**Role**

Maintains communication and coordinate between the League of Women Voters of the Bay Area and the LWVFNUC.

**General**

A local League Bay Area Representative is appointed by each local League to serve as the connecting link to the League of Women Voters of the Bay Area. Through the Bay Area Representative, the LWVBA keeps the local League informed about regional issues, and in turn, receives information about local League events of regional significance. If a local League Board does not assign someone to this portfolio, then LWVBA assumes the responsibility belongs to the Program Vice President.

**Specific**

* Represent your local League at the LWVBA Orientation, Know Your Bay Area Day, Bay Area League Day, and Convention/Council, as well as other regional meetings and workshops.
* Communicate regularly with your LWVBA Board Liaison" regarding any suggestions or problems your League may have with regional issues. Also, be sure your Board liaison receives your League's Voter, board minutes and agendas.
* Receive information from LWVBA and convey it to appropriate League members of your local League so that they can be informed, make decisions or take Action.
* Work with your local League Board of Directors in deciding how to implement LWVBA program in ways best suited to your League. Your board may need your help in managing an LWVBA study or coordinating Action on a regional issue.
* Make sure your Voter editor has material regarding regional topics to include in a regular LWVBA column. The editor should be receiving some information directly from LWVBA. Please verify that she/he has a copy of the materials intended for the general membership.
* Ensure all WEB documentation, including but not limited to this job description is kept up to date

**TOOLS**

Obtain an LWVBA binder from your local League President, your predecessor or your LWVBA Liaison. It should include current copies of the following publications:

LWVBA Action on Issues

LWVBA Decision Makers

LWVBA & Local Board Directory

LWVBA Bylaws

"Each LWVBA Board Director serves as a liaison to one or more local Leagues. The liaison for each League is listed at the bottom of its page in the Directory. She/he is available to answer questions abut LWVBA and to assist in communications between local Leagues and LWVBA.