

## **BOARD JOB DESCRIPTIONS**

All board members help review and formulate League policy and conduct League business with full voting rights at board meetings. In addition to duties specific to each position, members are expected to participate in board meetings, support and promote League activities, and serve as an ambassador for the League, among other shared duties. It also is the responsibility of a board member, so designated and overseen by the president, to check the League's post office box on a regular basis and redirect the mail as required.

### **PRESIDENT**

The president serves as the chief executive officer and face of the League and ensures that the organization in its entirety runs efficiently and smoothly in keeping with the mission, purpose, and goals as stated in the bylaws.

The president sets the agenda for, and leads the board of directors' quarterly meetings, as well as oversees the activities of the board, keeps track of board members' terms, and performs other duties to ensure that the board fulfills its responsibilities for the governance of the League. The president fields inner-board issues and concerns pertaining to the greater writing community.

Other roles include appointing new board members when vacancies occur during the year and helping to facilitate the Nominations Committee, which puts forth the slate of officers and directors-at-large for vote by the membership at the annual meeting in January. The president also organizes and conducts the new board member orientation that takes place in the first quarter of the year after new members have been elected.

The president presides at quarterly programs or designates another board member to fill this role, leads the annual business meeting, and oversees the chairs of League committees. This individual also serves as the point of contact for a variety of member-related issues, handles LVW's email inbox, and responds to the board, League members, and outside organizations appropriately and when necessary.

In addition, the president coordinates with Champlain College's Professional Writing Program to arrange for an intern for the fall and/or spring semester to help with a variety of LVW needs. The president serves as the intern's supervisor, delegating and reviewing work and providing evaluative feedback per assignment but also formally by way of a mid-term evaluation and end-of-semester evaluation.

### **IMMEDIATE PAST PRESIDENT**

The immediate past president supports and provides guidance for the president and the board on an as-needed basis to assist the board in governing the League. This individual also serves as institutional memory.

## **VICE PRESIDENT**

The vice president assists the president as needed and, in the absence of the president, performs all duties of that position including presiding over quarterly board meetings and programs as well as other duties essential to governance of the League.

The vice president has signatory rights on the League's financial accounts, the same as are granted to the League treasurer, primarily for the purpose of writing checks for speaker honorariums and reimbursement of authorized League expenses.

## **SECRETARY**

The secretary records the minutes of the annual meeting and sessions of the board of directors and is responsible for all official correspondence. In addition, the secretary keeps a copy of the bylaws and any amendments to the bylaws along with copies of the minutes of the annual meetings and other official documents pertaining to the governance of the League.

## **TREASURER**

The treasurer is responsible for overseeing the management and reporting of the League's finances, including, but not limited to, collection of membership dues; maintenance of all bank accounts and financial records; and handling of financial transactions including bank deposits and issuance of checks. The treasurer prepares a written financial report for the annual meeting, provides the League with financial and accounting data as required, and prepares or ensures the preparation of the tax return.

## **DIRECTOR-AT-LARGE**

The directors-at-large support the board officers as requested, such as serving as a program registrar, conference organizer, or workshop coordinator, or assuming leadership for designated projects or other assignments. Directors may be asked to serve on, or act as a liaison to, League committees or assist with programs, conferences, League Lines, and other official activities.