

OPERATING PROCEDURES

LEAGUE OF WOMEN VOTERS EDUCATION PROJECT BOARD

JUNE 2003

MISSION

1. The League of Women Voters Education Project Board's mission is to collect and disburse the funds made available to the League of Women Voters of Las Vegas Valley through its IRS 501(c)(3) according to its by-laws.

MEMBERSHIP

2. The expectation is this group will be composed of experienced League members who can relieve the local board of this responsibility. If at all possible its members will not be current local board members. It is also hoped that this group can assist in raising funds under the 501(c)(3).

LIAISON

3. A Project board member should be present at every local League board meeting. It is suggested Project board members alternate. This presence is necessary so that the local board will understand how this fund can be used and to give the Project board advance notice of any requests.

MEETINGS

4. It is recommended that the Project Board meet at least quarterly to review its effectiveness. Suggested time table is June, September, December, March to be determined at the June meeting.

DISBURSEMENT OF FUNDS

5. Written notice from the local League must be submitted to the President of the Project Board. Specifics of how the money requested is to be used is imperative. The President of the Project Board must call a meeting (it can be the quarterly meeting unless funds are needed immediately) to vote on disbursement of funds. All members of the Project Board will be able to sign the check of disbursement. Two signatures will be necessary on all checks over \$50.00.