

CALIFORNIA WRITERS CLUB
TRI-VALLEY BRANCH
POLICIES AND PROCEDURES

As approved 17 September 2022

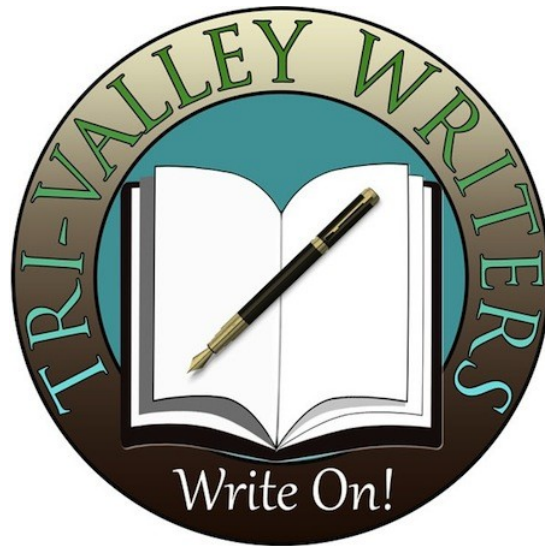


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CWC TRI-VALLEY BRANCH

POLICIES AND PROCEDURES

I. Mission Statement

- A. The Tri-Valley branch of the California Writers Club (CWC), informally known as Tri-Valley Writers (TVW), is one of twenty-two branches throughout California, organized and operating under the auspices of the California Writers Club.
- B. TVW is a non-profit professional organization that fosters professionalism in writing, promotes networking of writers within the writing community, mentors new writers, and provides literary support for writers and the writing community as is appropriate through education and leadership.
- C. TVW supports all genres, writing styles, and related professions such as editing, publishing, photographic journalism and agents and provides an environment where members may obtain critique of their efforts, attend workshops, and share experiences.
- D. TVW will not discriminate based on race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth, and related medical conditions or any other classification protected by federal state, and local laws and ordinances.

II. Organization

- A. The TVW board of directors (board) consists of four (4) elected officers plus a group of no more than seven (7) appointed members, not to exceed a total of eleven (11). The board establishes policy based on a majority vote of the representatives present at duly called meetings. A quorum consists of a simple majority of the board members.
 - 1. The board is comprised of the following elected officers who constitute the executive board: president, vice-president, secretary, and treasurer; and the following appointed members: CWC central board representative, NorCal (Northern California branches) representative, membership chair, program chair, publicity chair, and any other appropriate chair such as website coordinator, newsletter chair, etc.
 - 2. Each board member shall have a vote when present at the meetings.
 - 3. Each board member shall have a proxy vote at the meetings only if they notify an executive board member prior to the meeting either by email or in writing.

- B. Officers are elected each year in June according to TVW Bylaws.
 - 1. TVW active members may vote in elections.
- C. Officers and board will be introduced to membership at September general meeting.
- D. TVW general membership meetings are held monthly, in accordance with TVW Bylaws, excluding July and August, at a place and time determined by the president.
- E. Board meetings shall be at the discretion of the president.
- F. Special meetings of either the general membership or the board may be called by the president or three (3) members of the board, providing that the notice of the meeting is mailed or emailed to the interested parties no less than ninety-six (96) hours before the scheduled meeting.
- G. In an emergency, the president may poll the board by telephone or email to handle urgent matters and act according to the majority received by such poll. The board shall affirm the actions of the president at their next meeting.
- H. Members are invited to attend board meetings. The board will provide a five (5)-minute period of comment for any member wishing to speak. Board meetings will be announced at general meetings and through electronic communication.
- I. There will be a charge for members and non-members for the general meetings, fee to be determined by the board to cover any costs of the meetings.
 - 1. Meeting fees may be waived for certain members at the discretion of the membership chair and/or board.
- J. Meetings may consist of announcements, any business that must be attended to, a member reader, and a speaker, panel of speakers, or a workshop presenter.
- K. At meetings and other events, CWC/TVW merchandise may be sold.
- L. At meetings and other events, members may sell their books without any compensation to TVW. Members are responsible for all sales tax collection and reporting.
- M. At the general meetings, speakers will be compensated through an honorarium at an amount set by the board.

