



Chattanooga Writers' Guild

Roles of Board Members

Officers

Serve one-year terms, with a three-year term limit in the same office.

President

- ✓ Is ambassador for CWG to the public and other organizations.
- ✓ Presides over Guild meetings.
- ✓ Chairs board meetings: coordinates and sets agenda.

Vice President

- ✓ Acts as president when president is absent.
- ✓ Participates in committees as needed.
- ✓ Answers the "contact us" messages.

Secretary

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

Treasurer

- ✓ Is not required to use professional software but may select to use simple methods to accomplish the task.
- ✓ May choose to oversee a contracted accountant hired by CWG.
- ✓ Creates and proposes a budget to the Board, which is based upon previous year's income and expenses.

Directors

There shall be a maximum of eight Directors, who serve two-year terms. Directors are elected to serve the CWG independently of any specific role but may typically be responsible for one or more of the tasks listed below.

Technology, Website Administrator

- ✓ Maintains and updates information on the website: ChattanoogaWritersGuild.org.
- ✓ Maintains membership profiles, book pages, all other details as needed.

Technology: Google Workspace Administrator

- ✓ Creates and manages email accounts, groups, and memberships.

Membership

- ✓ Maintains the membership database, currently done through website.
- ✓ Coordinates with treasurer for status of membership dues payments.
- ✓ Sends the New Member Welcome Letter and New Member Survey.

Director of Programs (monthly meetings)

- ✓ The monthly programs contribute greatly to the identity and character of CWG, therefore this role carries special significance.

- ✓ Works with the board in creating a vision for the programming.
- ✓ Secures speakers or designs activities for the CWG monthly member meetings.

Program and Event Logistics

- ✓ Reserves meeting spaces.
- ✓ Makes arrangements for details such as sound system, tables and chairs, clean up.

Newsletter Editor

- ✓ Responsible for disseminating information about Guild events, highlight members and accolades of members, articles on writing, events and announcements from other organizations of interest to members.
- ✓ Be creatively engaged in producing a high-quality newsletter that members will enthusiastically anticipate reading.

Critique Groups Coordinator

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.

Director Coordinator will:

- ✓ Maintain communication between CWG leadership and groups.
- ✓ Support group leaders and members as needed.
- ✓ Direct members who are seeking a group to the appropriate group.
- ✓ Assist in creating new groups.

Contests

- ✓ Contests are a valuable service to members as a tool for improving writing craft and they are typically connected to CWG publications.
- ✓ May be managed by one director or by a committee overseen by a director.

Publications

- ✓ Responsible for publications that the Board commissions including the annual anthology.
- ✓ The responsible director oversees all aspects of editing and preparing the text for publishing, sending to press and ordering copies. They shall recruit volunteers or hire services as necessary to complete publication.

Workshops

- ✓ Workshops are a valuable asset which we can provide for our members and to others in the writing community.
- ✓ Workshops can range from a full day event with multiple presentations, a one hour event, or online workshop.
- ✓ They require a significant investment of time to create and manage the event

Merchandise Sales

- ✓ Works with treasurer to order, inventory, and sell merchandise
- ✓ Keeps an ongoing record of inventory.

Special Events and Projects

- ✓ Special events include things such as: booths at festivals, cons, special author events, book signings, open-mics, and any other endeavor that serves the purposes of CWG.