

**LEAGUE OF WOMEN VOTERS OF TACOMA-PIERCE COUNTY  
EXECUTIVE COMMITTEE**

**MISSION:**

The purpose of the executive committee is to provide counsel and council to the President.

**AUTHORITY AND RESPONSIBILITIES:**

- Help set agendas for the LWVTPC Board Directors and the LWVTPC Education Fund Board.
- Shall meet at the call of the President.
- Allocate funds up to \$150 per item if considered necessary.
- Transact emergency business for the Board of Directors.

**POLICIES:**

Everything the committee does is subject to League bylaws and policies.

**OVERSIGHT:**

Action proposed by the Executive Committee must be approved by the LWVTPC Board of Directors at its next meeting.

**MEMBERSHIP/STRUCTURE/QUORUM:**

The Executive Committee shall be composed of the President, Vice-Presidents, Secretary and Treasurer. Three members constitute a quorum.

**AGENDA, MINUTES, AND REPORTS:**

The President will propose an agenda. The Secretary will keep notes of meetings for review.

*Adopted 3/28/17*

**LEAGUE OF WOMEN VOTERS OF TACOMA-PIERCE COUNTY  
FINANCE & SUSTAINABILITY COMMITTEE**

**MISSION:**

The purpose of the committee is to maintain proper budgeting and accounting of fiscal resources, as well as identify revenue strategies in order to assure that the organization is fiscally solvent.

**AUTHORITY AND RESPONSIBILITIES:**

- Nominate candidates by January 31 annually for the Budget Committee, who will develop the annual budget pursuant to the Bylaws.
- Review financial procedures and recommend changes annually.
- Create a sustainability plan with strategies to achieve budgeted revenues.
- Lead fundraising committee.
- Audit financial processes within two months of the fiscal year-end or upon change of Treasurer and provide a written report to the Board of Directors.
- Assess insurance options.

**POLICIES:**

The Committee will implement its responsibilities in a way that advances the Bylaws of the LWVT-PC.

**OVERSIGHT:**

The Chair of the Finance & Sustainability Committee shall provide an annual calendar of functions, quarterly written reports to the Board of Directors and verbal progress updates to the Board at each regularly-scheduled meeting.

**MEMBERSHIP/STRUCTURE/QUORUM:**

- The Committee shall consist of at least four members. Members may be involved in all, or only designated, functions of the committee. The Chair shall keep an assignment roster.
- At least two members of the committee must be board members.
- Only the Chair is appointed by the Board; the Chair can recruit and appoint members to the Committee at will. However, the Board must approve the Budget Committee and Audit Committee.
- Treasurers shall be ex officio members of the committee.

**AGENDA, MINUTES, AND REPORTS:**

The Chair shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least 4 days in advance of the meeting. Notes from each meeting shall be maintained by the Chair and be made available for inspection or filed with the Board at a regularly-scheduled meeting.

*Adopted 3/28/17*

**LEAGUE OF WOMEN VOTERS OF TACOMA-PIERCE COUNTY  
ADVOCACY & OUTREACH COMMITTEE**

**MISSION:**

To develop systems and assign responsibilities for internal and external League communications, including promotion of policies that are consistent with League-adopted positions.

**AUTHORITY & RESPONSIBILITIES:**

This committee is responsible for the following:

- Development of annual communication and advocacy plans.
- Regular maintenance of LWVT-PC publicity venues, including the web site, media releases and Facebook.
- Production and distribution of The Voter.
- Establishment of a Speakers' Bureau.
- Oversight of the Observer Corps.
- Coordination of LWVT-PC advocacy activities.

**POLICIES:**

The Committee shall conform to LWVUS, LWWVA and LWVT-PC advocacy and communication policies and standards as well as LWVT-PC bylaws. The President may direct the basis for approving external communications. The Voter shall be proof-read by at least one person in addition to the production manager before being distributed.

**OVERSIGHT:**

The Committee shall regularly obtain League membership feedback. The Committee Chair is accountable to the President and Board.

**MEMBERSHIP/STRUCTURE/QUORUM:**

The Committee shall be comprised of at least five people, who may function as a group of individuals who each has separate responsibilities, consistent with approved communications and advocacy plans. The committee shall meet at least twice annually. A majority of the committee must approve advocacy and communications plan recommendations before they are submitted to the Board.

**AGENDA, MINUTES & REPORTS:**

The Committee Chair will submit records of activities to the office file. Committee meeting minutes will be kept and approved by the committee and then filed at the office.

*Adopted 3/28/17*

**LEAGUE OF WOMEN VOTERS OF TACOMA-PIERCE COUNTY  
MEMBER SERVICES COMMITTEE**

**MISSION:**

The purpose of the committee is to recruit new members and involve current members in League activities.

**AUTHORITY AND RESPONSIBILITIES:**

- Recruit new members by partnering with other organizations and circulating membership brochures in order to encourage diversity in the local League.
- Provide information on new members to the Board of Directors and to the person(s) informing the LWVUS and LWVWA of new members. Submit membership reports to LWVUS and LWVWA as required.
- Maintain a list of members, their contact information, and their interests.
- Create and distribute a membership brochure.
- Work with the Treasurer to send renewal notices to members at the appropriate time.
- Develop leadership skills in members.
- Update the Membership Directory and the League Handbook to make available to members.
- Recognize new members at all Unit meetings, the Annual Meeting and Program Planning meeting.
- Conduct new membership orientations.
- Coordinate with the Membership and Leadership Development (MLD) Program.
- Send new members a packet of information about the League and request that they complete a survey of their interests.
- Highlight membership recruitment and retention at each Unit meeting.
- Include brief bios of new and current members in the monthly Voter.
- Keep list of prospective members and send them a copy of the monthly Voter.

