

## **2021-2023: The League of Women Voters of Washington (LWVWA) – Nominating Committee FAQs**

### **What does the state Board (LWVWA) do?**

The LWVWA Board works to protect democracy and to support an engaged and informed electorate. If you have been involved with the work of your local League, you will recognize some of the functions of the state Board – Voter Services; Civics Education; Advocacy; Membership; Communications; Diversity, Equity and Inclusion; Fundraising; Strategic Planning and tracking income and expenses. The LWVWA Board has a statewide focus in all these areas. Advocacy’s statewide impact is overseen by the (c4) Board, and the outreach and education function is overseen by the (c3) Board. Board members serve on both Boards.

Board members facilitate the work of local Leagues through statewide committees; Voter Services; Civic Education; Membership, Engagement, and Leadership Development PODS; affinity groups; grants to local Leagues (through the Education Fund); and the Lobby Team. Board members maintain statewide communication through *This Month in League*, the *Voter*, Facebook, and the *Legislative Newsletter*. Board members are responsible for facilitating the work of the local Leagues and for sharing information among local Leagues and from LWVUS.

### **What is the benefit to being on the LWVWA Board?**

State Board members enjoy working collaboratively:

- toward the goals of the LWVWA,
- sharing Leagues’ successes with other League members
- continuing to build leadership skills
- helping set the future for the LWVWA
- expanding their commitment to the League

### **Am I a good fit for the Board?**

The LWVWA Board work is complex and calls for all kinds of skills and backgrounds. We seek individuals who are creative and hard-working and with experience in:

Government  
Education  
Business  
Philanthropy  
Communication and Public Relations  
Advocacy  
Nonprofit Work  
Other Volunteer Work

### **What is the term of a Board position?**

Board members serve for two years. You will have the opportunity to apply for another term; the state Board does not have term limits.

### **Can I keep my local League position if I become a LWVWA Board member?**

You are not restricted from committing to both local League and state Board leadership positions, but do consider the demands on your time and the quality of work that you would be able to accomplish in two positions. Once on the LWVWA Board, you might consider your state Board responsibilities as primary while committing to less-demanding work in the local League.

**How often are Board meetings held?**

Meetings are general held monthly, with yearly schedules determined soon after the appointment of Board members. Board members may have a retreat during the summer, as well an orientation meeting for new members. Most positions on the Board require representation on both the c(3) education fund Board and the c(4) Board; with meetings currently held on two separate days with afternoon meeting times for each. The days and times of future meetings will be determined by the new board based on the availability of all members.

**Where are Board meetings held?**

The LWVWA Board meetings have been held on ZOOM since the start of the Pandemic. ZOOM social events have been planned with a local League on the evening before the c(4) meeting. The plan for the future is to alternate Board meetings between Zoom and in person, with an emphasis on having a meet and greet with a local League before the in-person meetings. However, meeting times are scheduled as each new board and committee is formed.

**How long do meetings usually last?**

It depends on the number of agenda items; generally each Board meeting is three hours.

**Are some expenses, like travel, reimbursed?**

Yes, some expenses are reimbursed. Travel is eligible for reimbursement; other expenses like necessary supplies are reimbursed through submitting proper paperwork. The reimbursement policy is stated in the [LWVWA Policies and Procedures September 2021](#) (see pp. 7-10).

**How much time outside of meetings should I expect to spend on Board business?**

This is a volunteer position with a minimum of 20 hours per month depending on the member's portfolio(s) and interest. This includes about 10+ hours for board meetings.

**Board members are expected to serve as lead on one or more issue areas (as a Portfolio Chair). Do I choose the portfolio or are they assigned?**

Generally, it is a combination of choice and assignment. The Board member and the LWVWA President come to an agreement based on need, Board member's skills and desires. Certain jobs need to be done based on the priorities and program items approved at Convention. It is the Board's job to carry out the priority/program platform of the League.

**What is the list of Portfolio Chairs?**

Currently the Portfolio Chairs are Advocacy, Voter Services, Civic Education, Program of Work, Diversity/Equity/Inclusion, Fundraising/Development, Communication, Finance, Membership, Convention/Council. The Portfolio Chairs can vary from board to board. There are two treasurers: one for the c(3) education fund (and this position is not a member of the c(4) Board) and one for c(4) activities. There is also a requirement for a Secretary. Other possible portfolios that currently aren't filled is a position of events planning and Local League Alignment with LWVWA/LWVUS.

**As a Board member am I expected to make an annual financial contribution? Is there a suggested amount?**

No amount is prescribed; it is just important that 100% of the Board members contribute something. This becomes important when the LWVWA is applying for grants. The grantors want to know that the Board also supports the organization.

**Does the Board accept an “in-kind” contribution? Explain.**

Making an individual in-kind contribution is always appropriate. However, you do need to submit the expense reimbursement form, and then indicate on that form that it is an in-kind donation. Sometimes individuals donate equipment, etc., and that also needs to be documented.

**What is the League’s nonpartisanship policy? Can I support candidates and display signs supporting candidates?**

The LWVWA Board has a nonpartisan policy that is found in the [LWVWA Policies and Procedures September 2021](#) (see pp. 4-5). It details what policy pertains to all Board members, versus specific positions such as President, Advocacy Chair and Voter Services Portfolio.

**What technical skills are required of Board members? Does the Board provide technical skills training?**

The job description outlines the skill set expected of a Board member:

- Skill in one or more specific areas of Board responsibility, such as finance, communications, organizational development.
- Skill in working with teams and consensus building.
- Have or be willing to learn basic computer literacy skills (e.g. Email, Microsoft 365, Microsoft Teams)
- Access to a working email account

**As a new Board member, if I find I am not a fit with the proposed leadership—then what?**

Resources will be available to you for situations that may arise due to personnel and personality issues, workload problems, or other work issues associated with Board leadership. Resources include mentorships, counsel from past Board Members, etc. [We know](#) that situations could arise and [the first response will be](#) to recognize and find a solution for those involved.

**What is the resignation procedure?**

You would write a letter or an email to the current LWVWA president.

**How are potential candidates identified?**

The LWVWA Nominating Committee searches the membership to find potential candidates. The committee uses a variety of methods to find potential candidates– advertising in LWV publications, meeting you through statewide events and committees, contacting local League Presidents for recommendations, and responding to questions you might have about Board work. Please consider contacting a Nominating Committee member directly with your interest.

In 2021-23, many of the Nominating Committee members have served or are serving as Board members and would be a great source of information about Board work. They would be glad to share their experiences with you.

**What contributes most to the achievement of a well-functioning Board?**

Well-functioning Boards have a common purpose and common goals, dedicated members, good leadership, as well as respect and appreciation for one another.

In League,

**LWVWA 2021-2023 Nominating Committee**

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