**Northwest Christian Writers Association (NCWA)**

###### Detailed Job Descriptions

**Board Positions**

The NCWA board is comprised of the following board members, officers, coordinators, and directors. Their responsibilities are outlined below.

**President**

The president oversees the functioning of NCWA and represents the organization in all matters.

* Casts vision and creates opportunity for growth in the membership.
* Oversees the functioning of the organization.

**Monthly Meetings**

* + Establishes & prepares the agenda.
	+ Presides at monthly meetings
	+ Arrives early to unlock the building and insure everything is in order. May delegate unlocking duties to a responsible assistant.
	+ If unable to attend, notifies the Vice President to run the meeting.

**Quarterly Board Meetings**

* + Determines the dates and method of holding board meetings. Meetings should be scheduled in August, November, February, and May, but extra meetings may be planned as needed. The August meeting is usually a board retreat dedicated to networking, prayer, and planning. The board may meet in person or via technology, but a 2/3 quorum present for voting is strongly encouraged.
	+ Prepares an agenda and sends to board members. The Secretary may use this as an outline for the minutes.
	+ Uploads the agenda to Box cloud storage.
	+ Serves on the aforementioned executive committee for necessary decisions between board meetings.

**Board Members**

* + Interacts with individual board members in a supportive role, enabling them to do their jobs effectively.
	+ Instructs or provides instruction for utilizing the Box cloud-storage app and Wild Apricot membership software to new board members.
	+ Provides NCWA Policies and Bylaws to new board members for them to read to gain a fuller understanding of their position.
* Gives a 5-to-10-minute annual report, which is a review of the just-completed year, at the June monthly meeting.
* Obtains insurance for NCWA. If a lawsuit against the organization occurs and there isn’t insurance, the president, vice president, secretary, and treasurer will be held personably accountable for the financial settlement.
* Arranges to be added to NCWA’s bank account (currently KeyBank) and removes outgoing board members from the account. According to the bank’s regulations, both must be present to change the bank account. To have people added or removed from the account, the board minutes recording the election results must be presented, along with proof of identification. Generally, the president, treasurer, and conference director have credit cards. This can vary as the board deems necessary.
* Updates the Bylaws according to NCWA Bylaws, Article 7.
* Updates NCWA Policies as needed.
* Answers all emails forwarded through president@nwchristianwriters.org.
* Updates the [Presidential Duties by Month](https://app.box.com/file/57312510985) on Box cloud storage as duties or processes change.
* Fulfills the responsibility of any unfilled board positions.

**Vice President**

The vice president is next in rank to the president and is empowered to serve as president in that officer's absence or disability.

* Presides at monthly meetings in the absence of the president
* Attends quarterly board meetings and presides in the absence of the president
* Creates monthly surveys (currently using Google Forms). Send link for survey to the secretary to be emailed to members.
* Distributes survey results to appropriate people
* Does a drawing from survey participants for a prize (currently a Starbucks card) at next monthly meeting.
* Prepares the form for Celebrations and Redirections and facilitates that time during the monthly meeting
* Uploads forms and surveys to Box cloud storage.
* Answers all emails forwarded through vicepresident@nwchristianwriters.org

**Secretary**

The secretary holds the serious position of keeping business notes and storing them indefinitely for the organization in electronic format.

* Attends and records minutes at the quarterly board meetings. After each meeting sends a copy of the minutes to all board members for corrections. The minutes are voted on at the following board meeting and uploaded to Box cloud storage in that year’s folder.
* Arranges for someone to take notes if the Secretary cannot attend a board meeting himself/herself.
* Write a thank-you card for the monthly keynote speaker. (Tip: Can bring thank-you cards to the board retreat in August to have all board members sign.
* Prepares the ballot for the election in May, tallies the results, and reports the results to the president.
* Sends get-well, sympathy, or congratulation cards or flowers if aware of situations or as directed by the board.
* Turns in a record of all expenses (such as stamps and cards) with receipts to the treasurer for reimbursement using the [NCWA Request for Reimbursement Form](https://app.box.com/file/659687704901).
* Answers all emails forwarded through secretary@nwchristianwriters.org.

