

# League of Women Voters Marquette County

## COORDINATOR OF VOTER SERVICES

**Overview:** The Coordinator of Voter Services oversees and organizes several teams that are involved in voter education and voter registration. In addition, the Coordinator is the go-to person for information on election laws and voting rights issues.

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

- Oversees the Vote 411.org Team, the Printed Voter Guide Team, the Candidate Forum Team, and the Voter Registration/Voter Education Team.
- Communicates directly with the County Clerk regarding election timelines, registered candidates, ballot issues, write-in candidates and other details in local elections.
- Conducts outreach to Township Clerks throughout the County.
- Works with the League of Women Voters of Michigan (LWVMI) and authorized partners in various voting rights and proposal campaigns.
- Oversees LWVMC presence at community events, using them as opportunities to register and educate voters.
- Coordinates, along with other Committees and LWVMI, public outreach educational events and forums on critical voting issues.
- Works with DEI to reach out to marginalized communities to educate on voting rights and to assist with registration.
- Stays up-to-date regarding state election law, procedures and timelines, and critical issues/developments.
- Coordinates with LWVMI for voting issue advocacy.
- The Voter Services Coordinator is a visible position (along with the Convener and Communications 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).

*Updated 8.26.2023*

*Approved 8.16.2023*