

REDWOOD WRITERS BRANCH OF THE CWC

POLICY AND PROCEDURES

As proposed April 15, 2012



I.	MISSION STATEMENT.....	5
II.	ORGANIZATION.....	5
III.	MEMBERSHIP.....	6
IV.	DUES AND FEES.....	9
V.	DUTIES OF OFFICERS OF THE REDWOOD BRANCH OF CWC BOARD.....	10
VI.	COMMITTEES OF THE REDWOOD BRANCH.....	11
VII.	ELECTIONS.....	15
VIII.	CWC AND REDWOOD BRANCH LOGO.....	15
IX.	CONTRACTS.....	16
X.	SPECIAL AWARDS.....	16
XI.	WEBSITE – www.redwoodwriters.org	17
XII.	<i>THE REDWOOD WRITER</i> , THE REDWOOD BRANCH NEWSLETTER.....	17
XIII.	CALIFORNIA WRITERS WEEK.....	18
XIV.	ROSTER.....	18
XV.	SOCIAL MEDIA POLICY.....	18
XVI.	AMENDMENTS.....	19
XVII.	ADDENDA.....	19
XVIII.	PRECEDENCE.....	19
ADDENDA – REDWOOD WRITERS FULL JOB DESCRIPTIONS:		
1	PRESIDENT.....	20
2	(3) VICE-PRESIDENTS.....	22
3	SECRETARY.....	23
4	TREASURER.....	24

5	CWC & NORCAL REPRESENTATIVE.....	26
6	MEMERSHIP CHAIR.....	27
7	PUBLICITY DIRECTOR.....	28
8	MEMBER-AT-LARGE.....	29
9	WEB EDITOR.....	30
10	PAST PRESIDENT.....	31
11	HISTORIAN.....	32
12	WEBSITE TEAM.....	33
13	YAHOO LISTSERV MONITOR.....	34
14	SPEAKER COORDINATOR.....	35
15	NEWSLETTER EDITOR.....	36
16	RW CO-PUBLISHING PROGRAM CHAIR.....	37
17	REDWOOD SALON CHAIR.....	38
18	ODD MONTH READING CHAIR.....	39
19	COPY EDITOR.....	40
20	REDWOOD WRITERS CONFERENCE CHAIR.....	41
21	VINTAGE VOICES ANTHOLOGY EDITOR.....	43
22	VINTAGE VOICES BOOK LAUNCH CHAIR.....	45
23	ACCREDITATION COMMITTEE.....	46
24	FLAMINGO LIAISON.....	47
25	MEMBER-IN-THE-SPOTLIGHT EDITOR.....	48
26	MEMBER READER CHAIR.....	49
27	CONTEST COORDINATOR.....	50
28	CONTEST CHAIR.....	51
29	SONOMA COUNTY BOOK FESTIVAL CHAIR.....	52

30	MEETING ANNOUNCEMENTS CHAIR.....	53
31	RW SCRIBES.....	54
32	REGISTRATION CHAIR FOR GENERAL MEETINGS.....	55
33	ELECTRONIC COMMUNICATIONS CHAIR.....	57
34	SOCIAL MEDIA EDITOR.....	59
35	SOCIAL MEDIA GUIDELINES.....	61
36	BLOG EDITOR.....	64
37	AGENTS DAY CHAIR.....	65
38	HOLIDAY CHAIR.....	66
39	eSCRIP CHAIR.....	67
40	LIBRARY OUTREACH LIAISON.....	68
41	PHOTO LIBRARIAN.....	69
42	REDWOOD WRITER AUTHORS' BOOKS LIBRARIAN.....	70
43	REDWOOD WRITER YOUTH GROUP.....	71
44	AUTHOR LAUNCH CHAIR.....	72
45	AMBASSADOR CHAIR.....	73
46	FOOD CHAIR.....	74
47	AUTHOR SUPPORT GROUP CHAIR.....	75
48	NOMINATING CHAIR AND COMMITTEE.....	76

REDWOOD BRANCH OF CWC POLICY & PROCEDURES

I. MISSION STATEMENT:

The Redwood Branch (RW) of CWC, informally known as Redwood Writers (RW), is one of nineteen branches throughout California, organized and operating under the auspices of The California Writers Club (CWC). We are a non-profit professional organization whose goal is to provide a friendly and inclusive environment in which members may meet and network; to provide professional speakers who will aid in the writing, publishing, and marketing of members' endeavors; and to provide other writing-related opportunities that will further Redwood Writer's motto: "writers helping writers."