**POLICIES:**

Everything the committee does is subject to League bylaws and policies.

**OVERSIGHT:**

The Chair of the Membership Committee will keep the Board of Directors informed of membership and leadership development plans and let the Board know if assistance is needed.

**MEMBERSHIP/STRUCTURE/QUORUM:**

- The committee shall consist of at least four members. Members may be involved in all, or only designated, functions of the committee. The Chair shall keep an assignment roster.
- At least one member of the committee must be a board member.
- Only the Chair is appointed by the Board; the Chair shall recruit and appoint members to the Committee.

**AGENDA, MINUTES, AND REPORTS:**

The Chair shall be responsible for establishing the agenda for meetings. An agenda, together with relevant materials, shall be sent to committee members at least three days in advance of the meeting. Notes from each meeting shall be maintained by the Chair and be made available for inspection by the Board or be filed with the Board at a regularly-scheduled meeting.

*Adopted 3/28/17*

## **LEAGUE OF WOMEN VOTERS OF TACOMA-PIERCE COUNTY PROGRAM COMMITTEE**

### **MISSION:**

The Program Committee organizes League's work related to studies and meetings. The LWVUS In League publication states, "Program is the League's 'reason for being,' the basis for both education and action efforts."

### **AUTHORITY AND RESPONSIBILITIES:**

- Program Planning.
  - Plan and run Program Planning Meeting.
    - Write for The Voter, before and after the meeting.
    - Take results to the Board, and take Board results to the Annual Meeting, and/or to State, or National Conventions, as appropriate. If there are Program suggestions for State and National, get the information to other Leagues, as appropriate.
  - Review adopted local positions annually, to see if updates might be needed.
  - Committee members will be charged with overseeing all work done in a specific area or on a specific subject.
- Unit and General Meetings.
  - Support Unit Liaisons by providing meeting information.
  - Help organize Unit or General Meetings by proposing dates, times, places and who will attend and who is responsible for what.
- Local, State & National Studies.
  - Work with local members to determine what to study locally.
  - Establish what State and National studies this League will participate in.
  - Ensure that committees are formed, have access to all the information they need, understand their role, are doing the work, understand about consensus, if applicable.

### **POLICIES:**

Everything the Committee does is subject to League Bylaws and Policies.

### **OVERSIGHT:**

The Committee will report to the Board of Directors and will obtain Board approval of proposed program. Local study choices are to be approved by the Board, subject to a vote of the membership at the Annual meeting.

### **MEMBERSHIP/STRUCTURE/QUORUM:**

- Committee shall have at least one Board member (as Chair), to be appointed by the Board.
- Work with membership to find those interested in serving on the committee.
- Ideally, one member representing each Unit shall be on the Committee.
- Committee may be larger, if desired, and should (at least temporarily) include those heading Program Committees (planning Unit or General Meeting.)
- Quorum would be a majority of permanent members. (Those not there for just one study.)

### **AGENDA, MINUTES, AND REPORTS:** *(content not provided)*

The Chair will keep notes of the meetings and report to the Board and membership as needed.

*Adopted 3/28/17*

**LEAGUE OF WOMEN VOTERS OF TACOMA-PIERCE COUNTY  
VOTER SERVICES COMMITTEE**

**MISSION:**

To register and to educate voters.

**AUTHORITY AND RESPONSIBILITIES:**

- Voter registration
  - Offer, organize, and run voter registration events.
  - Offer voter education in schools and to community organizations and governments.
- Candidate and Issue Forums
  - Offer, organize, and present Forums on issues relevant to voters.
  - Offer, organize, and present nonpartisan Forums which present candidates for elected office.
- They Represent You
  - Prepare, publish and distribute the TRY.
  - Prepare and publish other information relevant to voter service, as needed.

**POLICIES:**

Everything done by this committee is subject to the Bylaws, and to the Nonpartisan Political Policy.

**OVERSIGHT:**

Chair shall present to the President, or the Board, all requests for programs, forums, voter registration drives, voter education publications, and sponsorship of same. Requests are subject to approval by the President or the Board.

**MEMBERSHIP/STRUCTURE/QUORUM:**

- The Voter Service Committee will have a chair, or co-chairs, plus a core of moderators, and those willing to serve as timekeepers, and other jobs necessary to ensure successful Forums. If the Voter Service Chair is not on the Board, a Board member must be on the Committee for oversight and reporting. Moderators, time-keepers, editors and proofreaders need not all be on the committee.
- The Editor of the TRY will be on the Committee, and will recruit those willing to help with gathering information, proof-reading, updating, distributing, etc.
- The Chair(s), with approval of the President or the Board, will work with sponsoring or co-sponsoring organizations, as needed, to organize events, e.g. date, time, location, invitations, program, ground rules, sound equipment, room set-up, and any fees charged.
- Only the Chairs and the TRY Editor must be approved by the Board. Moderators must have training by the Committee or by others.

**AGENDA, MINUTES, AND REPORTS:**

The Chair(s) shall set an Agenda for a meeting, and notify other committee members. Minutes or notes should be kept, and all decisions made must be reported to the Board. Meetings may be held, decisions made, and reporting to the President or the Board, by e-mail.

*Adopted 3/28/17*