**Treasurer**

The treasurer documents the income and expenses of the organization and uploads all paperwork to Box to be kept indefinitely.

* Assists the membership coordinator at monthly association meetings to receive dues and visitor fees and gives receipts.
* Pays a $200 honorarium to the keynote presenter in their preferred method of payment.
* Reimburses expenses for hospitality, the Renewal conference, and other expenses when provided with a receipt and a completed NCWA Request for Reimbursement.
* Pays other approved expenses.
* Makes deposits at NCWA’s bank (currently KeyBank.)
* Serves as the association’s registered agent and contact person for business purposes with the State and the Internal Revenue Service.
* Acts as treasurer for the annual Northwest Christian Writers Renewal Conference or assists in the selection of a Conference treasurer.
* Recruits and trains conference registration volunteers that have been approved by the board about the financial aspects of their role.
* Attends board meetings and provides financial reports, including a quarterly report that shows income and approved expenses.
* Serves on the executive committee for necessary decisions between board meetings, such as financial matters or meeting arrangements. This committee is composed of the initiator of the requested decision, the president, and the treasurer.
* Answers all emails forwarded through treasurer@nwchristianwriters.org.
* Pays annual filing fee for non-profits to the Secretary of State, due August 31 each year.

**Author Support Coordinator**

The author support coordinator arranges the monthly book launches, the December book sale, and other events to support and promote NCWA authors.

* Coordinates book launches at monthly meetings.
* Coordinates with other board members, including social media coordinator, technology coordinator, and president to align agenda, and with the program coordinator if book launcher will sell books.
* Promotes book launches on social media ahead of time using author’s elevator statement, photograph, and photo of the book cover.

**Qualifications for a Book Launch:**

* Author has been NCWA member for at least 6 months
* Book agrees with NCWA statement of faith
* Author provides books, if in print format, or a postcard, if selling e-book
* Author provides credit-card scanning device or brings signage announcing check/cash only
* Author is responsible for paying own sales tax.  Price must include taxes that the author will pay. (See <https://dor.wa.gov/get-form-or-publication/publications-subject/tax-topics/self-publishing>)
* Author is registered as a business with the State Department of Licensing
* Author provides bio, book blurb, photograph, and book-cover graphic to the Social Media Coordinator, Secretary, and Technology Coordinator for NCWA promotions on social media, monthly meeting reminder, and PowerPoint preparation
* Author donates one book for a giveaway at the book launch
* Facilitates giveaways for newly launched books and other donated books.
* Arranges speakers for the Writers Journey portion of the monthly meeting.
* Provides valuable resources for the membership. Examples include providing brochures from other conferences, free educational information, free donated writing books, and a conference scholarship donation jar. Coordinator can be creative and think of his/her own ways to provide valuable resources for the membership.
* Attends board meetings.
* Answers all emails forwarded through resource@nwchristianwriters.org.

**Blog Coordinator**

The blog coordinator solicits and edits articles for NCWA’s WordPress blog at https://nwchristianwriters.wordpress.com/.

* Maintains the WordPress blog by answering comments, installing updates, removing expired members from the blogroll.
* Provides or writes articles about all aspects of the Christian writer’s life.
* Updates the blogroll on the blog to add new members who blog and remove bloggers who no longer belong to NCWA.
* Recruits NCWA members to write posts about each monthly meeting speaker, book launch authors, or any other events hosted by NCWA. For the Renewal conference, provide a post about each agent, editor, keynoter, and workshop presenter.
* Attends board meetings.
* Answers all emails forwarded through blog@nwchristianwriters.org.

**Guest Post Guidelines:**

* Submit posts between 300 and 700 words
* Post must relate to NCWA members; [NCWA mission](https://nwchristianwriters.wordpress.com/about/), events, or meetings; the writing journey; or writing tools
* Quotes, data, images, or third-party content must be properly attributed
* No self-promotional or plagiarized content
* If possible, include a captioned image for social media promotion
* Provide a professional photograph, a bio fewer than 50 words, and a link to personal website, blog, or Facebook author page.
* Understand that NCWA reserves the right to edit for grammar, punctuation, spelling, and, when necessary, length. Also understand that NCWA does not pay guest bloggers a fee or honorarium.