II. ORGANIZATION:

A. The RW Board consists of six (6) elected officers plus a group of appointed members, not to exceed a total of fifteen (15). The RW 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 RW Board is comprised of the following elected officers: President, 3 Vice-Presidents, Secretary, and Treasurer; and the following appointed members: CWC Representative, Membership Chair, Publicity Director, Member-at-Large, Past President (who only serves on the Board for one year), and any other appropriate chair such as Web Editor, NorCal Representative, etc.

a. RW Active and Associate Members may vote in elections. However, a member must be enrolled for six months to participate as Officer or Key Committee Chair.

b. Each Board Member shall have a vote when present at the meetings.

c. Each Board Member shall have a proxy vote at the meetings only if they notify a Board member, prior to meeting, either by email or in writing.

2. Officers are elected each year in June according to RW By-Laws.

3. Officers and Board will be introduced to membership at July General Meeting.

B. RW must maintain a minimum of fifty-one percent (51%) ACTIVE Members.

C. RW General Membership Meetings are held monthly in accordance with both CWC and RW By-Laws.

1. Except for special meetings, RW shall have regular meetings throughout the year, with the exception of July and August, at a place and time determined by the President.
2. Board meetings shall be at the discretion of the President.
3. Special meetings of either the General membership or the Board may be called by the President or three members of the Board, providing that the notice of the meeting is mailed or emailed to the interested parties no less than 96 hours before the scheduled meeting.
4. 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.
5. Members and the public will be invited to attend and a five minute period for public comment will be provided in the program. Board meetings will be announced at General meetings and in the newsletter.
6. 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.
 - a. Meeting fees waived for certain members at discretion of Membership Chair and/or Board.
 - b. Meeting fees waived for all first, second, and third contest winners when presented awards at meeting, and for judges of said contest when presenting awards at meeting. Family or friends of winners will be charged guest or member fee.
 - c. Meetings will consist of announcements, any business that must be attended to, a member reader, and a speaker.
 - d. At meetings, and other events, RW/CWC merchandise shall be sold and writers' handouts and flyers available.
 - e. At meetings, and other events, member books may be sold by members without any compensation to RW.
 - f. At the General meetings, speakers will be paid an amount set by the Board.

III. MEMBERSHIP:

A. Membership categories are: Active, Associate, Supporting, Student, Lifetime, Joint, Emeritus, Patron, Economic Hardship

B. RW Membership Chair shall appoint an Accreditation Committee that considers and approves material submitted by potential Active or Associate members and submits approved

applications to CWC. RW shall send CWC its share of initiation fees and annual dues with each application.

1. RW Membership Chair and/or Accreditation Committee consider and approve applications for advancement from Associate to Active category, the change to be sent to CWC.

2. ACTIVE and ASSOCIATE Members are allowed to vote upon joining, but shall not hold office or represent the RW to the CWC until six months after joining.

C. **ACTIVE Memberships** are for writers who produce fiction, nonfiction, poetry, plays or other creative writing of quality and meet the following minimum production requirements:

1. Authors of fiction, nonfiction, poetry, and/or a photojournalist shall have had a book published by a publisher of standing within the past ten (10) years, or a book currently under contract, or publications or acceptance within the past three (3) years of not less than three stories, articles, or columns in a periodical(s) of general circulation.

2. Authors of plays for stage, screen, radio, television, or videos shall have had at least one publication, performance, production, or production in development within the past ten (10) years.

