

TRI-VALLEY WRITERS JOB DESCRIPTIONS

The terms of the elected (executive) officers and new board members shall begin July 1 (or as soon as appointed) and end June 30 of the following calendar year.

Note: Any of the executive officers (president, vice-president, secretary, and treasurer) may collect and open mail received at the mailbox. Notify board members of mail received for them and route to appropriate board member as soon as possible. Also, executive officers may pick-up and return necessary items to run the speaker meetings (i.e. banners, projectors, etc.) from the storage unit.

PRESIDENT

The President's duties shall include:

- Serve as an executive officer
- Conduct the affairs of the club with the advice and consent of the board and in accordance with TVW policies and procedures and bylaws
- Create and distribute agendas in advance of board, general membership, or executive board meetings, via email
- Preside over meetings of executive board, board, and general membership
- Provide vision and positive leadership
- Create an open forum for ideas and discussion
- Encourage participation by members as volunteers
- Work with the membership chair and the board to boost meeting attendance
- Keep informed of the financial status of club
- Call for executive board meetings when necessary
- Beginning in March, see that the nominating committee is appointed by the board
- In July, send the list of new officers and board members to the CWC secretary
- In July and September, present the new officers and board to the membership using all avenues of communication: the newsletter, the website, and the membership meeting
- Appoint non-elected board members to begin terms in July
- Secure a monthly meeting site for membership meetings. Serve as liaison, or appoint the vice-president to interface with facility management of said location, currently the Four Points at the Sheraton Hotel.
- Approve and/or sign all contracts, which obligate the club to rules or payments
- Serve as an ad-hoc member of every committee and be watchful that committees function and perform effectively
- Monitor website team, public relations committee, book festival, author launch, anthologies, conference, and all other teams and committees
- Settle disputes between or among volunteers and/or resolve membership issues working with the vice-president, the past president, and others involved, to procure the best result possible for all concerned
- Respond to requests from the CWC board and/or NorCal in conjunction with the CWC specific representative
- Oversee awards presented by board
- Preside over bank changes due to election of executive board
- Maintain term calendar, branch user name and password list, and other documents that keep the branch operating smoothly
- Have final say over newsletter and website content

VICE PRESIDENT

The Vice President's duties shall include:

- Serve as an executive officer
- Assume responsibility of the president in his/her absence
- Take on the role of community liaison and coordinate all external events designated by the board
- Facilitate/oversee the annual Tri-Valley High School Writing Contest (HSWC) and work with the High School Writing Contest coordinator
- Take on the role of event coordinator in confirming meeting space. Email meeting set-up details to point-of-contact person and be on-site liaison at monthly meetings. Assist in setting up the meeting room with banners, displays, etc.
- Maintain inventory spreadsheet (projector, flip chart, banners, etc.)
- Manage logo inventory and sales

SECRETARY

The Secretary's duties shall include:

- Serve as an executive officer
- Maintain written records of Tri-Valley branch business conducted at the board and general meetings. These include copies of the agenda, minutes and any written reports or other documentation presented and considered at the meeting
- Assist the president and other officers as needed. This may include researching past records, executing official documents, answering correspondence and other duties as required
- Archive final minutes on Google Drive
- Set up and maintain club PA system

TREASURER

The Treasurer is responsible for maintaining accurate records of all financial transactions affecting the branch, and has fiduciary responsibility and liability for the safekeeping of branch funds.

The Treasurer duties shall include:

- Serve as an executive officer
- Income:
 - Collect monthly meeting fees, donations, membership dues and payments for merchandise sales
 - Reconcile cash and checks against attendance records
 - Apportion receipts to the correct line item accounts
 - Copy all checks received, prepare and record all bank deposits (cash and checks) and deposit monies in the CWC-TVW bank account
 - Maintain and secure TVW cash box with petty cash funds of fifty dollars (\$50.00)
 - Handle correspondence or inquiries regarding income, including billing members for under payment of dues, fundraisers, and refunding overpayments
- Expenses:
 - Pay TVW bills on a timely basis and maintain appropriate documentation
 - Verify CWC membership income share and reports, issue payments on an on-going basis to the central board membership chair
 - Order inventory and board approved supplies, including checks and deposit slips
 - Approve written member check requests for expense reimbursements or payment of vendors

- Handle any correspondence and inquiries regarding expenses
- Bookkeeping and Reporting:
 - Maintain a current and accurate bank balance
 - Reconcile the bank statements against the check register monthly.
 - Code checks and deposits with the correct account name and category
 - Conduct periodic reviews of the cost of goods and service to assure competitive rates and appropriate services for TVW
 - Prepare CWC mandated quarterly balance sheet, income statement, expense statement, and monthly reconciliation reports, and emails to the central board treasurer and CWC independent accountant by the 15th of the month following the end of the quarter
 - Prepare and deliver to the board a copy of the official quarterly financial report and a snapshot of financial status on a monthly basis.
 - Advise the board regarding TVW finances as required and requested
 - Maintain CWC approved financial binder; maintain and store CWC approved financial files for current and past years
 - Prepare transfer list and files for new treasurer
 - Post membership payments to MRMS
 - Prepare TVW annual budget after consulting with the board
 - Maintain quarterly performance against budget measurements

TRI-VALLEY CWC AND NORCAL REPRESENTATIVE(S)

Central Board (central organization that represents all state branches) and NorCal (Northern Area Branches) Representative(s) shall serve on Tri-Valley board and shall attend Central Board and/or NorCal meetings and report on issues to the Tri-Valley board.