**Critique Group Coordinator**

The critique-group coordinator oversees critique groups for NCWA members.

* Promotes critique groups at meetings, events, and through social media as appropriate
* Places interested NCWA members into existing groups or creates new groups, helps reform fragmenting groups, generates wait lists, if necessary
* Verifies that group members and leaders are NCWA members
* Establishes guidelines for group conduct, serves as arbiter for disputes in critique groups, if necessary, as a last resort expels unruly/noncompliant members
* Facilitates the development of individual group standards and expectations, if needed
* Tracks existing groups, periodically conducts surveys to assess group effectiveness and satisfaction
* Collects and maintains information on those willing to mentor critique groups
* Provides updates to the critique-group guidelines on website as needed
* Researches and trains groups in effective critique techniques, as needed, to help establish best practices, uses the NCWA website and social media platforms to assist in educating members about best practices
* Attends board meetings
* Answers all emails forwarded through critique@nwchristianwriters.org

**Devotional Coordinator\***

The Devotional Coordinator arranges for an NCWA member to give a devotional at each monthly meeting. This is a good opportunity for authors to obtain speaking experience. It is an accepted speaking engagement for application to be part of the Speakers Connection.

* Chooses speakers with experience or potential based on observation or known recommendations
* Screens the speaker’s topic to make sure it is aligned with our statements of faith, doctrine, and intent. (NCWA Bylaws, Article 3, Sections 3.1, 3.2, and 3.3)

Provides presentation title and presenter name to the secretary for the monthly reminder email and to, the tech coordinator for the monthly meeting slide show

* Instructs the devotional speaker about the order of events during the monthly meeting and the five-minute time limit

Informs speaker about how to provide the Technology coordinator with any PowerPoint slides or other technology needs

* Does not use a speaker more than once in the same year
* Acts as backup speaker or arranges to have a backup speaker when needed
* Schedules speakers for at least three months in advance
* Attends board meetings
* Answers all emails forwarded through devotion@nwchristianwriters.org

**Editors Connection Coordinator**

The Editors Connection Coordinator will become familiar with the editors in the Editors Connection and will work with NWCA members to connect authors with editors. The coordinator will arrange author and editor interactive events at least twice during the NCWA season. In addition, the coordinator will connect Renewal authors who sign up for critiques with NCWA editors.

The coordinator is in charge of vetting applicants to be listed on the website as editors NCWA supports. The coordinator does not have to be an editor himself/herself.

* Create a folder for each applicant on Box cloud storage and upload all pertinent documents to the appropriate folders.
* If applicant meets all the criteria, submit the link to their folder on Box to all the board members to preview and vote on at the next board meeting.
* When applicant is approved, gather a 75-word biography and a professional photograph for the website.

 **Requirements for Editors Connection:**

* Applicant has been NCWA member for at least six months
* Must have a thorough knowledge of the appropriate style guide (the Chicago Manual of Style, the Christian Writers Manual of Style, the AP Stylebook, etc.)
* Must have proficiency with appropriate software.
* Has an online presence, such as a personal business website, Facebook page, LinkedIn page, etc.
* Submits two endorsements, one of whom must be a current NCWA member
* Receives approval by the NCWA board

**Hospitality Coordinator**

## The hospitality coordinator arranges for refreshments for monthly meetings.

* Sets up and arranges the variety of snacks provided by NCWA members.
* Refreshments include beverages such as ice water, coffee, and hot water for tea, and snacks involving sweets, salty items, fruits/vegetables, and protein.
* Cleans up refreshments following the meeting.
* Maintains a supply of cups, plates, napkins, and plastic spoons, forks, and knives.
* Turns in receipts for reimbursement to the treasurer along, with an NCWA Request for Reimbursement Form.
* Arranges for help as needed.
* Attends quarterly board meetings.
* Answers all emails forwarded through hospitality@nwchristianwriters.org.