3. A writer who publishes material under own imprint may be considered for Active membership, and must have published within the last (10) years.

4. A writer who publishes material electronically may be considered for Active membership.

RW Membership Chair and/or Accreditation Committee shall use the following criteria to judge the submitted material for 3. and 4. above:

- a. Professional presentation of writing style.
- b. Professional presentation as to graphics.
- c. Plans for distributing published materials.
- d. Awards, contests won, and/or reviews.
- e. Evaluation deals only with the standard of writing and not genre or content.

Self-Publishing - RW recognizes that the publishing world is changing. It is more difficult than ever to be published by a "publisher of standing" and the quality of self-published books runs the gamut from extremely good to extremely poor. Works published by self-publishing houses will need to be reviewed by the RW Membership Chair and/or Accreditation Committee and/or submit reviews of the work.

5. A manuscript chosen and published by the joint venture of RW and Unlimited Publishing.

6. A combination of at least three (3) publication credits from sources which have a screening/editing process and a general circulation:

a. Articles, essays, short stories or poems in traditional print media such as the *Santa Rosa Press Democrat* or other news outlets.

b. Short stories, poems, essays published in an online anthology, 'zine or established blog (such as the Huffington Post) or website (such as salon.com).

c. Winning a juried contest for a novel, short story, poem, or essay after review by the RW Membership Chair and/or Accreditation Committee.

7. Two publications in the RW Anthology *Vintage Voices* **AND** at least one other publication described in C.6.

D. ASSOCIATE Memberships are for those persons who qualify by submission of writing material that is approved by the RW Membership Chair and/or Accreditation Committee as clear evidence of acceptable writing quality.

1. An exception to this policy exists for non-writing literary professionals. If no demonstrated conflict of interest exists, the RW may accord Associate Membership to career professionals in areas related to writing. These adjunct memberships may include editors, librarians, agents, booksellers, publishers, producers, directors, and book illustrators. RW Membership Chair and/or Accreditation Committee have the discretion to grant these memberships.

2. An Associate may become an Active Member when qualifications for an Active Member are met and are approved by the RW Membership Chair and/or Accreditation Committee.

E. SUPPORTING Memberships are created by the RW Board in those cases where the ratio of Associate to Active Members does not allow additional Associates on the roster, or for people who want to support a branch, but are not interested in a writing career.

1. Supporting Members are entitled to the same privileges and benefits as Active and Associate Members, except they may not vote, hold office, nor represent RW to CWC.

2. Supporting Members shall pay the same dues and fees as Active and Associate Members.

3. Supporting Members may become Associate Members by submitting a request and a

writing sample to the Membership Chair; and may become Active Members when the qualifications are met and approved.

F. **STUDENT Memberships** are offered to writers from the ages of eight through twenty-two (8-22), or to any writers who are verified full-time students at an accredited school. No writing submission shall be required. Student Members will not be eligible to vote or hold office. (Exceptions may be made by the RW Board.)

G. **LIFETIME Memberships** are only for Active Members who pay membership dues in one lump sum. Lifetime Members shall be exempt from any further payment of dues but otherwise shall have all the duties and privileges of Active Membership.

H. **JOINT Memberships** are for any existing member of another CWC branch who wishes to join RW. Joint Members shall pay \$20.00 to RW. They will not have to re-qualify for their membership level. A Joint Member will have only one vote in statewide issues.

I. **EMERITUS Memberships** are for Active Members who have made significant contributions in the field but may no longer be actively writing. Emeritus Members may vote and hold office. (Refer to Section IV Dues and Fees)

J. **PATRON Memberships** are for persons or organizations that contribute to RW with either outright gifts, substantial yearly contributions or significant service.

1. Patron Members shall not vote nor hold office unless they are Active or Associate Members. RW pays the CWC share of such members' annual dues to CWC.

K. **Economic Hardship Memberships** are for Members on a case-by-case basis at the discretion of the RW Membership Chair. Economic Memberships shall not constitute more than five percent (5%) of the RW Membership.

