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ADDENDUM – LEADERSHIP JOB DESCRIPTIONS

1. President

A. The duties of the President, with the advice and consent of the Board of Directors, include conducting the affairs of the club in accordance with the By-Laws, presiding over General Membership, Board and Executive Committee meetings, and providing leadership and guidance to ensure that RW fulfills its mission and goals.

B. The terms of the President, and that of the other Officers and Board Members begin on July 1 of each year and continue during the ensuing twelve months.

C. In fulfilling his or her duties, the President provides vision and positive leadership, creates an open forum for ideas and discussion, and encourages participation by members as volunteers. He or she also:

1. Works with the Membership Chair and the Board to boost meeting attendance;

2. Develops a budget for the coming year in and provides leadership and guidance in order to keep the club on a sound financial footing;

3. Ensures that meeting agendas are created and distributed at least one week in advance of Board, General Membership, and Executive Committee meetings;

4. Calls for Executive Board meetings when necessary;

5. Beginning in March, oversees the appointment of a Nominating Committee by the Board;

6. Presents a slate of proposed new officers at the April Board meeting and if approved, causes the slate to be publicized in the May newsletter, so that it can be voted on at the June General Membership Meeting;

7. In July, after the new officers are elected, introduces them to the membership using all available methods of communication, including the newsletter, website, and an announcement at the General Membership meeting;

8. Develops a calendar of events for all club activities for the coming year, to be submitted to the Board for approval;

9. Appoints Board Members (other than elected Officers) to begin terms in July;

10. Ensures that there is an appropriate monthly meeting site for all general membership meetings and serves as liaison to the site management, or appoints a member to act on his or her behalf;

11. Approves and signs all contracts on behalf of the club;

12. Serves as an ad-hoc member of each of the club's committees.

13. Monitors and oversees the work of all club activities and committees;

14. Acts as final arbiter with regard to disputes between members or between members and any others working on the club's behalf;

15. Responds to requests for information or action from the CWC Board and attends at least one NorCal meeting each year;

16. Oversees the selection of recipients and presentation of all awards presented by the club.

2. Vice Presidents

A. Redwood Writers shall have at least one and as many as three Vice-Presidents, as shall be determined by the President.

B. The duties of the Vice-Presidents, or one of them, include:

1. Such responsibilities and endeavors as are assigned to them by the President, subject to periodic change;
2. In the President's absence, assuming the President's duties in presiding over meetings.

C. At the end of the President's term, one of the Vice-Presidents shall become the nominee for President for the following year.

3. Secretary

- A. The Secretary shall record and maintain the minutes for all regular monthly meetings of the Board of Directors and for other special meetings called by the President, and shall ensure that the minutes are given to the Board in a timely manner.
- B. The Secretary's duties shall include:
 - 1. Sending an email draft of the minutes to the Officers for review and comment as soon as possible after the meeting, and thereafter making any required changes, additions, and corrections;
 - 2. Maintaining written records of business conducted at the meetings, including retaining copies of the agenda, minutes and any written reports or other documentation presented and considered at the meeting.
 - 3. Providing assistance to the President and other officers as needed with regard to researching past records, executing official documents, answering correspondence and related matters.

4. Treasurer

A. The Treasurer shall keep the club's financial books of account and report on its financial status at each meeting of the RW Board. The duties of the Treasurer include:

- 1. Collecting, opening and routing all mail received at the club's mailbox.
- 2. Collecting and depositing all money collected at the general membership meeting or elsewhere, including membership dues and renewals, fees for merchandise sales and proceeds from workshops, contests, festivals and events.
- 3. Processing all credit card and PayPal notifications and payments. Copying and retaining Income Statements, Reports and related PayPal fees.
- 4. Maintaining an inventory of all RW goods and products, including records substantiating all sales and expenses.

