

**LEAGUE OF WOMEN VOTERS OF WASHINGTON**  
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**BOARD OF DIRECTORS**  
**JOB DESCRIPTION**

**JOB SUMMARY:**

The Board of Directors of the League of Women Voters of Washington (LWVWA) is the governing board for the 501 (c)(4) organization that provides leadership in advocacy for issues for which the League has adopted consensus positions. Members are elected for a two-year term at the LWVWA biennial convention in odd-numbered years and the biennial council in even numbered years. The LWVWA Board of Directors also serve as the Board of Directors for the LWVWA Education Fund (Ed Fund), a 501 (c)(3) organization that promotes political responsibility through informed and active participation of citizens in government by providing public education and voter services work. The Board governs and provides leadership for the direction and activities of the League consistent with national LWV policies. LWVWA Board members are volunteers and must observe the League's non-partisanship policy.

**BOARD MEMBER RESPONSIBILITIES:**

- Attend LWVWA and Ed Fund Board meetings.
- Establish and help implement long- and short-range plans for LWVWA and Ed Fund.
- Establish LWVWA and Ed Fund policy.
- Monitor the LWVWA and Ed Fund biennial budgets adopted at Convention and by the Ed Fund Board, respectively.
- Make an individual annual in-kind or financial contribution.
- Support local Leagues in maintaining legal requirements and achieving local League goals.
- Enhance the public image of the League of Women Voters.
- Assure that legal mandates and bylaw requirements are met.
- Serve on committees and workgroups to facilitate achievement of these responsibilities.
- Serve as lead on one or more issue areas (Portfolio Chair)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be a League of Women Voters member.
- Knowledge of League of Women Voters principles and policies.
- Knowledge of organizational principles.
- 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, Word)
- Access to a working email account
- Ability to periodically attend meetings in a variety of locations around the State of Washington.

**HOURS OF WORK:**

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. Meeting times are scheduled as each new board and committee is formed.

Approved by LWVWA Board 10/18/2021