III. Membership

- A. Membership in TVW shall conform to Article I, Section 1 of the Bylaws of the CWC. Questions of interpretation of the articles of membership shall be referred to the CWC central board.
- B. Each member shall pay dues according to the policies and procedures adopted by the CWC central board. See Section IV Dues and Fees.
- C. TVW shall remit to the central board its share of initiation fees and annual dues for new and renewing members.
- D. Membership categories are: active, emeritus, life, patron, courtesy, student, associate, and associate literary professionals.
- E. **Active members** are writers who produce fiction, nonfiction, memoir, poetry, plays or other forms of creative writing. On submission of an application, the membership chair will review the applicant's experience as a writer. It is the expectation of the CWC that branches endeavor to maintain a strong presence of professional, published, and experienced writers representing the widest possible range of genres and disciplines, ranging from book, magazine, and newspaper, to playwriting, screen-and TV- writing, in traditional and non-traditional print and electronic formats. Branches will encourage mentorship that reflects the changes in today's evolving publishing world and fosters a level of growth and achievement in the branch and fosters a welcoming and supportive inclusion of writers just starting out.
 - 1. A writer who publishes his/her material under his/her own imprint will be considered a published author. A writer who publishes his/her material electronically will be considered a published author.
 - 2. Active members shall have the right to vote, serve as directors, hold offices, and represent TVW on the central board.
- F. **Student memberships** are offered to writers from the ages of fourteen (14) through twenty-two (22), or any writers who are verified full-time students at an accredited school. No experience as a writer shall be required. Student members will not be eligible to vote or hold office.
- G. **Dual membership** allows an existing member of a CWC branch to join one or more additional branches without having to re-qualify for their membership level at any additional branches they join. Regardless of how many branches to which a member belongs, the member will have only one vote in statewide issues.

- H. TVW may accord **emeritus membership** to active members who have made significant contributions in the field. Emeritus members may vote and hold office.
- I. TVW shall accord **life membership** only to active members. Life members shall be exempt from any further payment of dues but otherwise shall have all the duties and privileges of active membership.
- J. TVW may accord **patron membership** to persons or organizations that contribute to the branch in either outright gift, substantial yearly contribution, or significant service. Patron members shall have no vote nor hold office unless they are active members.
- K. TVW may petition the central board to grant **honorary memberships** to person(s) who are of such eminence that the CWC in honoring them honors itself. If approved by the central board, honorary members shall not pay dues, hold office, or vote. Unless subsequently revoked, honorary membership remains in effect and does not expire.
- L. TVW may accord **courtesy membership** of one year to unpaid speakers as an acknowledgment of such services. Courtesy members shall not hold office, or vote. When a courtesy membership expires, he or she may be designated as an active member upon payment of renewal dues.
- M. TVW may accord associate literary professional membership to career professionals in areas related to writing. These adjunct memberships may include editors, librarians, agents, booksellers, publishers, producers, directors, and book illustrators. The branch membership chair has the discretion to grant these memberships.
 - 1) Associate or Associate Literary Professional members are entitled to the same privileges and benefits as active members except they may not vote, hold office, nor represent their branch to the central board and may choose their designation as either Active, Associate, or Associate Literary Professional.
 - 2) Associate and Associate Literary Professional members shall pay the same dues and fees, local and central board, as active members.
- N. TVW may offer **hardship memberships** on a case-by-case basis at the discretion of the board. Hardship memberships shall not constitute more than five percent of the branch's membership.
- O. When inviting members to CWC branch meetings, “member” means a member in good standing of any CWC branch statewide. “Guest” or “non-member” shall refer to those who do not belong to any CWC branch. Thus, any CWC member may attend a regular branch meeting of any other CWC branch for the same price as the sponsoring club members. This policy applies only to regular meetings but not to contests, anthologies,

events, conferences, seminars, submissions to a club's newsletter, or any other activity a CWC branch may organize unless stated otherwise by the sponsoring branch.