5. Maintaining the club's bank accounts, including writing checks, making deposits and making bank records available to those authorized to see them;
6. Handling all correspondence or inquiries that arise in connection with the club's finances, income and expenses;
7. Paying all of the club's bills in a timely fashion;
8. Verifying the CWC Membership income share and issuing payment on an ongoing basis;
9. Ordering banking and credit card supplies as needed;
10. Verifying and approving all legitimate member requests for expense reimbursement;
11. Maintaining a current and accurate bank balance, including monthly reconciliation of all bank statements against the check register, as well as coding all checks and deposits with the correct account name and category;
12. Conducting periodic reviews of the cost of goods and service to assure the club is receiving competitive rates and appropriate services from third parties;
13. Preparing the CWC mandated Quarterly Balance Sheet, Income Statement, Expense Statement, and monthly Reconciliation Reports, and sending those to the CWC accountant by the 15th of the month following the end of the quarter;
14. Preparing and delivering financial reports to the Board as needed;
15. Advising the Board regarding RW finances as required or requested;
16. Maintaining the CWC approved financial binder containing the club's financial records for not less than the preceding ten years;

5. Immediate Past President

A. The duties of the Immediate Past President include:

1. Attending meetings of the Board of Directors and the Executive Committee and providing such counsel and advice as may be requested by the President and Board of Directors;

2. Such other duties and responsibilities as may be agreed upon by the Past President and the President.

6. NORCAL Region Representative

A. The duties of the Redwood Branch Representative to the NorCal regional group of eleven Northern California chapters include:

1. Serving on the RW Board and attending and reporting to the RW Board on all NorCal meetings.
2. Representing RW at all NorCal meetings and functions.
3. Attending all scheduled NorCal meetings and functions.
4. Reporting on all NorCal meetings at the following RW board meeting.
5. Accurately determining the RW Board's position on issues to be voted on at NorCal meetings.

B. In selecting the representative and in fulfillment of the representative's duties, the following shall be considered:

1. NorCal meetings are held as determined by NorCal Chair (normally four times per year on Zoom or in Oakland);
2. The role of Nor Cal is to promote best practices among the eleven Northern California branches, as well as among the branches in the remainder of the state;
3. The representative should be the CWC representative to the CWC Central Board;
4. Must have leadership experience (should be a current president, vice-president, or immediate past president);
5. Must be able and willing to travel to the NorCal meetings;
6. Shall have a working knowledge of the CWC Central Board's Policies and Procedures, Bylaws, and Constitution;

7. Shall have a working knowledge of RW's Policies & Procedures, Bylaws, and Constitution;

8. May be asked by NorCal to chair or volunteer on a NorCal committee in accord with his or her experience and expertise.

7. CWC Central Board Representative

A. The duties of the Redwood Branch Representative to the CWC central board of directors shall include the following:

1. Serving on the RW Board and attending and reporting on all CWC central board meetings.
2. Representing RW at all CWC Board meetings and functions.
3. Attending all scheduled CWC meetings and functions.
4. Reporting on all CWC meetings at the following RW board meeting.
5. Accurately determining the RW board's position on issues to be voted on at CWC board meetings.

B. In selecting the representative and in fulfillment of the representative's duties, the following shall be considered:

1. The representative should have a working knowledge of the CWC Central Board's Policies and Procedures, and Constitution.

2. The representative should have a working knowledge of the RW Policies and Procedures, and Constitution.

3. The representative may be asked by CWC to chair committees or volunteer on a committee in accord with his or her experience and expertise.

4. The representative must have leadership experience in RW (should be

a current president, vice-president, or immediate past president).

5. The representative must be able and willing to travel to CWC board meetings, which generally occur once or twice per year.

8. Contest Coordinator

A. The duties of the Contest Coordinator shall include coordinating all RW contests with the exception of those put on as a part of the annual RW Conference and shall include:

1. Forming a committee of members to assist him or her and serving as the chair of that committee;
2. Organizing several writing contests each year and appointing a chair for each. At a minimum the contests shall include:
 - a. Poetry Contest with a submission deadline in February and awards in March or April.
 - b. Short Story Contest with a submission deadline in May and awards in August.
 - c. Memoir Contest with a submission deadline in November and awards in February.

(1) For each contest, persons submitting shall be required to give RW permission to post their submission on the RW website.

