

STATE BOARD ORIENTATION

I. General Responsibilities

- A. Read and be familiar with "State Board Policies & Procedures." Keep two kinds of information in your files: general state board information (hold 2 years), your portfolio statements and materials produced in the name of the LWVWV (keep permanently).
- B. All board members share the responsibility for state league functions such as board meetings, program, finance, voters service. When pre-board materials such as minutes, consensus questions and draft study materials are sent to you before a board meeting, be prepared to give your input at the meeting.
- C. Make copies of important communications. Keep one copy for your file, send one to the president, others to the national office or state board members as the individual case requires.
- D. Board reports and league minutes should have a title and date on every page.

II. State Board Reports and LWVWV UPDATES

These are your information link with local leagues. Board members are encouraged to communicate via e-mail with local presidents. Items covered may include:

- A. Action taken or other interesting information on your item, news of local leagues, tips on membership, finance, public relations, etc.
- B. Focus on legislative priorities under your item and arguments that can be used in lobbying for league positions.

III. Convention/Council Workbook

Workbook reports should include three parts:

- A. Direction - Proposed direction for the coming year.
- B. Portfolio Activities - Discuss what you have done on your item during the year.
- C. Local League Activities - List activities undertaken in your portfolio by local leagues during the year.

IV. Action

- A. All league action is taken by the president upon board decision. Board members assisting the president with action should generally sign their names in addition to the name of the president. They should have copies of:
 - 1. "League Basics" (also available online at LWV.org)
 - 2. For national program items: "Impact on Issues" (available online at LWV.org)
 - 3. For state program items: "League Issues in WV" and relevant league publications.
- B. State league legislative priorities are set at the November or January board meeting. Each program portfolio chair should be prepared to offer specific recommendations for consideration at that time. Priorities which are selected by the board should be explained in the State VOTER.

V. Public Relations

PR should be considered for legislative action, new publications, new consensus positions, and announcements of state meetings. Send press releases to local leagues and major media, clearing them first with the president. Consider taking photos to go with stories on speakers at Conventions, newly elected officers, etc. Provide local leagues with PR hints in your board reports.

VI. The West Virginia Voter

The VOTER is your line of communication with all league members in the state. The VOTER may be sent to contributors, public officials, libraries, etc., and should be used to the fullest extent for educating members and the public. Use the VOTER for:

- A. Background material for consensus items.
- B. Legislative priorities; content of new legislation of interest to the league; action taken by the league.
- C. Variety of program articles throughout the year; national league program as related to West Virginia.
- D. Local league success stories; appointments of league members to governmental and league positions.

IX. Budget And Finance

- A. A financial statement is distributed at each board meeting.
- B. Keep track of expenditures, including mileage to board meetings. By filling out a voucher, you may be reimbursed, or just keep a list of "in kind" contributions for use by the budget committee.
- C. The league does not pay sales tax; our direct-pay-permit number is 55602341001. If you pay for the item, keep the invoice for later reimbursement.

X. Voters Service / Citizen Information

- A. Public service announcements may be distributed to local leagues and to the media.
- B. Voter registration drives may be planned. The state role might be to set goals, give advice to local leagues, work with the Secretary of State, form coalitions with statewide groups.
- C. Local leagues must get permission from the state president or voters service chair before planning local debates for statewide contests.

See also: POLICIES AND PROCEDURES