IV. DUES AND FEES

- A. Dues and fees for the fiscal year July 1 through June 30 are paid to TVW, who then remits the appropriate funds to CWC. As an incentive and a thank you for work done, TVW executive committee members' renewal dues for the upcoming term will be paid by TVW (TVW will pay the \$20 to CWC and absorb the branch portion of \$25). The remaining committee members' will only pay the \$20 due to CWC (TVW will absorb the branch portion of \$25). TVW will host a Fellowship luncheon at the end of the term.
1. New **active** and **supporting members** shall pay annual dues of \$45.00 plus and an enrollment fee of \$20.00 for a total of \$65.00. The branch treasurer remits \$30.00 to CWC (dues of \$20.00 plus \$10.00 of the enrollment fee)
 2. **Active** and **supporting** member annual renewal dues are \$45.00. The branch treasurer remits \$20 to CWC treasury by October 20.
 3. TVW offers discount rates for **half-year** and **early enrollments**. Starting January 1, TVW may enroll new members for \$22.50 plus a \$20.00 enrollment fee. The branch treasurer remits \$20.00 to CWC treasury. Starting May 1, new members may enroll by paying the new member dues and enrollment fee of \$65.00 for the next fiscal year and enjoy all membership benefits in May and June prior to the next fiscal year. Fees are remitted to CWC treasury in accordance with Section IV.A. 1. above. The new member fee will be entered into the Membership Records Management System on July 1.
 4. Active members may purchase a **life membership** for \$675.00 and are then exempt from further dues. The branch treasurer shall remit \$275.00 of the life membership fee to CWC treasury.
 5. **Patron** and **courtesy** members do not pay annual dues to the branch, however the branch treasurer shall remit \$25.00 to CWC treasury.
 6. **Emeritus** members do not pay annual dues to the branch, however the branch treasurer shall remit \$15.00 to CWC treasury.
 7. **Student** members shall pay annual dues of \$15.00. The branch treasurer shall remit \$10.00 to CWC treasury to cover the costs of insurance and accounting.
 8. **Dual** members shall pay annual dues of \$25.00 to TVW, and the branch shall keep the entire amount.

9. **Economic hardship** members shall pay annual dues of \$10.00. TVW shall remit \$10.00 to CWC treasury.

- B. Members in good standing have until September 30 to renew their membership with TVW. On October 1, CWC shall drop all delinquent members from the rolls. If dropped, a member must re-qualify for his or her status and pay the new member enrollment fees.
- C. TVW will deny a member's application for renewal if that member has exhibited behavior that the board deems to be detrimental, libelous, or slanderous to CWC's and TVW's good name or its members. Documentation of accusations followed by a 2/3 vote from the board will be required to deny renewal of membership. The board reserves the right to define the parameters of detrimental, libelous, or slanderous behavior.

IV. Duties of TVW Board

- A. Officers are elected by membership; other board members are appointed by the sitting president and approved by full board at the September board meeting.
- B. Duties of officers and board are listed below. (See full job description in the Addenda attached to these policies and procedures.)
 - 1. **President** (Addendum 1) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the president shall:
 - a. Prepare agendas and preside over meetings of the TVW board and the general membership.
 - b. With the advice and consent of the board, direct the affairs of the branch in accordance with the bylaws.
 - c. Shall appoint such committees and chairpersons, except for the annual nominating committee chair (See Article VII Elections), as necessary to conduct the affairs of the branch. Such appointments end when the business of the committee is finished or at the end of the term of the president who made them.
 - d. Serve as a signer on any financial account.
 - e. If the president resigns or cannot perform the required duties, the board shall confirm the vice-president as president or select another board member as president pro tem, whichever serves the branch best, until the end of the current term.
 - 2. **Vice-President** (Addendum 2) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the vice-president shall:

- a. Assume responsibility for a variety of activities designated by the executive board.
 - b. Assume the duties of president in absence of him/her, this to be determined by the full board.
3. **Secretary** (Addendum 3) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the secretary shall:
- a. Record and maintain the minutes for all regular monthly meetings of the TVW board, general membership, and for other special meetings called by the president.
 - b. Provide minutes to the board in a timely manner.
4. **Treasurer** (Addendum 4) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the treasurer shall:
- a. Keep proper books of accounting and present a monthly snapshot at each meeting in the form required by the branch president.
 - b. Receive and maintain all funds of TVW and pay them out only as authorized by the executive board.
 - c. Any funds received for the organization shall be promptly deposited in an account set up for that purpose.
 - d. Checks issued shall be signed by any two elected officers of the branch. Checks written in the amount of \$100.00 or less require only one signature.
 - e. No officer may be the sole signatory of a check issued to that elected officer, regardless of the amount.
 - f. Prepare all financial reports required by CWC central board.
 - g. Assist the membership chairperson in preparing reports for CWC central board.
5. **CWC Central Board Representative** (Addendum 5) shall serve on TVW board and shall attend CWC central board meetings and report on issues to the TVW board.
6. **NorCal Representative** (Addendum 6) shall serve on TVW board and shall attend NorCal meetings and report on issues to the TVW board.
7. **Membership Chair** (Addendum 7) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the membership chair shall:
- a. Serve on the TVW board.

- b. Maintain all membership records.
 - c. Have the authority to adjust members' dues and/or fees depending on their economic situation by waiving certain portions of their dues and/or meeting fees.
8. **Program Chair** (Addendum 8) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the program chair shall:
- a. Serve on the TVW board.
 - b. Recruit speakers for presentations at general membership meetings. Recruit workshop leaders as requested by the TVW board.
 - c. Advise speaker they will be paid an honorarium as determined by the board.
9. **Publicity Chair** (Addendum 9) In addition to other duties that may be described in these policies and procedures, and in the bylaws, the publicity chair shall:
- a. Serve on the TVW board.
 - b. Raise public awareness, develop relationships with targeted media outlets and literary institutions, and promote member achievements.

V. Duties of TVW Committees

- A. Committees for TVW shall be created and appointed by the president and approved by the board and their full job descriptions will be added to the Addenda.
1. **Anthology Leader** (Addendum 10) shall be responsible for overseeing the publication of the TVW anthology, working in tandem with the president and board.
 2. **Copy Editor(s)** (Addendum 11) shall review content materials presented for errors and complete assignments on a timely basis.
 3. **High School Writing Contest Coordinator** (Addendum 12) shall be responsible for running the annual contest as approved by the board.
 4. **Historian** (Addendum 13) shall collect, document, and organize files, club papers, news clippings, and pictures, in order to preserve TVW's history.
 5. **Newsletter Chair** (Addendum 14) shall produce a monthly (September through June) newsletter and raise members' awareness of the vibrant activity of TVW.
 6. **Nominating Chair and Committee** (Addendum 15) shall be responsible to recruit members to fill open elected officer positions board.

7. **Website Coordinator** (Addendum 16) shall maintain the overall appearance and cohesiveness of the TVW website and oversee the website team.
8. **Writers Conference Chair** (Addendum 17) shall oversee and lead the conference planning team for the conference.

VI. Elections

- A. In March of each year, the president and/or board shall appoint a nominating chair to present nominations for election. The name of the chair shall be announced to members via TVW newsletter and general meetings.
- B. The slate of officers (president, vice-president, secretary, and treasurer) shall be presented at the May general meeting, and published in the June newsletter, ahead of the June election meeting. Nominations must be made with the consent of the nominee.
- C. The election shall be held at the June general membership meeting. Nominations from the floor may be accepted with the prior written consent of the nominee.
- D. The election shall be by simple majority of the members present. If there is more than one nominee for an office, voting shall be by written ballot; otherwise a voice vote will be taken.
- E. The incoming and outgoing officers and directors shall meet in July/August to effect an orderly transfer of responsibilities.
- F. The incoming president shall introduce the incoming officers and directors at the September general membership meeting

VII. CWC and Tri-Valley Branch Logo

- A. When used, the CWC logo must appear in the exact form described in the CWC policies and procedures section XIV. A.
- B. TVW must use the CWC logo for identifying club affiliation. When used in conjunction with TVW's logo, the CWC logo must appear to the left or above the TVW logo and must be at least the same size (CWC policies and procedures section XIV, B)
- C. With permission from the CWC board, CWC members-in-good-standing may use the CWC logo on their personal stationery or website. When used on a website, the CWC logo must provide a hyperlink to the CWC website at www.calwriters.org. (CWC policies and procedures section XIV, C)

- D. With permission from the TVW board, TVW members-in-good-standing may use the TVW logo on their personal stationery or website. When used on a website, the TVW logo must provide a hyperlink to the TVW website at <http://www.trivalleywriters.org>.