(2) Awards shall be in a form and amount to be approved by the Board in advance for each contest.

B. In organizing the contests, the Contest Chair shall be guided by the following:

1. The goal of RW contests is to provide an opportunity for RW writers to submit their work for others to read, gain feedback, and improve and/or promote their writing, as well as to promote RW throughout the community. This is done by advertising, word of mouth, publication in the RW newsletter, and on appropriate social media. It is also intended that the contests be self-supporting. Thus, a nominal fee may be charged for entering contests in order to pay for the winner's prize and modest compensation for the judges. Any remaining funds go to the club.

2. Procedures which have previously been successful for proposing, promoting, and conducting a contest include:

a. Submitting a contest proposal to the Board at a regularly scheduled board meeting which includes the following information:

- Genre (Poetry, Prose or Memoir) and Theme
- Dates the Contest will be announced, will open and will close
- Any special rules or guidelines
- The names of the judges insofar as they are then known.
- Intent, once the contest is confirmed, to post information about the contest in the newsletter, website, and social media.

b. The Contest Coordinator shall also:

- Announce the Contest at the General Meeting
- Post an announcement on the RW Facebook Page
- Continue to announce the Contest up until the month entries for the Contest close.
- Send emails through Club's group email reminding members of the impending deadline.
- Confirm to the Board that winners have been selected and put the announcement on the General Meeting Agenda.
- Send congratulatory email to winners and ask them to attend the General Meeting to receive their awards.
- Email the Club's treasurer with winners, addresses and award amount.
- Collect bios and head shots from winners for the website and newsletter.
- Email the winners' bios and head shot, along with the winning entries, to webmaster and newsletter editor.
- Announce Contest winners at the General Meeting (Time permitting, winners may read their winning piece).
- Introduce judges and thank them for participation.

3. Governing rules for contest judging include:

a. Possible use of fiction and non-fiction judging rubrics which RW has used in the past.

b. Possible use of Judges who are not members of RW or CWC.

c. In the event of a tie, selection of the winner by the Contest Coordinator.

9. Newsletter Editor

A. In addition to editing the RW Newsletter, the duties of the Newsletter Editor include being a member of the Publicity and Social Media Committee, as well as the Website Committee.

B. In fulfilling his or her duties, the Newsletter Editor shall be guided by the following:

1. Newsletter Editor's primary objective is to publicize RW news and events through the Redwood Writer, RW's monthly newsletter. The Newsletter Editor will encourage RW members and officers to contribute their writing-related news about events, accomplishments, workshops, and more, to be published in the newsletter.

2. The Newsletter Editor must be proficient in Constant Contact, which is the platform RW uses for the newsletter.

3. So that the newsletter is free of errors, the Newsletter Editor shall enlist a team of proofreaders to review each issue before publication.

4. Each issue of the newsletter shall contain the following:

- Header with the CWC and the RW logo
- Current list of board members, committee chairs and editors
- General meeting location and time information
- Featured Speaker information
- Poetry Corner
- Writing Exercise
- Anthology information (if applicable)
- Contest information (if applicable)
- Redwood Writers events & announcements
- Member news & events
- New Member spotlight
- Member articles (if applicable)
- President's Message
- Editor's Message
- Our non-profit status

5. It is recommended that the Newsletter Editor be a member of the Board of Directors

6. The Newsletter should be as visually appealing as possible, with the following suggestions:

- Include attractive images
- Include clean, active hyperlinks (either use buttons to hide links, or take out the http, but make sure the links are clickable and go to the correct address)
- Stick to the style guide

7. In addition to being governed by the Chicago Manual of Style, the Newsletter Editor will develop a RW style guide for the newsletter and refer to it for the content of every issue. For example, this is the current style guide:

- Numbers are written out unless referring to a time (2 p.m., etc.)
- References of time will have a.m. or p.m. (with periods, no caps)
- Dates are Month, Date, Year (May 1, 2022)
- Lists of three or more items will employ the Oxford comma
- 14 pt Arial font for article text, 24 pt Arial font for headlines
- Black text for articles, purple text for hyperlinks

8. Once edited, proofread, and approved by Newsletter Editor, not later than the first day of the month the newsletter should be sent, by means of Constant Contact or another appropriate platform, to all current RW members and CWC presidents and editors.

