



## League of Women Voters of Greater Las Cruces

### Job Description: Contact Information Officer

(Adopted February 16, 2011)

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**Role:** Develop and maintain a database of current contact information for elected officials, candidates and community leaders that the League may need to contact.

#### Responsibilities:

Develop a list of individuals whose contact information is needed by the League

- Prepare list and submit to the Board for approval

Develop and maintain a database with contact information for the individuals of interest

- Identify and store name, role (Ex: “Superintendent of Schools”) and contact information such as phone numbers, email addresses and mailing addresses; assure individuals that their contact information will be kept private by the League
- Identify surrogates, if needed, in order to ensure that the individuals of interest can be reached (for example, the individual’s staff person or secretary)

Monitor and track contact information to ensure currency

- Periodically (monthly or every other month) test phone numbers and email addresses to ensure that they still work
- Monitor activities, such as elections and retirements, that may require changes in the contacts database

#### RECORDS CHECKLIST

DOCUMENT	COMMENTS
Contact Information Database	<ul style="list-style-type: none"><li>• Format to be determined by the Contact Information Officer (may be a Word table, Excel spreadsheet,...)</li><li>• Privacy of the database must be assured</li></ul>