IV. DUES AND FEES:

A. All dues and fees are paid to RW, who then remits the appropriate funds to CWC.

Active, Associate, and Supporting Members shall pay annual dues of \$45.00 to RW. The Membership year is from July 1 through June 30. RW shall remit \$20.00 to CWC with the member's renewal to the Membership Chair by October 20 or be reported as delinquent to the CWC Board by November 5.

B. Members in good standing have until September 30 to renew their membership with RW. 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.

1. Non-renewal of membership - RW 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 RW'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.

C. In addition to membership dues of \$45, new members shall pay an enrollment fee of \$20.00. RW remits one-half the amount of the enrollment fee to CWC with each new member application.

D. Starting January 1, RW may enroll new members for \$22.50 plus a \$20.00 enrollment fee.

E. Active Members may purchase a Lifetime Membership for \$675.00 and are then exempt from further dues. RW shall remit \$275.00 of the Lifetime Membership fee to CWC.

F. RW shall pay annual dues \$20.00 to CWC for each patron or courtesy membership they bestow.

G. Emeritus Members shall pay a renewal fee of \$15.00. RW shall remit \$8.00 to CWC.

H. Student Members shall pay annual dues of \$15.00. RW shall remit \$10.00 to CWC to cover the costs of insurance and accounting.

I. Joint Members shall pay annual dues of \$20.00 to RW, and RW shall keep the entire amount.

J. Economic Hardship Members shall pay annual dues of \$10.00. RW shall remit \$10.00 to CWC.

V. DUTIES OF OFFICERS OF THE REDWOOD BRANCH OF CWC BOARD:

RW Officers are elected by membership; other Board Members are appointed by the sitting President and approved by full Board at July Board Meeting.

Duties of Officers and Board are listed below. (See full job description in the Addendum attached to these Policies & Procedures)

A. **President** shall prepare agendas and preside over meetings of the RW Board of Directors and the general membership, and with the three Vice-Presidents and Past President will form an Executive Committee of five (5) to share responsibilities. (Addendum 1)

B. **(3) Vice-Presidents** shall assume responsibility for a variety of activities designated by the Executive Committee. In addition, one of the 3 will assume the duties of President in absence of him/her, this to be determined by the full Board. At the end of the President's term, one of the 3 Vice-Presidents will become the nominee for President for the following year, this to be determined by full Board. (Addendum 2)

C. **Secretary** shall record and maintain the minutes for all regular monthly meetings of the RW Board of Directors and for other special meetings called by the President, and shall make sure that the minutes are given to the RW Board in a timely manner. (Addendum 3)

D. **Treasurer** shall keep books of accounting and report the financial status of the RW at each meeting of the Board. (Addendum 4)

E. **CWC and NorCal Representative(s)** shall serve on RW Board and shall attend CWC and/or NorCal meetings and report on issues to the RW Board. (Addendum 5)

F. **Membership Chair** shall serve on the RW Board, keep all membership records, and 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. (Addendum 6)

G. **Publicity Director** shall serve on the RW Board, raise public awareness, develop relationships with targeted media outlets and literary institutions, and promote member achievements. (Addendum 7)

H. **Member-at-Large** shall be appointed by the President to serve on RW Board. Approved by Board. (Addendum 8)

I. **Web Editor** is appointed by President, approved by Board, maybe appointed to Board with RW Board approval, and oversees the Website Team. (Addendum 9)

J. **Past President** shall serve on the RW Board and heads various activities as assigned. (Addendum 10)

VI. COMMITTEES OF THE REDWOOD BRANCH:

Committees for RW shall be created and appointed by the President and approved by Board and their full job descriptions will be added to the Addendum. The following are RW Committees in existence at this time:

A. **Historian** shall collect, document, and organize files, club papers, news clippings, and pictures, in order to preserve the club's history. This position is appointed by the sitting President. (Addendum 11)

B. **Website Team** shall be recruited by the Web Editor and/or President and shall maintain the Redwood Writers Website pages. (Addendum 12)

