

**LWV of Andover/North Andover**

**Annual Meeting Agenda**

**Memorial Hall Library**

**June 26, 2018**

6:00 - 7:00 Dinner

7:00 – 7:15 Years in Review – Andover & North Andover reports

Financial Update

7:15 Kate Boland, LWVMA Membership Chair

Discussion & Vote on 2018-2019

9:00 Library closes

## **League of Andover/North Andover Opportunities**

### **Leadership & Communication:**

President/Spokesperson – The face of the League in the community; Monitors the [league@lwg-andovers.org](mailto:league@lwg-andovers.org) address. Signs letters, and keeps an eye on the overall calendar; delegates to the various event chairs, etc.

Treasurer – Uses Excel to maintain League financial records; 1 to 2 hours per month.

Membership – Welcome new members; send out information about the League. Maintain the LWVUS roster.

Website Manager – Updates the website and keeps it current. 1 to 2 hours per month.

LWV News – Learn Constant Contact; polish your writing skills; training provided; ideally this is shared by a few people (see News Liaisons below); 3 to 4 hours per month.

Publicity – write and send press releases about upcoming events; maintain the League Facebook page; work on ways to increase the League's visibility.

*LWVMA News Liaison– keep up with communications from LWVMA and cut and paste information to go out to local membership in the LWV Weekly News.*

*LWVUS News Liaison – keep up with communications from LWVUS and cut and paste info to go out to local membership in the Weekly News. (these are probably covered by members receiving the email communication from LWVMA & LWVUS)*

### **Ongoing Community Activities:**

Voter Service Committee (Andover & North Andover) – organize candidates' events; sample task lists, sample scripts, schedules, timing all provided; best done by a small committee where tasks can be divided up.

Community Read-Along – coordinate this annual event in Andover that promotes literacy and shares the love of reading.

Day on the Hill – coordinate a LWV group to attend Day on the Hill.

Town Meeting Preview/Budget Forum (Andover) – pre-Town Meeting educational event; best done by a small committee.

Running for Office (Alternates Andover & North Andover) – Refresh this content every few years.

### **Membership Events:**

Chocolate at the Addison Gallery – plan the annual membership event.

Annual Meeting – plan the venue, food, program.

Winter Dinner – plan the venue, food, program.

**Individual Educational Events** are coordinated by League members or small groups throughout the year.