10. Membership Chair

A. The duties of the Membership Chair include:

1. Serving on the RW Board of Directors.
2. Keeping all membership records for at least seven years. When possible, deceased members should be listed as such.
3. Reporting on membership matters to the Board of Directors and General Membership at their monthly meetings.
4. Adjusting member dues and fees depending on individual economic situations.
5. Encouraging and promoting new enrollment and retention of members.

6. Receiving and logging new member applications in the MRMS (or any subsequent CWC member record system).

7. Receiving and updating member renewal applications in the MRMS (or any other appropriate CWC member record system).

8. Determining the member status (Active or Associate) based on the CWC procedure for accrediting the publications of members.

9. Working with the Treasurer to verify the paid status of members.

10. Working with the Treasurer to ensure that all reports and monies to which CWC is entitled are correctly collected and sent to the CWC Central Board.

11. Working with the Treasurer to ensure that RW's quarterly report to CWC is archived.

12. Making recommendation to the Board of Directors as to the appropriate amount of fees to be charged members who apply for Hardship Status.

13. Maintaining current rosters which include pertinent contact and other information for all members.

14. Enrolling new members in the Groups.IO e-mail platform.

15. Ensuring that the member e-mail list (including Constant Contact) is up to date.

16. Ensuring that member names are promptly placed on and removed from the Groups.IO and Constant Contact email platforms.

17. Conducting periodic (at least quarterly) new member orientations in person or on zoom.

11. Speaker Coordinator

A. The duties of the Speaker Coordinator include:

1. Obtaining high quality speakers for the club's monthly meetings.

2. Obtaining biographies and pictures of speakers far enough in advance of their appearance so that proper publicity can be prepared and disseminated by the Publicity and Social Media Committee.

3. Keeping the Board of Directors and President informed as to the identity of all proposed speakers.

4. Negotiating with speakers with regard to fees and expense reimbursement, subject to approval by the Board of Directors.

12. Registration Committee Chair

A. The duties of the Registration Committee Chair for General and Zoom Meetings include:

1. Being responsible for the set-up, layout and functions of the venue for RW's General Membership Meetings.

2. Recruiting a team of members who will assist at the General Membership Meetings by registering members and guests, selling RW merchandise, and providing additional snacks, as well as the following:

a. Providing color-coded or personalized name tags for members and green name tags for guests.

b. Ensuring that there are name tags, pens, markers, and other required stationery available for the registration of members and guests.

c. Ensuring that needed display and food tables are set up, cleaned and cleared at the end of the meeting.

d. Ensuring that appropriate attendance fees are collected, safeguarded and turned over to the Treasurer.

e. Keeping track of all club merchandise sold and ensuring that proceeds are turned over to the Treasurer.

f. Ensuring that a friendly and gregarious Member is stationed by the front door to greet all Members and Guests.

g. Assisting the speaker with the selling of his or her books and moving his or her items to their assigned table for book signing.

h. Filling out the tally forms, and giving them and all money in the Cash Box to the Treasurer at the end of the meeting.

i. Turning over the sign-in rosters to the Membership Chair at the end of the meeting.

13. Author Launch Chair

A. The duties of the Author Launch Chair include:

1. Putting on a free public event (herein referred to as “The Launch”) in a private home or commercial establishment at which members can talk about their new books, read excerpts from them, sell them and, time permitting, engage in a question-and-answer session with the audience.

2. As much as possible creating a friendly and supportive atmosphere for The Launch.

B. In fulfillment of his or her duties, the Author Launch Chair shall be guided by the following:

1. The venue for The Launch should have adequate parking.

2. A publicity flyer should be prepared and distributed in advance.

3. Notice of The Launch should be included on the RW website and emailed to all members with an RSVP option.

4. A committee of members shall be formed to assist with food, name tags, set up, parking, greeting, clean up, etc.

5. Arrangements shall be made for food and drink, perhaps as a potluck.

6. A microphone, podium, chairs and tables shall be arranged for.

7. Sales of members’ books shall be facilitated and no less than two volunteers, trained in making credit card sales, will be needed.