C. **Yahoo Listserv Monitor** shall monitor communications from the Yahoo Groups of Officers, Members, and Potential Members to make sure communications are pertinent to RW, and shall make sure new members and officers are put on the appropriate listserv. (Addendum 13)

D. **Speaker Coordinator** shall recruit speakers for a forty-five (45) minute presentation at general membership meetings and advise speaker they will be paid a set fee determined by the Board. (Addendum 14)

E. **Newsletter Editor** shall produce a monthly newsletter and raise members' awareness of the vibrant activity of RW. (Addendum 15)

F. **RW Co-publishing Program Chair** shall review manuscripts submitted by members for possible co-publishing. Published books will be promoted by Redwood Writers in conjunction with the authors. The Board will determine each year whether to offer this program to membership. (Addendum 16)

G. **Redwood Salon Chair** shall organize a bi-monthly salon held in the private home of an RW Member for the purposes of reading works and socializing. (Addendum 17)

H. **Odd Month Reading Chair** shall be responsible for organizing bi-monthly readings by RW Members in public locations, (currently at various libraries). The Odd Month Reading series is a free reading series where authors may read their works in public to help promote their works and to increase awareness of RW in the community. (Addendum 18)

I. **Copy Editor** shall review content presented for errors and complete assignments on a timely basis. (Addendum 19)

J. **Redwood Writers Conference Chair** shall oversee and lead the conference planning team for both the Conference and for the Poetry Night (if held). Conference Chair may appoint a Poetry Night Chair to work under her overall supervision. (Addendum 20)

K. **Vintage Voices Anthology Editor** shall be responsible for overseeing the publication of the Vintage Voices Anthology, working in tandem with a RW Production Team appointed by the President and Board. Monthly reports are to be made on progress of anthology to the Board. (Addendum 21)

L. **Vintage Voices Book Launch Chair** shall be responsible for the organization of the Book Launch at which authors read from the anthology, usually in August or September. This is a celebration to create a spirit of excitement for the release of the anthology. (Addendum 22)

M. **Accreditation Committee** shall be headed by the RW Membership Chair, along with two additional published member authors; and shall consider and approve the category of membership based on material submitted by potential Active or Associate members. The Accreditation Committee will follow the RW P&P, Section III Membership procedures to approve an Active Member. (Addendum 23)

N. **Flamingo Liaison** shall interface with the Flamingo Hotel to secure dates for RW events and establish financial costs and logistics for all events that RW does at the hotel, so that "one voice" works with the hotel, at their request. (Addendum 24)

O. **Member-in-the-Spotlight Editor** shall submit monthly articles for the Member in the Spotlight column to be published in the newsletter and on the website. The Editor is responsible for proofreading, editing as needed, and submitting to the Newsletter Editor and website liaison by the due date. Articles are by and about RW Members. (Addendum 25)

P. **Member Reader Chair** shall recruit RW Members to read from their work at membership meetings. (Addendum 26)

Q. **Contest Coordinator** shall be responsible for developing dates and genre of all contests and shall serve as Chair and/or recruit a Chair for each Contest. There are usually four (4) contests each year. (Contests tied to the Redwood Writers Conference are NOT part of this job.) (Addendum 27)

R. **Contest Chair** shall be responsible for running the contests approved by the RW Board and Contest Coordinator. (Addendum 28)

S. **Sonoma County Book Festival Chair** shall be responsible for overseeing and recruiting a RW Book Fair Committee, and for organizing the two (2) RW booths and Reading Circle at the annual Sonoma County Book Festival held in September. Chair will act as liaison and attend the Festival Planning Committee meetings. The Booth and Reading Circle make up the RW Village area of Festival and Chairs may be recruited for these positions. (Addendum 29)

T. **Meeting Announcements Chair** shall, one (1) week prior to the membership meeting, send Yahoo listserv email out and/or send an iContact announcement direct to members' emails about the next meeting, major meeting activities and speakers. (Addendum 30)