**Membership Coordinator**

The membership coordinator maintains membership records in Wild Apricot.

* Produces badges for new members and flags badges of expired members with a renewal reminder before each monthly meeting
* Arrives 30 minutes prior to start time of in person meetings to set up the welcome table(s); sets out badges (in alphabetical order), signage, pens, and markers as needed. Remains at the table for late arrivals until at least 30 minutes into the meeting.
* Greets guests and members to make them feel welcome
	+ **Guests**
		- Ask to fill out the sign-in form
		- Receive payment of $5
		- Make a name badge
		- Explain membership options and that their $5 can be applied to membership
* Works with the treasurer to process applications or renewals
* Collects badges and helps tear down tables at end of meeting
* Gathers assistance from NCWA members as needed
* Sends follow-up email to visitors
* Makes name badges for the Northwest Christian Writers Renewal Conference or delegates the responsibility to a volunteer
* Attends board meetings
* Answers all emails forwarded through membership@nwchristianwriters.org

**Program Coordinator**

The program coordinator obtains a keynote speaker for each monthly meeting and provides recommendations for the Renewal conference keynoter and workshop presenters. Each speaker must be a Christian and be a published author, agent, editor, lawyer, or other professional who would teach and instruct membership according to NCWA’s mission statement.

**Choosing Speakers:**

* Gathers ideas from the board and members and updates the list of potential speakers on Box cloud storage
* Ensures a good variety of fiction/nonfiction and male/female speakers
* Includes a wide range of topics covering genres, business, techniques, and motivational writing
* Arranges to have a local person(s) available to be emergency backup on short notice
* Schedules speakers for at least three months in advance

**Caring for the Speakers before Meeting:**

* Corresponds with speakers with information about the time allotted, the $200 honorarium, the selling of books, and technical needs. Checks with the board before agreeing to any additional payment requests, such as travel expenses.
* Obtains title of message, brief description, photograph, and bio from each speaker and gives the information to the Social Media Coordinator, Technology Coordinator and Secretary to promote on social media, include in monthly meeting reminder, and prepare PowerPoint slideshow
* Informs Technology Coordinator of all audio/visual needs.
* Coordinates book sales and giveaways with the author support coordinator.
* Make copies of handouts for the speaker, if requested and if the document is provided in a timely manner.

**Caring for the Speakers the Night of the Meeting:**

* Arrives early to greet speaker, helps set up book table, familiarizes the speaker with the facilities, and introduce to members
* Ensures Secretary has a thank-you card and Treasurer has a check for the speaker
* Introduces the speaker or arranges for a member to give an introduction
* Has membership coordinator give one free year of membership to speaker

**Other Duties:**

* Attends board meetings.
* Answers all emails forwarded through program@nwchristianwriters.org.

**Social Media Coordinator**

The social media coordinator uses social media and traditional communications to promote NCWA and any events the organization hosts. NCWA is currently on Twitter, Pinterest, LinkedIn, Instagram, a private Facebook group, and a public Facebook page.

* Engages the public and membership through NCWA social media accounts.
* Keeps a list of each account with login and passwords on Box cloud storage so NCWA will not lose access to the sites
* Live-streams monthly meetings in Facebook group for members. Live-streams meetings to the Facebook public page once a quarter to garner interest for membership.
* May use local newspapers and Christian radio stations if free or if cost is approved by board
* May electronically or physically distribute promotional materials to bookstores and churches
* Attends board meetings.
* Answers all emails forwarded through publicrelations@nwchristianwriters.org.

**Technology Coordinator**

The technology coordinator handles all the audio/visual needs for the monthly NCWA meetings and updates and maintains the NCWA website hosted through Wild Apricot membership software.