8. Members to be featured and who will read from their works shall be determined on a “first come/first served” basis. The exact time and sequence will be determined and monitored by the Chair or his or her designee.

9. A program listing all featured authors shall be prepared in advance and distributed at the event.

10. After The Launch, the Chair will present the Board with a final report on costs, attendance and how the event’s income and expenses compared against the estimated budget.

11. After The Launch, one or more news releases concerning The Launch, with photos if appropriate, shall be disseminated to appropriate local media.

14. Author Support Group Chair

A. The duties of the Author Support Group Chair include:

1. Facilitating a gathering of members in a friendly and supportive setting in order to share ideas, resources and literary information. Said meetings may be held each month (usually on the first Saturday of the month on Zoom) or immediately preceding the club’s General Membership Meeting, or a convenient time to be selected by the RW board.

2. Coordinating public relations, newsletter notices and announcements for the gathering.

3. Arranging for such supplies and resources as may be needed for the gathering.

15. Critique Group Coordinator

A. The duties of the Critique Group Coordinator include:

1. Maintaining a list (herein referred to as “The List”) containing the names and contact information of all members seeking to become members of a critique group, as well as of critique groups seeking additional members.

2. Providing a copy of The List to individuals seeking to join a support group or to representatives of critique groups seeking additional members. Individuals and groups will do their own “matchmaking.”

3. Ensure that notice of existence of the Critique Group Coordinator and his or her function is included in the club’s newsletter each month and on the club’s website.

16. Food Chair

A. The duties of the Food Chair include the following:

1. Being responsible for purchasing and bringing snacks and drinks to the club’s monthly meetings, for which RW will reimburse them up to a maximum of \$50.

17. Vault Master

A. The duties of the Vault Master include the following:

1. Collecting, organizing, and archiving all appropriate RW files, documents, news clippings, and pictures, as will preserve the club's heritage and history.

2. Creating and maintaining attractive three-ring binders containing the highlights of the club’s history.

3. Maintaining a Drop Box or other such electronic depository for the receipt of the club’s documents and providing the password for any such depository to those members who request it.

4. Reporting to the Board as requested by the president concerning Vault Master matters.

B. In fulfillment of his or her duties, the Vault Master shall be guided by the following:

1. The ideal Vault Master will have been with the club at least two (2) years in order to have a working knowledge of the club's procedures and be familiar with the club's history.

2. The ideal Vault Master should have excellent organizational skills, be willing to serve on the RW Board, and be willing and able to receive data in various formats, including physical copies, as well as electronic formats such as PDF, JPEG and Word text.

18. Hot Summer Nights Chair (Not Currently Active)

A. The duties of the Hot Summer Nights Chair include:

1. Putting on a two-night public event in July each year called Hot Summer Nights (herein referred to as “Summer Nights”) at which member Authors can read from their books and allow Copperfield’s to sell them.

2. Acting as an interface between Copperfield’s and the Authors so that:

a. Authors deliver copies of their books to Copperfield’s in an amount and by a date in advance of Summer Nights as advised by Copperfield’s.

b. Authors sign Copperfield’s consignment agreement for Authors books which provides that Copperfield’s will retain forty percent (40%) of all gross sales proceeds, before the calculation of applicable sales taxes.

B. In fulfillment of his or her duties, the Hot Summer Nights Chair shall be guided by the following:

1. A venue for Summer Nights, usually Copperfield’s in Santa Rosa, is secured in February.

2. The event is publicly announced beginning in April.

3. Sign-ups for the eight first-come-first-served reading spots which are available each night begins in April.

4. Author photos, bios and book descriptions should be obtained from the authors and given to Copperfield’s and other appropriate media.

5. Summer Nights should be publicized on the RW website and in the newsletter, and should be the subject of an email to all members.