VIII. Contracts

- A. No member of TVW may encumber the branch with any financial obligation without approval from TVW board.
- B. The president and/or another executive board member (with approval from the president) must sign all contracts.

IX. Special Awards

A. Jack London Service Award

1. TVW may select one member to receive the Jack London Service Award bi-annually (odd numbered years). The purpose of the award is to honor a member whose service to the CWC and/or a branch has been exemplary. CWC stresses the merit of the award is in the service, independent of writing accomplishments. It is not mandatory that a branch designate a recipient simply because the opportunity exists.
2. TVW president shall appoint a committee to select the designee.
3. TVW designee will be presented the award at a membership meeting.
4. An individual may receive the Jack London Service Award only one time.

B. The Sue Tasker Award

1. This award is in honor of TVW's founder and is given for outstanding service to TVW.
2. This award shall be awarded bi-annually (even numbered years) at the June general meeting.
3. TVW shall nominate a member in good standing who has provided service above and beyond to the betterment of TVW.

XI. Website <https://www.trivalleywriters.org>

- A. The Tri-Valley branch budget shall provide for the hosting and maintenance of a website.
- B. The president shall appoint the website coordinator. It is the responsibility of the board, along with website coordinator, to appoint web team members.

- C. The web team is comprised of enough members to maintain each section of the website, presenting activities, copy editing, and archiving where appropriate.

XII. Tri-Valley Branch Newsletter *Write Around The Valley*

- A. *Write Around the Valley* shall be the official publication of TVW.
- B. The president shall appoint the newsletter chair.
- C. The chair shall respond to the president in matters associated with publications and content.
- D. The chair shall appoint newsletter team members to provide various content for the newsletter.

X. California Writers Week

- A. TVW shall recognize the third week in October every year as California Writers Week, as resolved by the California State Assembly in a legislative resolution on September 4, 2003. The week is set aside to honor all California writers, past and present, for their contributions to society, and to encourage future writers.

XI. Social Media

- A. See Addendum 18 for Social Media Guidelines for Publicity Team Members and TVW Members.
- B. TVW recognizes the importance of the Internet as we endeavor to provide forums to educate our members and the public in the craft of writing and in marketing their work. TVW also recognizes the importance of our members and volunteers in supporting and helping to shape our organization.
- C. Social media means the use of any Internet-based tool for online publication and comments, including blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, YouTube, etc.
- D. TVW publicity team members, volunteers, and general members are free to comment on TVW social media channels in accordance with this policy. TVW members are subject to this policy to the extent they identify themselves as TVW members. Note that these policies and guidelines apply only to official TVW social networking sites and are not meant to infringe upon members' or volunteers' personal commentary on personal websites, blogs, and other social media accounts.

- E. The Social Media Guidelines found in Addendum 18 are intended to assist the publicity team, volunteers, and general members to make appropriate decisions about posting on official TVW's social media sites.
- F. It is our hope that these guidelines will protect the privacy, confidentiality, and interests of TVW and our current and potential members and supporters while also encouraging active participation on our social networking channels.

XII. Document Retention and Destruction

- A. **Administration** The president shall appoint an administrator to supervise and coordinate document retention. The administrator shall be responsible for retaining documentation and documenting the actions taken to maintain and/or destroy organization documents.
- B. **Electronic Documents and Document Integrity** The administrator shall establish standards for document integrity including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of TVW.
- C. **Privacy** The executive board shall consult with the CWC central board to determine how privacy laws will apply to documents.
- D. **Emergency Planning** Documents shall be stored in a safe and accessible manner. The administrator shall develop reasonable procedures for document retention in case of an emergency. A simple majority vote by the board shall be required to accept these procedures.
- E. **Document Retention Schedule** TVW shall adopt the CWC policies and procedures section XXVI G retention periods for all applicable branch documents. Refer to those policies and procedures.