U. **RW Scribes** shall be appointed by the President, will write and mail thank-you letters and other communications as directed. (Addendum 31)

V. **Registration Chair for General Meetings** shall be responsible for recruiting a team of members to assist in getting members and guests registered, selling RW merchandise, handing out flyers, and providing additional snacks for the general meetings. (Addendum 32)

W. **Electronic Communications Chair** shall work with the Publicity Director to post RW events to different electronic sites, using materials provided by the Publicity Director (usually 5 to 7 sites). (Addendum 33)

X. **Social Media Editor** shall have a primary objective to publicize RW's news and events through the organization's social media outlets. The Social Media Editor shall encourage proper

use of site by members and followers, and will also be responsible for accepting and removing posts from RW members and the general public. (Addendum 34 and Guidelines on Addendum 35)

Y. **Blog Editor** shall promote RW through the RW Blog. (Addendum 36)

Z. **Agents Day Chair** shall recruit and oversee a committee to organize a once-a-year event where authors meet with agents and publishers to pitch their books. (Addendum 37)

AA. **Holiday Chair** shall plan a holiday celebration for December. This usually includes readings by Members and additional holiday food. A committee may be formed. (Addendum 38)

BB. **eScrip Chair** shall manage an eScrip account and attempt to sign-up members to join eScrip. The eScrip Chair coordinates with other Chairs/Officers to help promote eScrip, and keeps track of the account. The eScrip program is a fundraising tool. (Addendum 39)

CC. **Library Outreach Liaison** shall establish good relations with the Sonoma County Library by meeting to discuss possible programs for the year, and shall recruit a committee and coordinators for various library-related projects. (Addendum 40)

DD. **Photo Librarian** shall manage a photo and video library for RW, storing photos on Flickr. (Addendum 41)

EE. **Redwood Writer Authors' Books Librarian** shall add all RW Authors to an outside website, at this time using Goodreads.com, and maintain this list, adding new books as they are published and as new members join. (Addendum 42)

FF. **Redwood Writer Youth Group** will meet on times determined by the Group Chair, to inspire young writers, ages 8 to 18. This group is sponsored by RW and a portion of its expenses shall be paid by RW on an "as-needed" basis and with approval of Board. Members of this youth group will be invited from time to time to read their work at membership meetings and other RW events. Group members join Redwood Branch under the Student Membership category and pay \$15.00 a year. They are extended all benefits of Student Membership. (Addendum 43)

GG. **Author Launch Chair** shall be responsible for organizing The Author Launch held at a month determined by the RW Board. It will be a party at a regular membership meeting devoted to new RW Authors published within the last eighteen (18) months. (Addendum 44)

HH. **Ambassador Chair** shall be responsible for organizing members to be Ambassadors to represent and help assimilate new members into RW. (Addendum 45)

II. **Food Chair** shall be responsible for providing and bringing snacks to the monthly meetings and RW will provide \$25.00 to the Chair each month for the food. (Addendum 46)

JJ. **Author Support Group Chair** shall be responsible to facilitate gathering of members in a friendly setting to share ideas, resources and support. Meetings are currently held each month before the General Meeting. (Addendum 47)

KK. **Nominating Chair and Committee** shall be responsible to recruit members to fill positions open for elected officers on the RW Board . (Addendum 48)

VII. ELECTIONS:

A. In March of each year, the President and/or Board shall appoint a Nominating Chair and Committee to present nominations for election. The names of the Chair and Committee shall be announced to members via Newsletter, meetings, and website.

B. The slate of officers (President, 3 Vice-Presidents, Secretary, and Treasurer) shall be presented at the May general meeting, and published on the Website and in the Newsletter, one month ahead of the June election meeting. Nominations must be made with the consent of the nominee.

1. Because the Nominating Committee has found, presented these 3 VPs to membership and the VPs have been elected, only one VP will have to be replaced by Nominating Committee each year. As one of the VPs becomes the new President, at the approval of the full Board, a new VP will be nominated.