The Central Board and NorCal Rep duties shall include:

- Shall be a member in good standing who represents Tri-Valley to the governing central board
- Must have leadership experience (may be a current president or vice-president)
- Shall be able and willing to travel, sometimes by air. CWC meets 1-2 meetings per year. NorCal meets as determined by the NorCal Chair, normally 3-4 times per year
- Shall attend scheduled CWC and/or NorCal meetings and participate in online discussions
- Shall have a working knowledge of the CWC central board's policy & procedures, bylaws, and constitution
- May be asked by Central Board or NorCal to chair committees or volunteer on a committee according to their experience and expertise

MEMBERSHIP CHAIR

The Membership Chair duties shall include:

- Serve as a director of the board
- Provide a monthly membership status report
- Enroll members, maintain membership records, and encourage new enrollment and retention of members
- Collect applications for new members
- Chair the accreditation committee to determine the membership category of active or associate status
- Work with the treasurer to see that all reports and monies are correctly collected and sent to the central board

- Maintain current rosters in MRMS
- Send out welcome email to new members with copy to the president, newsletter editor, social media chair, and stem critique chair
- Provide welcome packet to new members
- Manage monthly meeting reservations and external event reservations
- Produce member and guest speaker badges to be worn at monthly general meetings
- Produce annual membership cards for all members
- Respond to all new membership inquiries
- Maintain and track membership active vs. associate status

PROGRAM CHAIR

The Program Chair shall recruit speakers for a forty-five (45) to sixty (60) minute presentation at general membership meetings and advise speaker they will be paid a set fee determined by the board.

The Program Chair's duties shall include:

- Serve as a director of the board
- Recruit speakers two months to six months in advance of meetings
- Obtain biographies and pictures of speakers
- Send speaker information to Tri-Valley publicity chair, newsletter, and president at least two (2) months in advance of engagement date
- Maintain good relations with speakers
- Welcome speaker at general meetings
- Introduce speaker at general meetings
- Announce future speakers at general meetings
- Facilitate membership celebration (Winterfest) event
- Maintain a record of past speakers

PUBLICITY CHAIR

The Publicity Chair shall public awareness of the Tri-Valley Branch of the CWC, develop relationships with targeted media outlets and literary institutions, and promote member achievements. To achieve these objectives, the Publicity Chair will use all outlets and venues, both print and electronic, and supervise a Team of PR Volunteers.

The Publicity Chairs' duties shall include:

- Serve as a director of the board
- Promote TVW in the press, media, and the community
- Create public relation agenda and content for submission to media
- Oversee all public relation efforts to ensure that TVW message is consistent with TVW's brand, values, and mission
- Ensure president, newsletter editor, and web editor receive finished and approved content
- Report public relations activities monthly at board meetings
- Manages Volunteer PR Team members when applicable
- Directs policy for PR with approval from president and board
- Prepares copy for Tri-Valley events requiring mailers or e-mail communications with an external audience

- Secures support from other TVW members for routine tasks, such as electronic bulletin board postings, social networking sites (Facebook, Twitter, Linked-in, etc.), and maintaining a photo library
- Develops and maintains a press kit
- Assures photos are taken at events, may get photos from other members and/or videos of Tri-Valley events and oversees photographer

NEWSLETTER EDITOR

The Newsletter Editor shall produce a monthly newsletter and raise members' awareness of the vibrant activity of Tri-Valley Branch. The Newsletter Editor/Biographer may or may not serve as a Board member.

The Newsletter Editor's duties shall include:

- Develop relationships with officers and members for regular features and writings
- Promote member achievements in the newsletter
- Ensure TVW visibility with other CWC newsletter editors and shares important events
- Obtain president approval of final newsletter
- Prepare and send newsletter to all members via email using MRMS
- Scan and collect photos and other images for inclusion in the newsletter. Solicit photos from other members and friends of TVW
- Recruit support from TVW members for routine tasks such as collecting newsworthy items, member profiles/bios, articles, and more
- Archive copy of newsletter on digital back-up and/or maintain one hardcopy in binder
- Interview member for newsletter spotlight and obtains biography for website

WEBSITE COORDINATOR

The Web Editor is appointed by President, approved by Board, maybe appointed to Board with Tri-Valley Board approval.