XIII. Amendments

- A. Amendments to the policies and procedures require a two-thirds (2/3) majority vote of the representatives present at a duly called board meeting.
- B. A member may request a change to these policies and procedures by introducing a proposal as a motion at a regular board meeting. The motion must clearly present both before and after wording.
- C. Complex or controversial proposals should be included in full on an agenda and be circulated among board members at least two weeks prior the scheduled presentation.

XIV. Precedence

- A. In the absence of specific directions in this document or the Bylaws, Constitution, or Articles of Incorporation, the latest edition of *Robert's Rules of Order* available will govern procedures at board meetings.

Amendments Incorporated

Motions from 17 April 2021

Published 25 May 2021

XV. Addenda

- A. Addenda to the TVW Policies and Procedures include full job descriptions for the elected officers, committee chairs, and social media procedures.
- B. New Addenda shall be attached to the TVW Policies and Procedures with full approval of the president who created the new committees, and shall not affect these policies and procedures.

Adopted as amended by a vote of the TVW board at the meeting of September 17, 2022

Rose Owens

President, CWC Tri-Valley Branch (TVW)

ADDENDUM 1 — PRESIDENT

The terms of the office of president, along with those of the other 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.

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 and the branch MRMS Administrator
- 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
- 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

ADDENDUM 2 — 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. Set up the meeting room with banners, displays, etc.
- Maintain inventory spreadsheet (projector, flip chart, banners, etc.)
- Manage logo inventory and sales

ADDENDUM 3 – 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 club PA system.

ADDENDUM 4 – 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 meeting attendance records
 - Apportion receipts to the correct line-item accounts on the financial statements
 - 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 document expenses on financial statements
 - 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 on financial statements
 - 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, PayPal statement, and monthly bank reconciliation reports. Email all statements and reports 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 the Treasurer's Report showing income, expenses, and checking account balance on a monthly basis
 - Maintain quarterly performance against budget measurements and provide to board
 - 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

- o Prepare TVW annual budget after consulting with the board

ADDENDUM 5 – CWC CENTRAL BOARD

REPRESENTATIVE

CWC Central Board (central organization that represents all state branches) Representative shall serve on Tri-Valley board and shall attend central board meetings and report on issues to the board.

The Central Board Representative duties shall include:

- Maintain membership in good standing and represent TVW to the governing board
- May hold a current leadership position in the branch (may be a current president or vice-president)
- Able and willing to travel, sometimes by air (CWC meets 1-2 meetings per year).
- Attend scheduled CWC meetings and participate in online discussions
- Possess a working knowledge of the CWC central board's policies and procedures, bylaws, and constitution
- Perform tasks as assigned by central board such as chair committees or volunteer on a committee according to experience and expertise

ADDENDUM 6 — NORCAL REPRESENTATIVE

The NorCal (consists of all CWC northern California branches) Representative shall serve on Tri-Valley board and shall attend NorCal meetings and report on issues to the board.

The NorCal Representative duties shall include:

- Maintain membership in good standing and represent TVW to the governing board
- May hold a current leadership position in the branch (may be a current president or vice-president)
- Able and willing to travel. NorCal meets as determined by the NorCal chair, normally 3 – 4 times per year.
- Attend scheduled NorCal meetings and participate in online discussions
- Possess a working knowledge of the CWC central board's policies and procedures, bylaws, and constitution
- Perform tasks as assigned by NorCal such as chair committees or volunteer on a committee according to experience and expertise

ADDENDUM 7 – 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
- 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. This task may be delegated to other board members
- Produce member and guest speaker badges to be worn at monthly general meetings
- Produce annual membership cards for all members, if board determines necessary
- Respond to all new membership inquiries

ADDENDUM 8 – PROGRAM CHAIR

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 director and president (or his/her delegate) 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

