



LOOKING FOR LEADERS

What Does a National Board Member Do?

Fiduciary

- Understand and approve the League's national budget ensuring that the budget reflects the overall strategic direction and advances the long-term fiscal health of the League
- Ensure adequate financial resources are available for the League's mission
- Ensure that the appropriate annual audit is performed
- Ensure that there is an investment risk policy

Policy

- Ensure compliance with legal and financial reporting requirements, and adhering to core board roles and responsibilities as stated in the League's bylaws
- Set the League's biennial goals and positions
- Periodically review and update the League's mission and purpose
- Periodically review, and recommend amendments if necessary, to the League's bylaws
- Determine, monitor, and strengthen the League's programs and services while ensuring that programs are consistent with the League's mission
- Participate in the overall planning process and assist in implementing and monitoring the plan's goals
- Develop the strength of the board itself through training, self-assessment, and board education

Strategic Planning

- Provide assistance in developing, approving, and supporting organizational strategy

Review of the Chief Executive Officer

- Evaluate the performance of the CEO on a yearly basis

Specific Responsibilities

- Participation in every Board/Council/Convention meeting as a priority
- Read all pre-Board material and prepare for all Board meetings
- Participate in Board orientation meeting
- Participate in fund raising as appropriate
- Develop relationships with assigned liaison Leagues, including visits when appropriate
- Advises the CEO in the development and implementation of the LWVUS' strategic plan
- Annually evaluate the LWVUS using performance measurement metrics developed by the CEO and approved by the Board
- Conduct a comprehensive Board self-assessment approximately every two years to evaluate its own performance
- Serve on committees or task forces - particularly those that fit the Board member's skill set
- Work with staff as a partner while not interfering with day-to-day administration and tasks of individual staff
- Enhance the organization's public standing by serving as an ambassador for the League

Time Commitment

- Quarterly Board Meetings in DC (Two days per meeting)
- One National Council Meeting (Four days)
- Two National Conventions (Four days each convention)
- Orientation or Retreat (One or two days)
- Conference Calls (May replace on-site Board Meeting in DC or as needed)
- Committees (As needed, usually conference calls)
- Webinars (Usually One hour)
- Maintain Communication with Assigned Liaison States (Quarterly call or email)
- Attend Liaison State Conventions When Appropriate (Varies by state)

Travel

- Travel and Hotel expenses are reimbursed (Board member makes own travel arrangements. National staff reserves hotel rooms)



What Are the Responsibilities of the Five-Member Nominating Committee?

Three members are elected at Convention – One is appointed by the LWVUS President as Chair. Two additional members are appointed by the sitting LWVUS President

- Meet with Chair and other members by electronic means to establish questions for incoming Board interviews and review brochure to send to print
- Attend February Board Meeting after election to meet with the incoming Board and establish a relationship with them.
- Refine online questionnaire/nominating materials and submit finalized versions for staff at least 6 weeks prior to Council to posting
- Attend National Council to meet those in attendance and promote nominating others (and yourself) for the positions (three or four days)
- Make personal contact with each state president to assess any potential nominees and encourage submission of suggestions – outreach
- Collect electronic submissions of nominations; follow up on any recommendations to encourage submission from nominee
- Once the deadline has passed, meet by electronic means to determine viable candidates, and divide them up to conduct interviews and contact recommendations
- Independently rank each candidate according to the matrix determined
- Attend February Board Meeting prior to Convention to conduct final interviews with current Board (three or four days)
- Committee meets and finalizes the slate that it presents to the Board for information and distribution to the membership
- Attend National Convention to present slate to the membership
- Participate at Candidate's Forum and assist at Nominating Committee Table at Convention (four days)

Contact the Nominating Committee: nominatingcommittee@lww.org
forum.lww.org