

## 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
  - o Get notes, resources, files that go with that portfolio
  - o Discuss how that role is carried out
  - o Ask questions
- “ Open the local website <http://lwvtompkins.org/>
  - o Go to the Board Resources link at bottom of the home page and look at the resources in the order they are listed
  - o There is much information to read. Read sections at a time.
- “ Review ***In League, NYS*** <https://my.lwv.org/new-york-state/league>
  - o 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 <https://my.lwv.org/new-york-state/lwvnys-local-league-resources#tool>
  - o 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 Updates** posted at <https://my.lwv.org/new-york-state/lwvnys-state-board-updates-sbus>
- “ Review **Essential League Resources** LWVUS [http://www.lwv.org/AM/Template.cfm?Section=Essential League Resources&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=117&ContentID=16464](http://www.lwv.org/AM/Template.cfm?Section=Essential%20League%20Resources&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=117&ContentID=16464)
  - o *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**