



Volunteer Position Description

Position Title: Constitution & Bylaws Committee Chairperson

Purpose: The Chairperson of the Constitution & Bylaws Committee is charged with carrying out the duties and responsibilities delineated within the committee's charter. The committee is charged with reviewing the existing constitution and bylaws document to identify any discrepancies between stated rules and any applicable laws, inconsistencies between articles and subsections and other anomalies. The committee further works to develop a more robust constitution and bylaws document to provide a rich governance framework for the organization.

Location: Virtual, anywhere in New Mexico

Key Responsibilities:

- Call and attend meetings of the Constitution & Bylaws Committee as scheduled, at least twice annually. (Attendance can be virtual, via teleconferencing.)
- Develop goals consistent with the committee charter and the stated priorities contained therein.
- Direct the activities of committee members.
- Assure document compliance with all applicable laws.
- Review requested changes to the constitution and bylaws and provide feedback to the requestor.
- Propose new or revised language to improve the constitution and bylaws.
- Create documents to reflect all proposed changes to the constitution and bylaws to facilitate voting at the annual state convention.
- Ensure compliance with deadlines, such as providing proposed changes to the membership for review well in advance of the state convention.
- Serve on Steering Committee.
- Work within a social contract of voluntary collaboration, respectful debate and mutual decision-making.

Responsible to: Elizabeth Hanes, Chairwoman, Libertarian Party of New Mexico

Note: All volunteers serve at the pleasure of the Central Committee.

Length of Appointment: The Constitution & Bylaws Committee Chairperson shall be appointed for an initial term of 1 year. Appointments are subject to ratification by the Central Committee.

Time Commitment: 1 to 2 hours per month.

Qualifications:

- Must be a Caucus Member of the Libertarian Party of New Mexico.
- Knowledge of Libertarian principles.
- Deep working knowledge of organizational constitution and bylaws is preferred.
- Legal background a plus.
- Basic understanding of the purpose for organizational constitutions and bylaws, how they should be structured and the types of policies they should convey.
- Must have or be willing to obtain a Gmail address for collaboration purposes.
- Passion for grassroots activism and desire to contribute to building a political party from the ground up.

College Credit: If a student desires to volunteer in exchange for college credit, we will gladly work with the institution to facilitate that.

Support: Support will be provided by the Steering Committee, the Central Committee and the chairwoman of the LPNM.

Dress Code: None for regular duties. For in-person meetings, kindly wear business dress or business casual.

Contact: Elizabeth Hanes, chairwoman, at chair@lpnm.us or 888-LPNM-NOW (576-6669)