

League of Women Voters of Tompkins County Board Member Orientation

Thank you for your willingness to take a leadership role! Please read the guidelines below to become familiar with our league, your role, and where to look for resources and help.

- Meet with the person who last held your portfolio
 - Get notes, resources, files that go with that portfolio
 - Discuss how that role is carried out
 - Ask questions
- Open the local website <http://lwvtompkins.org/>
 - Go to the Board Resources Link and look at the resources in the order they are listed below
 - There is much information to read. Read sections at a time.
- Review ***In League, NYS*** <http://lwvny.org/localLeague/InLeague2011.html>
 - This is a helpful, detailed guide to the entire framework of how the league functions. It includes job responsibilities for all portfolio holders and is a good place to look when you have a question about almost anything.
- Familiarize yourself with **the Local League Resources** on the LWVNYS website <http://lwvny.org/LLresources.html>
 - Ongoing information is posted here that needs to be checked routinely. You will discover the areas that will help with your specific responsibility and that involve whole board and general membership topics
- Routinely read **State Board Reports** and **State News** posted at <http://lwvny.org/LLresources.html>
- Review **Essential League Resources** LWVUS
http://www.lwv.org/AM/Template.cfm?Section=Essential_League_Resources&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=117&ContentID=16464
 - *After reviewing local and state items suggested above, look at these various publications from National.*
- Read, respond to, file email and other correspondence as soon as possible
- Review all the web resources noted on the following page as you have time
- **Ask questions**

Linda Duttweiler

League of Women Voters of Tompkins County lwvtc@twcnv.ny.us

August 2011

Web resources for LWVTC Training 8/22/2011		
Local League website	http://lwvtompkins.org/	
Board Resources Tompkins County	http://lwvtompkins.org/board_resources.htm	
Local League Resources NYS *	http://lwvny.org/LLresources.html	Includes In League, State Board Reports, many resources we use
<i>In League NYS</i> * Guide to managing local leagues	http://lwvny.org/localLeague/InLeague2011.html	
<i>Impact On Issues NYS</i> Policy statements based on our studies and consensus in NYS	http://lwvny.org/advocacy/impact/impact.html	
<i>Impact on Issues US</i> Policy statements based on our studies/ consensus LWV US	http://lwvtompkins.org/documents/ImOnIss08_printsecurefinal.pdf	
<i>State Board Reports</i> *	http://lwvny.org/LLresources.html#news	Published 5-6 times a year. Important to read; often includes materials that have to be read and returned
<i>Streamlining the League in NYS</i>	http://lwvny.org/localLeague/membership/StreamliningLeagueNYS.pdf	May 2011
<i>Essential League Resources</i> LWVUS	http://www.lwv.org/AM/Template.cfm?Section=Essential_League_Resources&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=117&ContentID=16464	This includes <i>US League Basics (In League)</i> , <i>President's Packet</i> and other references for policies and practices.
Local Bylaws	http://lwvtompkins.org/documents/lwvtc_bylaws.pdf	
LWV NYS	http://lwvny.org/index.html	
LWVUS	http://www.lwv.org//AM/Template.cfm?Section=Home	
<i>LWVUS Leaders Update</i>	http://hq-salsa.wiredforchange.com/o/5950/t/0/blastContent.jsp?email_blast_KEY=106110	Weekly message from LWVUS Can subscribe to receive this.

Linda Duttweiler 8/11