

Voter Service Director (Reports to President of the LWVBC)

The Voter Service Director coordinates the LWVBC's voter service teams' activities and serves on the LWVBC's Board of Directors. The position must be perceived as completely nonpartisan and concentrates on voter education, not advocacy. The Voter Service Director is responsible for coordinating the following activities with members of each of the Voter Service Teams: candidate forums; voter registration drives (VRDs); ballot issue research and pamphlet production; presentations on the ballot issues; and production of the VOTE411.org voter guide.

Responsibilities of the Teams:

Forums Coordinator for candidates or issues

- Determines forum locations, dates and times
- Invites candidates and/or speakers
- Selects moderators
- Requests volunteers for question screeners, timers, and ushers
- Brings various supplies, banners, etc. to the forums
- Coordinates volunteers, candidates, etc. on the day of the forum
- Asks *Communications Team* to contact newspapers to publish information about the forums

Voter Registration Drive (VRD) Coordinator

- Completes the Secretary of State's VRD training, and obtains VRD number for the year
- Recruits and trains LWVBC members and volunteers, confirming that each one has passed the on-line training course and is registered with the Secretary of State's office
- Coordinates VRD locations and dates with various organizations (schools, libraries, colleges, farmer's markets, community festivals, etc.)
- Makes arrangements for delivery of supplies, tents, tables, etc.

Ballot Issue Pamphlets & Presentations Coordinator

- Orders State ballot issue pamphlets from LWVCO, coordinates use of sponsor logos, and arranges for distribution in County
- Coordinates: research, writing and editing of local ballot issue pamphlets; formatting of pamphlets for printing; printing; and distribution in the County
- Arranges with *Treasurer* for expense reimbursement from LWVCO if appropriate
- Identifies/recruits LWVBC members to speak at various community meetings about state or local ballot issues (usually the pamphlet researchers)
- Maintains a calendar of speakers' events so that conflicts are avoided and that no one particular speaker is over-worked. The assigned speaker is responsible for all future communication with the assigned group
- Confirms the speakers are supplied with an adequate number of ballot issue pamphlets and other supplies for each presentation

VOTE411.org Coordinator

- Manage races, candidate and ballot issues entries and Voter Guide publication including invitations to and questions from candidates, follow-up with candidates, information updates and race closures/archiving

Job Detail:

Activity Schedule (most activity takes place July–October, with some service to towns in the spring and activity in HS’s and colleges Sept–May)

- July/August: with *Forum Coordinator*, determine date /place of candidate forums for the county, each city and town, and the school boards
 - Odd numbered years:
 - County officials except for county commissioners
 - City Council elections
 - Even numbered years:
 - County commissioners and State Legislators (early fall)
- Town Board elections - Erie (April) and Superior (November) May–August plus school-year: with *VRD Coordinator*, plan targets for voter registration.
- July: with *Ballot Issue* Coordinator, Identify/recruit volunteers to conduct ballot issue research for each city having ballot issues
- August: Ballot issue research takes place
- August: Initiate VOTE411 process with *VOTE411 Coordinator*, to produce voter guide of candidates and ballot issues
- September: Sets meeting date to edit ballot issues, coordinate with the person formatting the pamphlet, has local ballot issues pamphlet printed, arranges distribution of ballot issue pamphlets.
- September Board Meeting: Presents ballot issues to Board and secures agreement on positions of the LWVBC for local issues, preparing position statements for publication
- End of September/early October: candidate forums take place
- October: Ballot issue researchers present pros/cons at October Community meetings
- February (even numbered year) with Erie Chamber, agree to a date and time for Erie candidate forum. The Chamber arranges a place and date. League conducts the forum.
- Provide monthly written report to Board of Directors; attend Board meetings

All Voter Services could be expanded if volunteer capacity develops to serve more communities in Boulder County. This would broaden the responsibilities in the spring on the schedule for Town elections.