

# League of Women Voters Marquette County

## CONVENER

**Overview:** The Convener is responsible for coordinating and facilitating all the meetings of the LWVMC Board and membership.

**Responsibilities** (in addition to those of any Director on the Board):

- Prepare agendas for Board and membership meetings, seeking input from the other Board members monthly.
- Send agendas and necessary attached documents to the Board several days before the Board meeting.
- Send agendas and necessary attached documents to the membership via the Secretary at least 7 days before the membership meeting.
- Facilitate the Board and membership meetings, or appoint another Leader to do so if the Convener is absent.
- Review the Minutes of the Board and membership meetings with the Secretary before distribution.
- Prepare the yearly Calendar with the Secretary and Communication Coordinator.
- Bring Calendar items to the Board's attention at least a month before deadlines.
- Help prepare the Yearly Priorities with the other Leaders.
- Write the introduction to the Annual Report on the State of the LWVMC.
- Keep approved projects on track by asking for updates at Board meetings.
- Participate with the Board in keeping Policies and Organization documents updated.
- The Convener is a visible position (along with the Communications Coordinator and Voter Services Coordinator) and thus shall not participate in electioneering, including but not limited to, public endorsement, making campaign donations, and/or posting of yard signs. (Other members may do so).