

## **Membership Coordination**

Approved December 8, 2007

1. Membership service involves all LWVIN members and, in particular, designated volunteers at the state and local level. It comprises development, observation, guidance and specific administrative tasks. Central responsibility rests with a coordinator appointed by the board to a two-year term.
2. The coordinator submits a written quarterly report to the board and recommends changes in membership service and the office of coordinator, as warranted.
3. The coordinator uses and updates the LWVUS membership database throughout the year, transmits changes and corrections to designated state and local officers and to the state office, and serves as membership data consultant to the LLs (local Leagues). Where relevant, such information is also transmitted to the lwvin.org Web master.
4. On the basis of the LWVUS database and any available state and local data and under the direction of the coordinator, the state office maintains contact lists for the following groups, with others to be added as needed: the board, the LL presidents, the MALs, and the total membership. The lists offer email distribution, mailing labels and, in some cases, phone numbers and other information. They must uphold LWVUS and LWVIN rules on confidentiality.
5. In email transmission of proprietary data such as contact lists, LWVIN uses password-protected file attachments. See the policy on "Written Communication Within or on Behalf of LWVIN."
6. On the basis of the January 31 LWVUS membership summary, the coordinator calculates the state-level PMP (per-member-payment) for each LL. In July, the LLs receive a cover letter with the resulting assessment and a set of quarterly coupons.
7. Each year, the Internal Revenue Service issues a contact list of LWVIN "subordinates," i.e., of LLs. Under the coordinator's supervision, the state office updates and returns the list.
8. If it becomes necessary to dissolve an LL, the coordinator and the LWVIN treasurer arrange the disposition of funds and records. The membership coordinator and the coordinator of MALs (members-at-large) communicate with the former members of that LL, inviting them to reorganize or to continue as MALs. After LWVUS formally approves dissolution, the membership coordinator oversees the resulting adjustment to the LWVUS database.
9. When a separate MAL coordinator is not appointed, the membership coordinator assumes the responsibilities of that office.