19. Nominating Committee Chair.

A. The duties of the Nominating Committee Chair include:

1. Being responsible for recruiting members to run for election as club officers, according to the following procedure:
 - a. Recruiting members to serve as members of the Nominating Committee.
 - b. Meeting with the President and others to develop a comprehensive list of members who might be approached to run for office.
 - c. Contacting those on said list.
 - d. In April, reporting to the Board and advising of progress in obtaining candidates.
 - e. Also in April, sending the list of nominees to Newsletter Editor so it can be published in the May Newsletter.
 - f. Reporting the names of candidates to the Board in May, so they can be announced at the June General Membership Meeting.
 - g. Presiding over the election of officers at the June meeting.

20. Poetry Anthology Editor-in-Chief

A. The duties of the Poetry Anthology Editor-in-Chief include:

1. Not less than once every two years, overseeing and editing the design and content of a poetry anthology which includes poems written by members.
2. Selecting a title for the anthology which shall include the words *Redwood Writers Poetry Anthology*, the then-current year, and a subtitle to be submitted to the Board of Directors for approval.
3. Advising the Board of relevant dates and information concerning the anthology, and attending such meetings of the Board of Directors as may be advisable
4. Preparing and submitting a proposed budget to the Board of Directors for advance approval.
5. Selecting a team of judges to review and determine which submissions will be published.

6. Selecting a team of editors to edit submissions needing enhancement in order to be worthy of inclusion in the anthology.

7. Establishing a sales price for the anthology which will be anticipated to cover all costs, but not be designed to generate a profit

8. Marketing and selling copies of the anthology to members and the public.

9. If desired, putting on a workshop to assist members in enhancing their writing skills.

10. Being responsible for notifying all who have submitted that their submissions have been received, accepted, rejected, or conditionally accepted subject to enhancement

11. Putting on a Launch Party at the home of a member during which members whose works are included in the anthology may read them.

21. Prose Anthology Editor-in-Chief

A. The duties of the Prose Anthology Editor-in-Chief include:

1. Not less than once every two years, overseeing and editing the design and format of a prose anthology which includes short stories and/or memoir written by members.

2. Selecting a title for the anthology which shall be submitted to the Board for approval.

3. Securing Board approval for a complete timeline and budget for the entire publication process in advance of a general announcement to the membership or financial commitments.

4. Attending such meetings of the Board as may be advisable.

5. Selecting a team of judges to review and determine which submissions will be published.

- a. Ensuring that each author receives the completed judging rubric concerning his or her submission in a timely fashion and discussed with him or her, as needed.
6. Selecting a team of editors to edit any submissions needing enhancement in order to be worthy of inclusion in the anthology.
7. Establishing a sales price for the anthology which it is anticipated will cover all costs, but not be designed to generate a profit.
8. Assisting in the marketing and sales of copies of the anthology to members and the public.
9. Obtaining one or more volunteer individuals to put on a workshop to assist members in enhancing their writing skills.
10. Being responsible for notifying all who have submitted that their submissions have been received, accepted, rejected, or conditionally accepted subject to enhancement.
11. Coordinating and scheduling a Launch Party at the home of a member during which members whose works are included in the anthology may read excerpts from them.

22. Publicity Chair

A. The duties of the Publicity Chair include:

1. Serving on the RW Board of Directors and engaging with appropriate communications media, social media platforms and other institutions in order to raise public awareness of the club and its activities.
2. Creating content for submission to the press, media, community and social media platforms.
3. Coordinating with various of the club's officers, committee heads and members to ensure that all RW publicity is consistent with RW's brand, values, and mission.
4. Assisting in the formulation of the club's publicity and media policy.

5. Using his or her best efforts to build excellent working relationships with local media outlets such as the Press Democrat, The Bohemian, and literary organizations and their activities, so as to ensure that the club is successful in having news of its activities receive maximum exposure.

6. Supporting inter-Branch publicity and social media activity and ensuring that the Newsletter and Website Editors receive timely news of the club's activities so that it can be published appropriately.

