



ACLU-GA Voter Access Project's LEADER Job Description

ACLU-GA Voter Access Project (VAP)'s **Local Election Advocates and Defenders, or LEADers** are volunteers responsible for monitoring election administration in their county, reporting back to the VAP team with notes and observations, flagging potential issues, working to resolve those issues with guidance from the VAP team, and advocating for voter-minded policies and practices.

ACLU-GA VAP LEADers are unpaid and do not represent the ACLU-GA in an official capacity, but rather work with the organization locally to protect and expand voter access. The number of LEADers per county will vary due to size and priority. Some counties will need only one LEADER, others a team. In county teams our hope is that LEADers will share responsibilities, such as rotating who attends meetings and tag team issues on Election Day. Our goal is to have LEADER coverage in all 159 Georgia counties.

Who can be a LEADER?

Anyone can be a LEADER! Dedication to local voter protection is the most important qualification for being a LEADER. Refer below for guidance on what constitutes an ideal candidate.

We believe that representation matters! We are striving to recruit teams that reflect all the diverse communities of Georgia.

Qualifications

Must haves:

- Be located in county of residence (or nearby);
- Be willing and able to travel within county to the Elections and Registrations office and other county government buildings where election business is held;
- Sufficient time commitment to meet role expectations (approximately ~10 hours a month outside of Election Day/Early Vote, as time commitment expectations may increase around election periods);
- Skilled in notetaking/condensing information into concise summaries;
- Share values that voting is a fundamental right for all Georgians regardless of race, gender, sexual orientation, political affiliation, disability; and
- Believe in the ACLU-GA's inclusive and nonpartisan mission to enhance and defend the civil liberties and rights of all Georgians through legal action, legislative and community advocacy, and civic education and engagement.

Necessary Skills:

- Excellent judgment;
- Attention to detail;
- Strong interpersonal skills;
- Reliable;



Georgia

- Responsive;
- Team player; and
- Most importantly, willing to learn.

Nice to have's:

- Be comfortable with public speaking;
- Can handle difficult interpersonal situations with ease;
- Be active in your community and tied into county/local issues;
- Be familiar with voting rights and social justice issues generally;
- Have a background in law, public policy, or government administration (no specific professional background is required); and
- Have past experience with campaigns and/or nonprofit organizations in voter engagement.

Expected Responsibilities

Year-round:

- Attend monthly Board of Election meetings¹ either virtually or in person;
- Follow local news (local organ for election notices) and sign up to receive county government updates on meetings, hearings, announcements, etc.;
- Take detailed meeting notes/summarize key takeaways;
- Flag potential issues directly to the VAP team;
- Following VAP team guidance, contact the the appropriate election official to address issues directly;
- Following VAP team guidance, advocate for pro-voter policies at Board meetings;
- Develop cordial and professional relationships with election officials;
- Be on call to assist with local issues as they arise; and
- Provide context and background to those issues.

Occasional:

- Attend other meetings as they arise (such as special Board of Elections meetings, Board of Commissioner meetings, election certification hearings, etc.);
- Recording meetings digitally;
- Assist VAP team in recruiting LEADers, poll workers, deputy registrars, etc. in your county and neighboring counties;
- Be available on Election Day/Early Vote to check out problematic polling locations; and
- Assist VAP team in identifying affected voters/declarants for potential lawsuits.

Communicating/Interacting with the VAP team

We ask that LEADers email their notes, issue summaries, meeting recordings, and any other documents directly to LEAD@acluga.org. This email also serves as a means to flag urgent issues for rapid response. LEADers will also access a Google Form to fill out a post-meeting survey. There are monthly office hours where LEADers can bring questions to the VAP team and meet their counterparts across the state!

¹ †Boards of Elections typically meet at the same time each month, we will help you determine the schedule.



I'm sold, protecting the vote with the ACLU-GA sounds great! **How do I apply?**

1. Fill out an application to be an ACLU-GA VAP LEADER in your county here ([link](#));
2. If we're recruiting in your county, a VAP team member will get in touch with you to schedule a conversation about the role and your interest;
3. Based on county need, we'll send you a packet of onboarding materials and invite you to attend a training session/office hours;
4. After all this, you're set to start attending Board of Election meetings!