



# Chattanooga Writers' Guild

## **Responsibilities and duties necessary to operate CWG**

This document is intended as an aid to maintain an efficient organization and is updated annually by the Board of Directors in August. (May 2019 edit by Mark)

## **Board Officers and Board Directors**

### **Expectations and Commitments**

- ✓ All Board members should expect to attend all member meetings and board meetings regularly, and commit to one or more of the task offices listed below. We understand and take into account life circumstances that are unforeseeable.
- ✓ Terms are extended an additional one to two months to aid in transition.

### **Officers** All Board Officers:

- ✓ Provide oversight and guidance to keep the guild in accord with its bylaws.
- ✓ May volunteer for multiple duties.

### **President**

- ✓ Provides a vision for the future of the guild and implements plans to accomplish that vision.
- ✓ Presides over Guild meetings.
- ✓ Chairs Board meetings: coordinates and sets agenda.
- ✓ Delegates responsibilities & follows up with Board members.
- ✓ Is ex-officio member of all subcommittees
- ✓ Is ambassador for CWG to the public and other organizations.

### **Vice President**

- ✓ Acts as president when president is absent.
- ✓ Helps coordinate committees as needed.
- ✓ Participates in committees as needed.

### **Secretary**

- ✓ Keeps record of meetings, takes minutes/attendance at board meetings.
- ✓ Takes attendance during CWG monthly meetings.
- ✓ Archives records on paper and digital cloud, in any approved location.

### **Treasurer**

- ✓ Collects and deposits all incoming funds, pays all Guild obligations, and accounts for all receipts and expenditures.
- ✓ Balances all accounts.
- ✓ Responsible for filing all federal, state, and local non-profit documents.
- ✓ Provides an annual financial statement and budget.
- ✓ Responsible to oversee any contracted bookkeeping.

**DIRECTORS:** are elected to serve the CWG independently of any role but may typically be responsible for one or more of the tasks listed below. Directors may lead a team or committee to accomplish these tasks.

CWG is a volunteer organization and relies heavily upon the volunteer efforts of all of its members. Some members may receive payment for special services or projects from membership dues and/or from grants.

#### **Director of Programs (monthly meetings)**

- ✓ Secures speakers or designs activities for the CWG monthly member meetings.
- ✓ Designs programs in such a way that the mission of the guild is accomplished and members are benefitted.
- ✓ Though the membership year begins in September, the outgoing director should have programs in place until the end of the year (Oct and Nov) to help transition the incoming director starting with January.
- ✓ Maintains a reference data base of presenters as a future resource.
- ✓ Coordinates with Newsletter Editor, Website Administrator, and Social Media Manager for timely announcements.

#### **Planner (monthly meetings)**

- ✓ Coordinates the monthly member meetings, including holidays and the annual meeting.
- ✓ Locates and secures venues approved by the Board and coordinates catering/menus.
- ✓ Ensures auditorium is set up with microphone, podium, a/c and/or heat, tables and chairs, and fills out the paperwork.
- ✓ Coordinates with Newsletter Editor, Website Administrator, and Social Media Manager for timely announcements.

#### **Special Events and Projects**

- ✓ Special events/projects are managed by a Director.
- ✓ Teams are accountable to the Board so that in all events the name of the CWG will be honored.
- ✓ Teams are responsible for the completion of projects that they commit to.
- ✓ Coordinates with Newsletter Editor, Website Administrator, and Social Media Manager for timely announcements.

#### **Membership**

- ✓ Maintains the membership database.
- ✓ Coordinates with Treasurer for status of membership dues payments.
- ✓ Sends the New Member Welcome Letter and New Member Survey
- ✓ Sends out reminder emails when dues are due.
- ✓ Staffs the welcome/resource table at Guild meetings
- ✓ Creates new Constant Contact record for new members.
- ✓ Answers emails sent to the website

### **Newsletter Editor**

- ✓ Responsible for disseminating information about Guild events to the membership and to the general public through an email newsletter twice monthly and as necessary for special announcements.
- ✓ The newsletter is currently designed using a template on Constant Contact.

### **Publicity, Promotions, and Social Media**

- ✓ Promotes CWG through all available resources
- ✓ Creatively finds new ways of promotion
- ✓ Manages CWG accounts on Facebook, Twitter, Pinterest, and other venues as beneficial to the CWG public profile.
- ✓ Adds social media as CWG Board approves/designates.
- ✓ Publicizes CWG events through social media.
- ✓ Posts on social media at least weekly.
- ✓ Works to increase CWG's following on social media.
- ✓ Works with all the CWG committees and projects.

### **Publications**

- ✓ Responsible for publications that the Board commissions including the annual anthology.
- ✓ Responsible for all aspects of publication.
- ✓ Recruits others or hires services as necessary to complete publication.

### **Website Administrator**

- ✓ Maintains and updates information on the website: [ChattanoogaWritersGuild.org](http://ChattanoogaWritersGuild.org)
- ✓ Updates information promptly.
- ✓ Archives newsletters and program information on the website.
- ✓ Coordinates with other team leaders as necessary.
- ✓ Installs a means of payment for membership and other paid events.

### **Merchandise Sales**

- ✓ Works under treasurer to order, inventory, and sell merchandise

**Non-Board Volunteers** are vital to the success of CWG. Members may volunteer for a specific event or they may volunteer their special services for multiple events. Please consider these suggestions:

#### **Volunteer options:**

- ✓ Help publicity by reposting CWG news and events on your social media
- ✓ Assist any of the CWG Directors in their tasks by joining a team
- ✓ Supply food for special meetings and parties
- ✓ Special event set up and clean up
- ✓ Table clerk book and merchandise sales at an event
- ✓ Annual Writing Contest entry previewer
- ✓ Other: there are many opportunities for you to help out. Ask at the meetings and watch for announcements in the newsletter.

## **Special Events and Projects of the CWG**

Volunteers are needed for all of the current projects under the leadership of CWG Directors.

### **Writing Critique Groups**

CWG members participate in critique groups led by other members. These groups are a core element of CWG. Typical groups focus upon: poetry, creative non-fiction, fiction, or specialty markets. Members may volunteer to lead a group. See the CWG website for a list of current groups.

### **Winter Writing Workshop**

- ✓ Directors design a one day event with speakers and workshop leaders
- ✓ Set budget, select location, arrange all details including food and volunteers
- ✓ Select and invite qualified speakers and workshop leaders
- ✓ Promote and publicize
- ✓ Execute details on the day of the event

### **Spring Writing Contest**

- ✓ Organize and facilitate the annual writing contest
- ✓ Prepare a budget, set fees, and awards
- ✓ Set up a system to receive submissions with payments
- ✓ Review entries with volunteer entry screeners
- ✓ Select qualified judges
- ✓ Coordinate with web site administrator for all aspects of the event
- ✓ Publicize and promote through all CWG options
- ✓ Complete the project by delivering all awards

### **CWG Anthology**

- ✓ The anthology is an extension of the Spring Writing Contest wherein winners and special mentions are published.
- ✓ The responsible director oversees all aspects of editing and preparing the text for publishing, sending to press and ordering copies.
- ✓ A combination of volunteer and paid professional services is used for this publication.

### **Chattanooga Readers and Writers Fair ([www.CRWFair.org](http://www.CRWFair.org))**

- ✓ This annual community event is held the first Saturday after Labor Day
- ✓ The event “celebrates all things literary, for and by the entire community.”
- ✓ Volunteers needed for the planning team and for the day of the event.