



## LEAGUE OF WOMEN VOTERS ANN ARBOR AREA DIRECTOR- VOTER SERVICES

Coordinates the League efforts to bring non-partisan election and voting information to the community.

### GENERAL RESPONSIBILITIES:

- Understand and adhere to the League's political activity and non-partisan policies
- Coordinate the several types of voter education efforts related to elections
- Chair Voter Services committee

### SPECIFIC SUBCOMMITTEE OVERSIGHT:

- Candidate forums; also public town hall events on election topics approved by the Board
- VOTE411 activation for elections
- League voter registration activities
- Distribution of printed State and Local Voter Guides
- Printing and distribution of Your Elected Officials pamphlet after each major election
- Work with Director of Communications to publicize LWVAAA Voter Service activity
- Work with Membership Committee to recruit workers to assist in Voter Service activities
- Clerk Engagement - public accuracy, outreach
- Underserved populations
- Special events related to voter registration and education - ex. Census, Ind Redistricting Com, Natl Voter Registration Day, petition drive for Prop 3

### REPORTING

- Maintain minutes of Voter Services committee meetings
- Keep accurate financial records and receipts for expenditures approved by LWVAAA Board
- Provide a periodic report to LWVAAA Board of Directors of Voter Services activities
- Maintain current information files with examples of procedures and materials
- Write a summary of Voter Services activity for Annual Meeting booklet.