

LWVIL COMMITTEE MEMBER PURPOSE AND RESPONSIBILITIES

Purpose

A committee is chartered either by the LWVIL bylaws (bylaws, nominating, budget) or the LWVIL Board. The purpose of LWVIL committee members is to carry out the tasks and responsibilities defined in the committee charter.

Function

Committee members have no special privileges, prerogatives, or authority; committee members do have certain responsibilities as individuals.

Committee chairs will be appointed by the LWVIL President, with input and approval by the LWVIL Board. Committee members are recommended to the Board for approval by the committee chair.

Committee members can be LWVIL board members or off board LWVIL local League members. If an LWVIL employee performs tasks for the committee, their participation is supervised by the Executive Director (ED) or, in the ED's absence, the LWVIL President.

General Expectations of all Committee Members

- Know and adhere to the organizations' mission, vision, values, purposes and responsibilities, programs, bylaws, policies and procedures.
- Serve in leadership positions or undertake special assignments willingly when asked.
- Welcome information and seek the best available advice, but reserve the right to arrive at decisions independently.
- Seek guidance from the Board when a situation is unclear.
- Speak for the Board or organization only when authorized to do so by the LWVIL President.
- Promote and protect the LWVIL logo and name in compliance with the related policies of the LWVIL and the parent organization, League of Women Voters.
- Uphold the reputation and good standing of LWVIL.
- Act with integrity, show respect to others, and value alternative points of view.

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Relationship with Organization Staff

- Work with staff as a partner in carrying out the responsibilities of the committee, while not interfering with functions.
- Do not ask favors of, nor issue directives to, the staff.

Fiduciary Responsibilities

- Adhere to the committee budget.
- Committee members should review the LWVIL Expense Reimbursement Policy prior to incurring any expenses.

Specific Assignments

- Prepare for and participate in committee meetings.
- Complete tasks as assigned in a timely manner.
- Use the **xxx@lwwil.org** email address (when provided) to conduct correspondence on behalf of LWVIL.
- All work product developed on behalf of LWVIL is retained in the appropriate shared drive in the LWVIL Google Workspace.

Document History

Prior version - January 2013 (formerly Guidelines for Off-Board Chairs and Issue Specialists)

Current - Updated and Approved May 8, 2021 - Retitled, Acknowledgement approved-November 29, 2021-board. Updated and Approved October 7, 2023

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ACKNOWLEDGEMENT:

I acknowledge having read and received a copy of this LWVIL Committee Member Purpose and Responsibilities document and I promise to commit to a culture of respect, trust and participation in support of the LWVIL mission.

I also acknowledge that by interviewing for and accepting a committee position with LWVIL I agree to be bound by all policies and procedures which govern the operation of the LWVIL.

I understand that it is my obligation to voluntarily resign from any LWVIL committee appointments if I feel that I cannot support the LWVIL governing policies and procedures.

Print Name: _____

Signature: _____

Date: _____

Please make a copy of this form for your personal records and return one signed copy to mthorsell@lwwil.org.

*Appendix As of this date, the LWVIL governing policies that apply to this acknowledgment include the following: Board of Directors Purpose and Responsibilities Policy, Committee Purpose and Responsibilities Policy, Conflict of Interest Policy, Diversity, Equity, and Inclusion Policy, Expense Reimbursement Policy, League Policy Overview-Speak with One Voice, LWVIL Request for Action Policy, LWVUS Request for Action Policy, Non-Partisan Policy. If additional governing policies impact members and are adopted and incorporated within the scope of this acknowledgment, they will be shared with committee members and added to the Member Resources section of www.lwwil.org.