The Web Coordinator's duties shall include:

- Administer password access to the website dashboard and the webhost control panel
- Manage fictitious email addresses and forwarding links in the webhost control panel
- Determine category of involvement (administrator, author, contributor, editor) access and issue password invitations for new web team members based on individual duties
- Coordinate administrative functions to maintain consistency in website appearance, including all pages and navigation features
- Create and manage main and secondary page menus, and review/edit content from all TVW contributors, assign updates of select areas to other members
- Facilitate technological education and training for web team and board members
- Select web team members to manage social avenues such as the website blog, Facebook, LinkedIn, and Twitter.
- Communicate with board selected external web designer and/or programmer for major technical issues or website upgrades
- Report status to the president and executive board when major events are in process
- Update the board on website projects at specified board meetings or through electronic means

ANTHOLOGY

The Anthology committee leader's duties shall include:

- Manage the publication of TVW's bi-annual anthology with the assistance and support of the president and board by following the timeline provided
- Help select the committee members with the president and volunteer coordinator
- Coordinate with the cover designer and interior formatter
- Report to the board on the committee's recommendations for book title, design cover, for board approval
- Work with treasurer on book sales
- Coordinate with treasurer for payments to designer, printer and other high-ticket costs
- Work with publicity chair to develop publicity program, including flyers, postcards, media outreach, launch party, and publicity program for members
- Coordinate preorder campaign
- Develop delivery plan for preorders, and backup plan to ensure deliveries are made
- Coordinate launch celebration
- Maintain stock of anthologies, and develop ideas for using extra anthologies as promotional rewards. Present historian with two copies of anthology
- Responsible for the organization of the book launch (January or February) and invitation to members and the public

COPY EDITORS

The copy editors' duties shall include:

- Review content for grammar, spelling, and inconsistencies
- Content may include, but is not limited to, newsletters, flyers, special printings, writer's conference publicity, and other collateral

HIGH SCHOOL WRITING CONTEST CHAIR

The High School Writing Contest Chair's duties shall include:

- Recruit volunteers to judge the contest submissions
- Meet with the judges to explain and/or determine the rules of the contest
- Set up rules, submission requirements, deadlines and awards
- Send rules to publicity chair to develop flyer
- Arrange for approval and distribution of flyers to all Tri-Valley high schools
- Record receipt of all submissions when received
- Send receipt confirmation email to submitters with information regarding awards and date of award ceremony
- Prepare for awards ceremony
- Work with the board or vice-president to determine need for contest fundraiser and coordinate any such events
- Maintain records of expenses and donations related to the contest

HISTORIAN

The Historian shall collect, document, and organize files, club papers, news clippings, and pictures, in order to preserve the club's history. This position is appointed by the sitting President.

The Historian's duties shall include:

- Provide periodic reports to TVW board
- Maintain professional-looking three-ring binders of club history, and maintain a scrapbook. Separate binders may be used for newsletters and educational information

NOMINATING CHAIR AND COMMITTEE

The Nominating Chair and Committee's duties shall include:

- Chair recruits members of the nominating committee
- Chair and committee meet with current president to develop a list of potential candidates to fill open elected positions
- Chair and committee develop plan of action for contacting prospective candidates
- Chair and committee recruit members to fill positions open for elected offices of the board
- Chair reports progress to board, sends names of nominees for publication in the May newsletter, and announces nominees at the May meeting
- Chair oversees election at the June general membership meeting

WRITERS CONFERENCE CHAIR

The Tri-Valley Writers Conference Chair's duties shall include:

- Oversee and lead the conference planning team
- Report conference progress to TVW board as needed
- Oversee the TVW conference
- Work closely with the following conference workers:
 - Publicity chair who is involved with checking and editing, if necessary, all public relations notices, flyers, and TVW newsletter submissions; advertising/sending notices via Facebook and blogs; and obtaining ads for the conference
 - Website coordinator, who is involved with submitting website content and following through with checking and updating the website on conference-related publicity in the months prior to the conference
 - Volunteer coordinator, who works closely with the conference chair to advertise and assign jobs prior to and during the conference, and who designs and distributes the volunteer sign-up sheet
 - Treasurer who logs and confirms registrants and keeps track of financial records
 - Vice President, who works with the conference chair on room arrangements and food for the conference

In addition, the Conference Chair shall:

- Obtain keynote speaker, presenters, contest judges
- Set-up and manage, using Submittable, the writing contest (if needed)

- Work with designer for conference program
- Work with the venue re: food, drink, and logistics
- Work with board to procure advertising and purchase items (i.e. pens, flash drives, folders, etc).
- Work with the board to determine what topics are most likely to be popular; matching presenters to topics
- Contact presenters and obtain bios and headshots for publicity, flyers and program; and making sure presenters' needs are met
- Obtain presentation descriptions
- Determine and procure signage: what signs are needed, the size of signs, and the location of signage
- Contact and confirm a photographer for the conference
- Make nametags and prepare folders with promotional materials inside for the day of the conference
- Handle situations that may come up on the day of the conference. Oversees registration table, session rooms' set-up, and presenter needs (videos, computers, flip charts, etc.)
- Announce contest winners (if needed)

After the conference, the Conference Chair will:

- Review conference evaluation forms; clear up any loose ends; evaluate income and expenses; and provide a report for the board