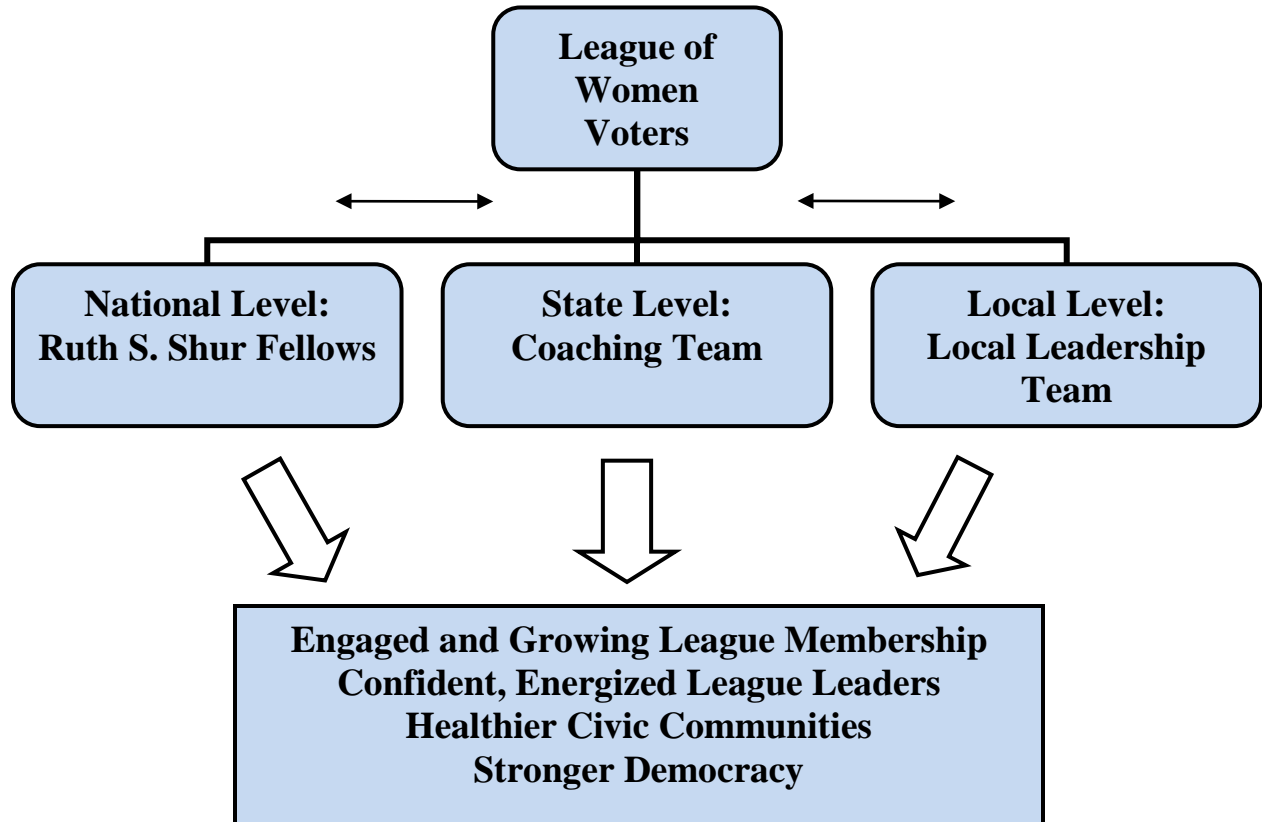
- **State Coaching Team**
  - Participates in face-to-face training for initial group of state coaches and/or periodic webinar training for new coaches and refreshers for ongoing state coaches
  - Participates in face-to-face 2-day training for initial group of participating local Leagues and state League
  - Provides guidance and support to 2 local Leagues in the state, per state coach, via regular monthly coaching calls
  - Communicates with the state's assigned Ruth S. Shur Fellow (national coach) via regular monthly coaching calls to receive guidance and support
  - Completes a monthly report on each of the 2 local Leagues coached via a monthly online survey
  - Participates in on-going training experiences via webinar presented by L WVUS
  - Provides additional materials to local Leagues as necessary (with support of state board and L WVUS)
  - Serves as membership ambassador whenever possible



## Chapter 1: Introduction

- **State Coordinator**
  - Participates in face-to-face training for initial group of state coaches and/or periodic webinar training for new coaches and refreshers for ongoing state coaches (if applicable)
  - Participates in face-to-face 2-day training for initial group of participating local Leagues and state League (if applicable)
  - Communicates with the state's assigned Ruth S. Shur Fellow (national coach) via regular monthly coaching calls
  - Communicates the program's progress and shares good ideas with the state board via regular monthly reporting
  - Completes a bi-monthly report on the state coaching team and the state board via an online survey
  - Coordinates future trainings for state coaches and local Leagues (beyond initial offering from LWVUS)
  - Serves as membership ambassador whenever possible
  
- **State League Board**
  - Participates in face-to-face 2-day training for initial group of participating local Leagues and state League
  - Recruits state coaches to participate in Membership and Leadership Development program
  - Recruits local Leagues to participate in Membership and Leadership Development program
  - Models membership and leadership development best practices at the state level
  - Promotes project outcomes and successes with Leagues throughout the state (and possibly at national venues)
  - Sponsors future trainings for state coaches and local Leagues (beyond initial offering from LWVUS)
  - Serves as membership ambassador whenever possible
  
- 3. Local League Teams/Coordinator**
  - Participates in face-to-face 2-day training for initial group of participating local Leagues and state League (and future state League-sponsored trainings as appropriate)
  - Communicates with the League's assigned state coach via regular monthly coaching calls to receive guidance and support
  - Consistently and intentionally engages local League board to implement the membership and leadership development best practices
  - Consistently and intentionally engages local League board to use the Event/Activity Planning Checklist
  - Uses the materials, activities, and messages provided by the state coach
  - Seeks counsel from state coach as needed
  - Serves as membership ambassador whenever possible
  - Updates local League members information in LWVUS membership database regularly for correct membership number reports
  - Submits personal stories to the LWV Storybank

Below is a diagram of the coaching structure for the MLD program. Local, state, and national levels of League work together to make the League's voice more powerful and our democracy stronger.





