

Committees

Budget Committee Chair

Role: Chairs the Budget Committee and develops LWVFA General Fund and Education Fund budgets for the coming fiscal year. Appointed at August or September Board meeting.

Board Responsibilities: Attends Board meetings as needed, usually December, January, and/or February.

Duties and Responsibilities:

- Convenes meeting(s) of the Budget Committee that consists of the Chair, at least two members, and the Treasurer as an ex-officio member. (January-April)
- Refers to the Bylaws Article on Finance.
- Develops a mechanism to receive budget input from the Board. Usually requests that input at December board meeting with deadline for responses by mid-January.
- Works with Treasurer to prepare draft budgets for the General Fund and the Education Fund and circulates them in advance to committee members.
- Chairs the committee as it meets to agree on the budgets.
- Presents the budgets to the Board at a meeting at least two months prior to the Annual Meeting.
- Revises budgets as directed by the Board and submits for inclusion in the Annual Meeting Kit (usually by the end of February for an April Annual meeting). The proposed budgets must be available to members at least one month prior to the Annual Meeting.
- Presents budgets to the membership at the Annual Meeting.

Bylaws Committee Chair

Role: Chairs the Bylaws Committee that reviews and updates the LWVFA General Fund and Education Fund bylaws. Appointed at August Board meeting.

Board Responsibilities: Attends Board meetings as needed.

Duties and Responsibilities:

- Convenes meeting(s) of the Bylaws Committee (January-April)
- Refers to the Bylaws Article on Amendments.
- Chairs the committee as it meets to determine if any changes need to be made.
- Presents the changes to the Board at a meeting at least two months prior to the Annual Meeting.
- Revises the bylaws and submits them for inclusion in the Annual Meeting Kit (usually by the end of February for an April Annual meeting).
- Presents the bylaws changes to the membership at the Annual Meeting.
- Ensures that the approved changes are incorporated into the bylaws and posted on the League website.

Financial Review Committee Chair

Role: Chairs the Financial Review Committee that, in accordance with the Bylaws, examines the financial records of the LWVFA General Fund and Education Fund in even number years or when a new LWVFA Treasurer takes office. (This is NOT an audit.) The review is normally done in late summer or early fall, requires approximately a half day meeting, and covers two fiscal years. The chair is appointed at the June Board meeting or as needed.

The Chair is financially astute and does not have any signatory authority, fiscal responsibility, or control of the finances of the LWVFA. The Committee works with the LWVFA Treasurer who makes records available and answers questions but does not serve as a member of the committee.

Board Responsibilities: None

Duties and Responsibilities:

- Convenes meeting(s) of the Financial Review Committee that consists of the Chair and at least two members.
- Reconciles bank statements with reports from the Treasurer and with budgets.
- Samples transactions to determine that revenue and expenditures are supported by invoices, vouchers, or contracts and are assigned to the correct fund.
- Reports the results to the board at the next board meeting.
- Informs the president immediately of any concern.

Legacy Committee Chair

Role: Chairs the Legacy Committee that oversees the assets that comprise the LWVFA endowment fund.

Board Responsibilities: None

Duties and Responsibilities:

- Convenes Legacy Committee that consists of at least 3 but no more than 10 members, appointed for 2-year staggered terms with the Treasurer as ex-officio member.
- Refers to Legacy Committee Charter for definition of responsibilities.
- Reports to the Board at least quarterly.
- Responds to Budget Committee request for input for the next fiscal year.

Nominating Committee Chair

Role: Chairs the Nominating Committee that recruits members for officer and board positions. Elected at the Annual Meeting.

Board Responsibilities: Attends Board meetings as needed, usually October and February.

Duties and Responsibilities:

- Convenes the Nominating Committee that consists of five members: the chair and two members, none of whom are Board members, and two members appointed from the Board. (September)
- Refers to the LWVFA Bylaws Article on Nominating Committee, the *LWVFA Job Description Handbook*, and LWVUS' [*The Little Green Book... A Guide to the League's Nominating Committee*](#) on the lww.org website.
- Seeks members to fill officer, director, and succeeding nominating committee positions. In addition, recruits members to fill other open LWVFA positions. (September – February)
- Publicizes open positions and accepts nominations for officers and directors sent to the committee by any LWVFA member.
- Attends October or November board meeting to update Board on progress.
- Presents the slate to the Board at a meeting at least two months prior to the Annual Meeting.
- Prepares Nominating Committee report for inclusion in Annual Meeting Kit (usually by the end of February for an April Annual meeting).
- Presents slate at Annual Meeting. Accepts nominations from floor, provided consent of nominee has been obtained.