2. If the President cannot carry out duties, one of the VPs will take his/her place, with the approval of the full Board.

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. 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.

D. The incoming and outgoing officers and directors shall meet on or about the end of the fiscal year (June 30) to affect an orderly transfer of responsibilities. At the June general meeting, the officers will be elected, and the outgoing Board Members will be honored. At the July Board Meeting, the President will present the entire Board, including those appointed for the approval of the Board. At the General meeting, the President will introduce the new Officers and the Board, and prepare a handout listing all Chairs and Volunteers.

VIII. CWC AND REDWOOD BRANCH LOGO:

A. When used, the CWC logo must appear in the exact form described in the CWC Policy and Procedures.

B. RW must use the CWC logo for identifying club affiliation. When used in conjunction with RW's logo, the CWC logo must appear to the left or above the RW logo and must be at least the same size.

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.com.

D. With permission from the RW Board, RW members-in-good-standing may use the RW logo on their personal stationery or website. When used on a website, the RW logo must provide a hyperlink to the RW website at www.redwoodwriters.org.

IX. CONTRACTS:

A. No Member of RW may encumber the Branch with any financial obligation without approval from RW Board.

B. The President, and/or Treasurer, with approval from President, must sign all contracts.

X. SPECIAL AWARDS:

A. The Jack London Service Award.

1. RW may select one member to receive the Jack London Service Award. 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. RW President shall appoint a committee to select the designee.

3. RW designee will be presented the award at a membership meeting and at the next Redwood Writers Conference.

4. An individual may receive the Jack London Service Award only one time.

B. The Helene S. Barnhart Award.

1. This Award is in honor of our founder and given for outstanding service to RW.

2. This Award shall be given in alternate years, awarded at a general meeting, and at the next Redwood Writers Conference.

3. RW shall nominate a Member in good standing who has provided service above and beyond to the betterment of RW.

XI. WEBSITE---WWW.REDWOODWRITERS.ORG:

A. The Redwood Branch budget shall provide for the hosting and maintenance of a website. The President shall appoint the Web Editor.

B. It is the responsibility of the Board, along with Web Editor, to appoint Web Team members.

C. The Web Team is comprised of enough members to maintain each section of the website, presenting activities and archiving where appropriate. Currently there are seven (7) members who work the following areas:

1. Membership
2. Blog
3. Writers Conference
4. Events and Member Activities
5. President's Message, Member in Spotlight, Newsletter
6. Annual Calendar
7. About RW and CWC
8. Photos
9. RW Publications and Member Authors

XII. THE REDWOOD WRITER, THE REDWOOD BRANCH NEWSLETTER:

A. *The Redwood Writer* shall be the official publication of RW.

B. The President shall appoint the Editor.

C. The Editor shall respond to the Publicity Chair in matters associated with publications and content; and the President or Publicity Chair will see that a monthly article is forwarded to CWC *The Bulletin* for publication.

D. The Editor shall follow policies established and approved by the RW Board and follow the duties established in this RW Policy & Procedures, Section VI., E. for the Newsletter Editor and the full job description in Addendum 15 attached to these policies and procedures.

XIII. CALIFORNIA WRITERS WEEK:

A. The CWC and all Branches 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.

XIV. ROSTER:

A. RW Membership Chair is responsible for the RW Roster and shall maintain the roster.

B. RW Membership Chair shall email or mail the roster to the entire membership at least once during the year.

C. The membership roster of CWC, of RW, or of any other branch of the CWC, and any lists generated therefrom, are proprietary information. No member may use the official state or branch rosters or other event-generated lists or release them to anyone outside the club unless they have explicit permission in writing from the CWC Board or Branch Board.

1. Violation of this provision may result in immediate termination of the offender's membership and such legal action as the CWC Board or Branch Board deems appropriate, including obtaining an injunction and seeking reasonable attorney fees.