ADDENDUM 9 – PUBLICITY CHAIR

The Publicity Chair's 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 chair and website coordinator 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

ADDENDUM 10 — ANTHOLOGY EDITOR

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

ADDENDUM 11 – COPY EDITOR(S)

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

ADDENDUM 12 – HIGH SCHOOL WRITING CONTEST COORDINATOR

The High School Writing Contest Coordinator'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

ADDENDUM 13 – HISTORIAN

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

ADDENDUM 14 – NEWSLETTER CHAIR

The Newsletter Chair'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 share important events
- Obtain president approval of final newsletter
- Prepare and send newsletter to all members via email using MRMS
- Collect and scan 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, member spotlight, and more
- Archive copy of newsletter on digital back-up and/or maintain one hardcopy in binder

ADDENDUM 15 – 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

ADDENDUM 16 – WEBSITE COORDINATOR

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

ADDENDUM 17 – 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 (if needed)
- 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

ADDENDUM 18 – SOCIAL MEDIA GUIDELINES

A. GUIDELINES FOR TVW PUBLICITY TEAM MEMBERS:

1. Updates and postings will result in the public forming opinions about our organization. TVW endeavors to be accurate and supportive of its membership. When posting updates on TVW social media channels, publicity team members shall speak respectfully about TVW, our members, and supporters. Team members will not engage in behaviors that reflect negatively on TVW reputation.
2. The designated website manager editor or team member will review and post all content for the TVW website.
3. Publicity team members will restrict updates and comments to or about TVW events, writing contests, and information related to the craft of writing and publication. They will not use TVW social networking sites for personal book-signings, book releases, etc.
4. The publicity team will honor the privacy rights of our members and never publicize confidential information about another member.
5. Topics that are racial, political, or religious in nature or that advance specific social causes are never allowed on TVW social media sites. A member of the publicity team will remove these postings.
6. The publicity team will submit posts judiciously so that friends and followers are not overwhelmed with the number of postings on their social networking sites. General guidelines for frequency of posts:
 - a. Facebook (FB) – One post per day unless there is an urgent message. There is no limit on comments from our members.

B. GUIDELINES FOR POSTING COMMENTS BY TVW MEMBERS:

1. Posted comments will result in the public forming opinions about our organization. TVW endeavors to be accurate and supportive of its membership. When posting comments on FB, members are asked to speak respectfully about TVW, our members, and supporters, and to not engage in behavior that will reflect negatively on TVW reputation.
2. If a TVW member is developing a website or writing a blog that will mention TVW, please notify the TVW publicity director so the membership social media chart can be updated.
3. Members should restrict comments to or about TVW events, contests, and information that furthers the craft of writing and publication. TVW requests that comments not include information about personal book-signings, new releases, seminars, etc.
4. TVW request members to honor the privacy rights of our members by not publicizing confidential information about another member.
5. Facebook "fans" and Twitter "users" may post and comment on these channels to support TVW's mission.
6. Topics that are racial, political, or religious in nature or that advance specific social causes are never allowed on TVW social media sites. A member of the TVW publicity

- team will remove such postings.
7. TVW does not limit the number of daily comments members may post to TVW social networking sites.
 8. By posting comments on TVW social media sites, you agree you will not:
 - a. Post material that infringes on the rights of any third party, including intellectual property, privacy or publicity rights.
 - b. Post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful, or embarrassing to any other person or entity as determined by TVW in its sole discretion.
 - c. Post advertisements or solicitations of business.
 - d. Post chain letters or pyramid schemes.
 - e. Impersonate another person.
 - f. Allow any other person or entity to use your identification for posting or viewing comments.
 - g. Post the same note more than once or "spam."
 9. TVW reserves the right (but is not obligated) to do any or all of the following:
 - a. Remove communications that are abusive, illegal, or disruptive, or that otherwise fail to conform to these guidelines.
 - b. Edit or delete any communication posted on the social media channels, regardless of whether such communication violates these standards.
 10. TVW members shall indemnify TVW against any damages, losses, liabilities, judgments, costs or expenses (including reasonable attorneys' fees and costs) arising out of a claim by a third party relating to any material a member has posted.