### How Coaching Really Works

State and National coaches work as mentors, cheerleaders, accountability coaches, and communicators to support local Leagues in strengthening themselves and providing better, more effective services and events to the communities they serve.

State coaches are dedicated and experienced League leaders chosen by the State Board to support and mentor local Leagues within the state. Each state coach usually coaches 2 local Leagues and is trained in coaching techniques and membership and leadership development best practices. State coaches hold monthly, regularized phone calls with each assigned local League. LWVUS recommends that these calls take place during the first two weeks of each month. During the call, the local League team can discuss their challenges, share their successes, and receive valuable guidance on growing and strengthening the League. These calls last approximately 30-45 minutes each.

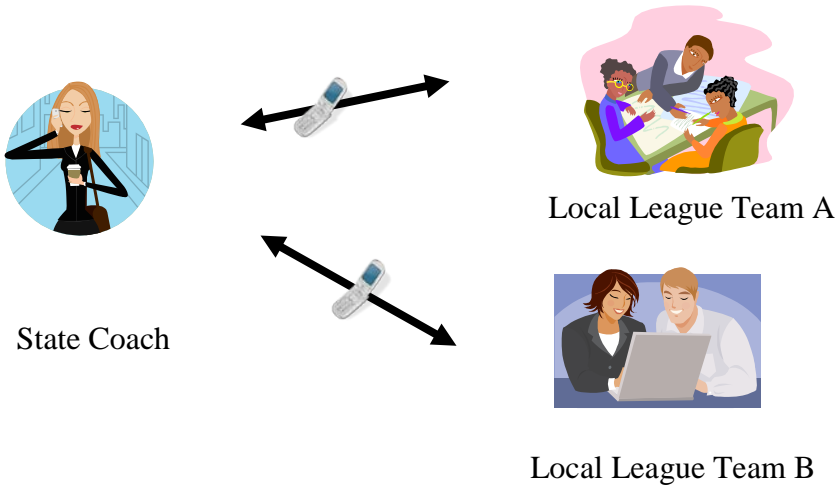
The Ruth S. Shur Fellows are dedicated and experienced League leaders selected by the LWVUS Board who act as national coaches to support and mentor state coaching teams. Ruth S. Shur Fellows usually coach 2 state coaching teams and are trained in coaching techniques and membership and leadership development best practices. The Ruth S. Shur Fellows work very closely with the national office to best support the League. Ruth S. Shur Fellows hold monthly, regularized phone calls with each state coaching team. LWVUS recommends that these calls take place during the third week of each month. During the call, the state coach can discuss challenges in supporting local Leagues, share successes of the local Leagues they coach, and receive valuable guidance on growing and strengthening the League. These calls last approximately 60 minutes each. During the fourth week of every month, Ruth S. Shur Fellows have a team call with the LWVUS Support Team.

### Recommended Monthly Schedule

Having a regularized call time and date each month helps both parties (the coach and local League) to plan – both setting aside the time and being prepared with information to share. LWVUS has a recommended monthly schedule for all state coaches to use

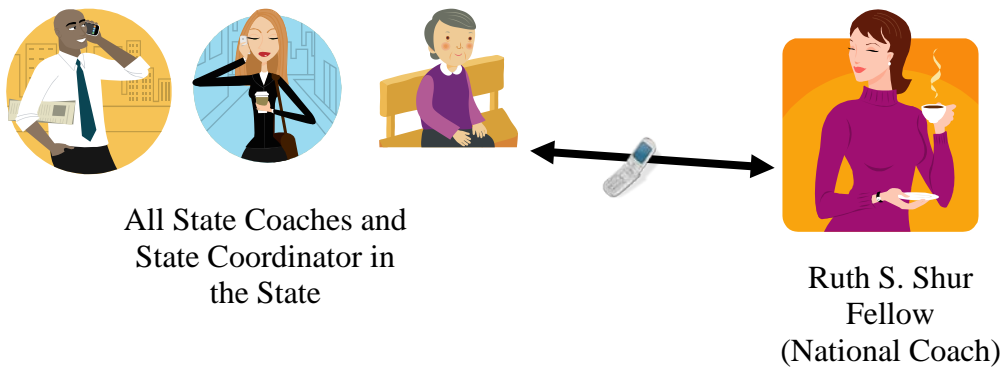
<b>First 2 weeks</b>	State coaches call local Leagues
<b>3rd week</b>	Conference call with national coach and all state coaches
<b>4th week</b>	National coaches team call with LWVUS (State coaches do not participate.)

### During the first two weeks of the month:



The state coach calls each local League coordinator/team separately during the first two weeks of the month. State coaches keep all of your conversations confidential.

### During the third week of the month:



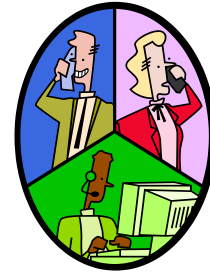
The national coach conducts a conference call with all of the state coaches in the state during the third week of the month. National coaches keep all of these conversations confidential.



**During the fourth week of the month:**



All Ruth S. Shur  
Fellows



LWVUS Support  
Team

The LWVUS Support Team conducts a conference call with all of the national coaches across the country during the fourth week of the month. The LWVUS Support Team keeps all of these conversations confidential.