

## **DIRECTING LEAGUE PROGRAM**

### **JOB DESCRIPTION: PROGRAM ITEM (ISSUES) DIRECTOR**

**OBJECTIVES:** To lead activities associated with a specific program area.

### **RESPONSIBILITIES:**

1. Be familiar with national, state, and local program positions (and where appropriate, those of inter-League organizations). State and national program positions can be found in *Impact on Issues* (LWVUS) and *Impact on Issues in New York State*.
2. Review all files on your item. Subscribe to newsletters and magazines with information in your program area. Read all information about your item in state and national publications.
3. With board approval, represent the LWV on committees/organizations in your program area. Report to your board any pertinent information.
4. Form a committee. New members make an excellent source for committee members.
5. Formulate action which may be taken in this area on behalf of the League. Coordinate with the public relations director, the action director and the state League off board specialist for the appropriate area.
6. Understand the necessary channels to follow before action is taken or statements made. (See "Speaking with One Voice: Guide to Local League Action" in this section of *In League in New York State*.)
7. Monitor your item at all appropriate levels of government.
8. Assess current item position in order to recommend further areas for study. Conduct study and consensus meetings as directed by the board. (See "Directing a League Study" in this section of *In League in New York State*.)
9. Coordinate and assist other Leagues in your area.
10. Maintain files and prepare a year end report.

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Program and action are the heart of the League. Most members join the League to affect change, to influence public policy. The program item director is the person responsible for helping to affect change.

When taking action, remember these points:

1. Action may be taken under national, state, inter-League organization positions as well as under our own local positions.
2. No local position may be adopted or action taken which is in opposition to program positions of other levels of the League. However, a local League may choose to remain silent.
3. Action on positions of other levels of the League must be cleared with the appropriate person at that level.
4. Statements, letters, and action calls must be brought before the board for approval. Your League should have a policy for deciding the type of action to be taken on an emergency action call. All written communications should be signed by the president and the item chair.
5. Coalitions must be approved by the board (see "Guidelines for Coalitions" in this section of *In League in New York State*.)

### **RESOURCES**

- *League Basics (In League)* (LWVUS): An essential tool for League leaders. <http://www.lwv.org/AM/Template.cfm>
- *Welcome to the League* (LWVNY): Contains general information about the League. <http://www.lwvny.org/localLeague/Welcome>
- .Publications Catalogs (LWVUS )
- State League website ([www.lwvny.org](http://www.lwvny.org)) for publications information