23. Social Media Manager

A. The duties of the Social Media Manager include:

1. Acting as chair of the RW Promotion Team, which team also includes the Website and Newsletter Editors.

2. Publicizing RW and its activities on social media platforms and encouraging appropriate posts on them by RW members.

3. Removing RW posts from social media platforms when those posts are no longer timely or relevant.

4. Posting news of RW activities on the following platforms:

- Facebook: www.facebook.com/RedwoodWriters
- Facebook Community Group: www.facebook.com/groups/RedwoodWritersCommunity
- Instagram: www.instagram.com/redwoodwriters
- Twitter: twitter.com/RedwoodWriters
- Pinterest: www.pinterest.com/redwoodwriters
- Goodreads: www.goodreads.com/author/show/2916031.Redwood_Writers

a. All posts shall be governed by the following:

- All hyperlinks must be clean (take out http, etc.). There is no need to show the hyperlink at all if the website is embedded as a graphic in the post (for example, on Facebook and LinkedIn)
- Graphics should be appealing and inoffensive
- They must pertain to RW or its members
- They may not be self-promotional, political or religious

5. Using his or her best judgement in deciding whether to refuse to publish or delete any social media post which he or she believes to be offensive and contrary to the mission and goals of RW.

6. Not changing any codes or fundamental emails or passwords concerned with the operation of RW accounts without Board approval.

7. Securing Board approval before applying to participate in additional social media platforms.

8. Safeguarding, along with the Vault Master and President, all social media passwords.

24. Writers Salon Chair

A. The duties of the Writers Salon Chair include:

1. Organizing a bi-monthly salon in months when there is not a Writers Circle in the home of a member so that members can read their works and socialize in a supportive and friendly atmosphere. The Writers Salon is distinguished from the Writers Circle by being focused on member readings in a relaxed environment, without having written or oral critiques. Positive feedback may be given to readers.
2. In that regard, the Writers Salon Chair will:
 - a. Secure a volunteer host for each of the six events, generally to occur on the 4th Saturdays of the even numbered months (February, April, June, August, & October) beginning at 1pm. The December meeting is generally set earlier in the month to avoid the holiday rush.
 - b. Work with and coordinate with the volunteer hosts to ensure success of the salons.
 - c. Obtain payment of \$25 for each host to offset expenses.
 - d. Establishing and publicizing a theme for each salon.

- e. Prepare a publicity flyer for each salon to be disseminated to the membership by means of all available media, as well as at the club's General Membership Meetings.
- f. For each salon, maintain a list of Members who will attend, as well as a list of those desiring to read their works.
- g. Organize food donations from Members.
- h. Preside as emcee.

25. Writers Circle Chair

A. The duties of the Writers Circle Chair include:

1. Organizing a bi-monthly salon in months when there is not a Writers Salon in the home of a member so that members can read their works and socialize in a supportive and friendly atmosphere. The Writers Circle is distinguished from the Writers Salon by providing an opportunity for more socializing and networking.

2. In that regard, the Writers Circle Chair's duties include:

a. Enlisting one or more members to provide his or her home as a site for the Circle, generally on a Saturday between 10 a.m. and 1:00 p.m.

b. Arranging for RW to pay each host \$25 in partial compensation for expenses.

c. Ensuring that for each Circle, a publicity flyer is prepared and distributed for publication on the RW website, newsletter, and any other appropriate media.

d. Emailing notices to members inviting them to register in advance.

e. Keeping a list of those who register in advance and sharing this information with the host.

f. Arriving 30 minutes in advance of the start of the event so as to help with set-up, and working with the host to assure success of the event.

g. Moderating the event and establishing a maximum reading time, which he or she shall monitor.

h. Maintaining a record of each event, to include the host's name, the names of all readers and the names of the pieces they read.

26. Website Editor

A. The duties of the Website Editor include:

1. Overseeing and supervising the Website Team and ensuring that it has sufficient members in order to create and maintain the RW website.
2. Continually reviewing and monitoring the Website to ensure that its content and appearance are a credit to RW and that it contains no errors or inconsistencies.
3. Approving all Website content.
4. Calling and presiding over periodic Web Team meetings in order to review website needs.
5. Coordinating with the Webmaster concerning technical issues.