* Prepares a PowerPoint presentation with slides for the Christian Writers Coach, the devotional, any important announcements, and the main speaker, including any slides the speakers have prepared for their presentations
* Sets up AV equipment at meeting, including all microphones, screens
* Runs the PowerPoint program at the meetings
* Instructs other coordinators on technical issues
* Updates the board page on the website after each annual election
* Sets up the forwarding of NCWA emails to new board members’ personal emails
* Assists the Program Coordinator in creating an event for monthly meetings, if needed
* Archives inactive members to keep the contact list below 500 to stay in NCWA’s current Wild Apricot pricing zone
* Arranges for new board members to have appropriate access to Box cloud storage.
* Attends board meetings
* Answers all emails forwarded through tech@nwchristianwriters.org

**Writers Coach Coordinator\***

The Christian Writer’s Coach Coordinator recruits and schedules NCWA members to teach a skill during the monthly meeting.

* Chooses speakers with experience and knowledge in a skill area. This selection should be based on observation or known recommendations.

Provides presentation title and presenter name to the secretary for the monthly reminder email, and to the tech coordinator for the monthly meeting slide show

Informs speaker about how to provide the technology coordinator with any PowerPoint slides or request other technology needs

* Instructs the speaker about the order of events during the monthly meeting and the fifteen-minute time limit
* Prepares a backup presentation or a backup presenter for each meeting
* Attends board meetings
* Answers all emails forwarded through writerscoach@nwchristianwriters.org

**Conference Director(s)**

The conference director coordinates all the details concerning the annual Northwest Christian Writers Renewal conference.

Completes or delegates the following responsibilities:

* Selecting conference venue, dates, and keynote speaker, preferably 12 months in advance
* Negotiating contract with venue; purchasing event insurance per venue requirements
* Selecting and negotiating contract with conference hotel, 8 to 10 months in advance
* Determining how to fulfill food needs for breakfast for editorial guests and lunches, banquet, snacks, and beverages for everyone; this includes selecting and negotiating contract with caterer (8 to 10 months in advance).
* Inviting literary agents and acquisitions editors 8 to 10 months in advance
* Assigning workshops for editorial reps to teach, and then inviting local presenters to fill slate for rest of workshops; obtains photos and bios
* Arranging for editorial reps (and possibly others) to serve on a panel of publishing experts
* Selecting worship leader for general sessions
* Selecting tech mentors, if that feature will be used at that year’s conference
* Selecting professional critique editors from the NCWA Editors Connection
* Communicating with presenters regarding flight schedules, hotel reservations, tech needs, books to sell, handouts to be printed, special requests, local transportation, etc.
* Determining registration fees for the new conference year, along with cut-off dates for various levels (early bird, late, onsite, etc.)
* Working with treasurer regarding reimbursements, refunds, registration payment errors, etc.
* Updating archived conference web pages and publishing them for the new conference; duplicating previous Registration pages and forms in Wild Apricot database, then updating and publishing them
* Advertising conference on social media and wherever promo is possible for little cost; in more prosperous years can also establish an advertising budget
* Making volunteer positions known to NCWA membership—some with registration discounts, depending on the amount of work involved
* Creating complete conference schedule for both days, with venue room assignments
* Creating automatic response letter (in Wild Apricot database) that registrants receive after registering
* Sending regular e-blasts to all contacts in database for the purpose of informing recipients and spurring registration
* Overseeing creation and assembly of conferee folders and contents
* Creating charts for venue staff showing set-up, equipment, and tech needs
* Emceeing general sessions at conference
* Arranging for audio (or audio-visual) recording of workshops and general sessions
* Arranging for tablecloths, table decorations, stage decorations, and photo-op stations (for social-media promotion of conference)
* Overseeing the creation of written features on the presenters; posting them on NCWA blog or seeing that they are posted and the links shared on social media
* Soliciting and booking vendors
* Overseeing the acquisition and sales of books by staff and of table space for conferee authors
* Overseeing check-in volunteers, welcome-center staff, VIP Liaison coordinator (guest transportation), editor/agent appointment coordinators, prayer-team coordinator, name-badge coordinator, photocopy coordinator, scholarship coordinator, creator of general-session PowerPoint slides, clean-up coordinator, graphic designer (for postcards, flyers), prize/silent auction coordinator, sign designer (directional signs at venue), and other positions, as needed.