

## **Section F. Duties and Powers**

**All positions will have a coordinator.**

### **1. The President shall:**

- a. Oversee the operation and welfare of The Guild;
- b. Ensure the proper execution and/or operation of established activities;
- c. Seek to initiate new and beneficial activities, for the Guild; including connections/relationships with other organizations, guild events, and publishing of any Guild related projects.
- d. Preside over all general meetings and otherwise represent The Guild when and where necessary;
- e. Preside as Chair at the meetings of the Board of Directors.
- f. Discuss grievances and other matters that may affect the welfare of the Guild.
- g. Develop PowerPoint slide deck for General Meetings.

### **2. The Executive Vice-President shall:**

- a. In the absence of the President, preside as Chair at the meetings of the Board of Directors, general meetings, and special events;
- b. Assume all duties of the President, if he/she is unable to complete his/her term;
- c. Perform special duties as directed by the President;
- d. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to report on membership activities, and to provide input into the governance of The Guild.
- e. Find new opportunities for authors to show and sell their books.
- f. Oversee all planned Events, including the Desert Writers EXPO
- g. Identify new Boot Camp opportunities and other educational programs for authors, in conjunctions with VP of Education.

### **3. The Vice-President, Membership shall:**

- a. Maintain the group roster and disperse roster information as needed for Guild purposes;
- b. Oversee the readmission of returning members, and the admission of new members and the continuing integration of new members into The Guild;
- c. Perform special duties as directed by the President;
- d. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to report on membership activities, and to provide input into the governance of The Guild.
- e. Facilitate Membership roll and Wild Apricot member system
- f. Facilitate Member Outreach to attract new members
- g. Coordinate with VP of Communication for advertising, publicity and creativity, and other member related marketing.

#### **4. The Vice-President, Programs, shall:**

- a. Initiate, all special programs, including but not limited to, workshops, seminars, and other events;
- b. Perform special duties as directed by the President;
- c. Attend meetings of the Board of Directors, and/or provide a representative to attend said meetings, to report on special program activities, and to provide input into the governance of The Guild.
- d. Deal with booking of Venue for Programs other than the General Meetings.
- e. Deal with hospitality during sessions
- f. Identify new speakers and presenter facilitated workshops.
- g. Keep records and calendar of presenters.
- h. Provide timely financial statements of program expenditures to Treasurer
- i. Keep a calendar of activities -Google Calendar.

#### **5. The Treasurer shall:**

- a. Maintain and ensure the safe deposit and collection of all money of the Guild in a bank account or accounts designated or approved by the Board of Directors;
- b. Maintain and ensure the safe deposit and collection of such monies in an account designated or approved by the Board of Directors;
- c. Distribute such monies as may be directed by the President or the Board of Directors;
- d. Keep a record of all transactions;
- e. Provide a status report on Guild funds and activity for all meetings of the Board of Directors;
- f. Complete a yearly budget and any other projections which may be needed for long-term planning for The Guild.

#### **6. The Secretary shall:**

- a. Keep a record of all meetings of the Board of Directors.
- b. Send meeting notices as necessary for meetings of the Board of Directors, the General Membership, critique groups, or other events, or delegate a representative to send such notices;
- c. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to record Guild business and to provide input into the governance of The Guild.
- d. Handle all official correspondence for The Guild;
- e. Maintain records of all correspondence to The Guild and the appropriate answer by the Board member;
- f. Handle and print all Certificates for winners and other occasions
- g. Organize events like Networking events and Volunteer Luncheons
- h. Help Vice President with the Book EXPO

**7. The Vice-President Contests shall:**

- a. Plan and design/themes all contests for the season
- b. Collect all electronic entries, check for entry compliance, compile entries and send them to judge. (Monthly Writing Contest, Memoir Contest, Short Story Contest, Poetry Month, and any other assigned contests)
- c. Identify judges
- d. Organize April Poetry Month event at General Meeting
- e. Attend meetings of the Board of Directors or provide a representative to attend said meetings.

**8. The Vice-President Education and Training shall:**

- a. Plan all educational and training activities for the Guild
- b. Traffic Manager with other educational organizations
- c. Coordinate Scholarships and Student Memberships
- d. Identify new Boot Camp opportunities and other educational programs for authors, in conjunctions with Executive Vice President.

**9. The Vice-President Communications shall:**

- a. Attend meetings of the Board of Directors, or provide a representative to attend said meetings.
- b. Make sure events are photographed
- c. Develop advertising, publicity, social media and marketing plans
- d. Develop and facilitate new ideas on how to market the Guild, including all events and book signings.
- e. Deal with the Press and sends out/designs press releases
- f. Handle Social Media, including postings on Facebook

**10. The Vice-President Critique Groups shall:**

- a. Oversee Critique Groups
- b. Actively seek out members who would like to join, critique group leaders, support teams, i.e. editors, cover designers and publishers.