

League of Andover/North Andover 2014-15 Opportunities

Spokesperson(s) – The face of the League in the community; monitors the league@lwv-andovers.org address. Signs letters, and keeps an eye on the overall calendar, delegates to the various event chairs, etc. 1 to 2 hours per week.

Treasurer – Learn Excel and use your skills to keep the League running; Involves processing membership checks, paying bills, tracking the bank accounts; 1 to 2 hours per month; complete training provided.

Website – Learn how to update the website and keep it current. 1 to 2 hours per month; complete training provided.

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

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

LWVUS News Liaison – Keep up with communications from LWVUS and cut and paste info to go out in the Weekly News.

Membership – Welcome and recruit new members; send out information about the League. Maintain the LWVUS roster; training provided; attention to detail helpful; LWVMA & LWVUS offer lots of support.

Voter Service Committee – Organize all candidates' events; Document templates such as 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; work with a seasoned LWV member to promote literacy and share the love of reading.

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

Day on the Hill – Coordinate a LWV group to attend Day on the Hill; an opportunity to get involved with our legislators.

Youth in Town Government Day – Coordinates this annual event with Andover High teachers and town manager.

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

Precincting Coordinator – Sets up Field House table staffing schedule by email.

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

Annual Meeting & Winter Dinner – Plan the venue, food, program.