B. The Website Editor shall be compensated in an amount to be negotiated between the President, Board and Website Editor.

27. Sonoma County Writers Conference Chair

A. In putting on a conference (every even year), devoted to literary activities and for the benefit of Redwood Writers and of the public in general, the duties of the Sonoma County Writers Conference Chair include:

1. Overseeing and leading the conference planning team, to consist of:
 - a. Conference Publicity Director, who will be responsible for public relations notices, flyers, and RW Newsletter submissions, arranging audio and television interviews, making social media posts and placing commercial advertising.
 - b. Website Liaison, who will submit website content to the conference website coordinator and follow through with checks and updates of the website's conference-related publicity in the months prior to the conference.

c. Exhibitor Coordinator, who will assist the Conference Coordinator solicit businesses for table space in the exhibition area, work closely with Copperfield's to establish logistics and determines inventory to be sold, arrange consignment agreement letters with presenters as needed, and assist in meeting the needs of exhibitors (for example, designing and implementing the Redwood Member Author Agreement Form for members who sell their books at the conference).

d. Editor Consulting Session Coordinator, will query possible editors by, confirming the number of manuscripts to be edited, and set up a schedule with the registrants and editor.

e. Prose & Poetry Contest Coordinators, who will query judges, establish guidelines, design publicity flyers, and publicize the contests.

f. Volunteer Coordinator, will work closely with the Conference Coordinator to advertise and assign jobs prior to and during the conference, and will design and distribute the volunteer sign-up sheets.

g. Signage Coordinator, will determine what signs are needed, the size of signs, and the location of signage.

h. Registration Coordinator, will work closely with the Treasurer and registration volunteers to log in registrants, keep records, make nametags, and prepare folders for the conference.

i. Poetry Evening, Dinner & Program Coordinator, will obtain keynote speakers, emcees, announcers of contest winners, and who will work with the venue regarding food, drink, and logistics.

j. Presenters/Program Content Coordinator, will determining what topics are most likely to be popular, match presenters to topics, contact presenters, obtain presentation descriptions, arrange interviews, obtain book lists for Copperfield's, obtain bios and headshots for publicity, flyers and program, and make sure presenters' needs are met (such as determining who needs a room Friday or Saturday night; and arranging airport transportation, if necessary).

2. In addition, the Conference Coordinator shall:

a. Obtain an official photographer the conference (optional).

b. Obtain funds for the conference by making a grant application to Poets & Writers and other likely donors.

- c. Obtain photos, bios and similar information on the presenters and their presentations to be used for publicity and programs.
- d. Complete whatever follow-up paperwork is required for each presenter.
- e. Act as the person in charge on the day of the conference so as to handle exigent situations.
- f. On the day of the conference, oversee the registration tables, exhibitor set-up, session rooms' set-up, and presenter needs (videos, computers, flip charts, etc.).
- g. After the conference, review and prepare the Poets & Writers forms, review conference evaluation forms, clear up any loose ends, and analyze the conference's income and expenses.
- h. Write a post-conference report to be used to begin planning for next year's conference.

28. Sonoma County Fair Coordinator

A. The duties of the Sonoma County Fair Coordinator include:

1. Stocking one or more tables at the annual Sonoma County Fair with the club's promotional materials and books so that the public can become more aware of the club, its writers and its activities.
2. Selling the club's books and paraphernalia at the Fair.
3. Acting as an interface between the Fair and RW members so that members can sell their books to the general public.
4. Ensuring that the appropriate contract and related documents are signed by the Fair and RW's president.
5. Ensuring that all required fees due the Fair are paid either by the club or by the members who sell their books, as may be appropriate.
6. Establishing a procedure so that all members selling their books are afforded an equal opportunity to obtain times to sell on the best days and in the best locations on the club's tables.
7. Ensuring that publicity concerning the club's presence at the Fair is sought to be published in the club's newsletter and local media.

8. Obtaining not less than two volunteers each day to greet the public, sell the club's books, and assist with the operation of the club's site.
9. Safeguarding the club's money at the end of each day and after the final day, transferring the money to the club's treasurer.