XV. SOCIAL MEDIA POLICY:

A. RW recognizes the importance of the Internet as we endeavor to provide forums for education our members and the public in the craft of writing and in marketing their work. RW also recognizes the importance of our members and volunteers in supporting and helping to shape our organization.

B. This Social Media Policy governs the publication of updates on social media by the Publicity Team and commentary posted by the general membership. For the purposes of this policy, 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, and YouTube.

C. RW Publicity Team members, volunteers, and general members are free to comment on RW social media channels in accordance with this policy. RW members are subject to this policy to the extent they identify themselves as RW Members. Members of the general public must also abide by these guidelines.

D. The Social Media Guidelines found in Addendum 35 are intended to assist the Publicity Team, volunteers, and general members to make appropriate decisions about: posting on official RW's Facebook, LinkedIn, and Twitter accounts; and videos, postings, or picture sharing on

Facebook, LinkedIn, Twitter and other sites and blogs that may be added to RW social media portfolio in the future.

E. It is our hope that these guidelines will protect the privacy, confidentiality, and interests of RW and our current and potential members and supporters while also encouraging active participation on our social networking channels.

F. Note that these policies and guidelines apply only to official RW social networking sites and are not meant to infringe upon members' or volunteers' personal commentary on personal websites, blogs, and other social media accounts. (See Addendum 35 for Social Media Guidelines for Publicity Team Members, RW Members and General Public)

XVI. AMENDMENTS:

A. Amendments to the RW P & Ps require a majority vote of the RW Board.

B. The representative sponsoring a change must present it to the President and Secretary, in writing or in motion or resolution form.

C. The RW Board recommends that, time permitting, a notice of proposed changes is included on the agenda, and that the sponsors e-mail copies of the proposal to all representatives before the meeting.

D. Once accepted as policy, the new RW Policy and Procedure will be presented to membership through the website and the newsletter.

XVII. ADDENDA:

A. Addenda to the RW P & P include full job descriptions for the elected Officers and Committee Chairs created and appointed by the President and/or the Board.

B. New Addenda shall be attached to the RW P & P with full approval of the President who created the new committees, and shall not affect these policies and procedures.

XVIII. PRECEDENCE:

A. The latest edition of Robert's Rules of Order, available at a meeting, will govern RW Board meetings in the absence of specific directions in this document or the by-laws.

Adopted as amended by a vote of the RW Board at the meeting of April , 2012.

/s/Linda Loveland Reid

Linda Loveland Reid

President, Redwood Branch (RW) of the CWC

ADDENDUM 1 - PRESIDENT

RW P & P SECTION, V.

A.1. The President shall prepare agendas and preside over meetings of the RW Board of Directors and the general membership, and with the 3 Vice-Presidents and Past President, form an Executive Committee to share responsibilities.

a. The President shall, with the advice and consent of the RW Board, conduct the affairs of the club in accordance with the By-Laws.

b. The terms of the office of President, along with those of the other Officers and new Board Members shall begin at the July meeting and will be for twelve months.

2. The Executive Committee shall:

a. Preside over monthly Board Meetings, periodic Executive Board Meetings, General Membership Meetings, and all e-business.

b. Provide vision and positive leadership.

c. Create an open forum for ideas and discussion.

d. Encourage participation by members as volunteers.

e. Work with the Membership Chair and the Board to boost meeting attendance.

f. Keep informed of the financial status of club

g. Create and distribute agendas one week in advance of Board, General Membership, or Executive meetings, via email.

h. Call for Executive Board meetings when necessary.

i. Beginning in March, see that the Nominating Committee is appointed by Board.

j. In June, send the list of new Officers and Board Members to the CWC Secretary.

k. In July, present the new Officers and Board to the membership using all avenues of communication: the newsletter, the website, and the membership meeting.

l. Develop calendar (from July of the current year to Dec. of the next year), to be approved by the Board.

m. Appoint Board Members (other than elected Officers) to begin terms in July.

- n. Secure a monthly meeting site for membership meetings. Serve as liaison, or appoint a volunteer to interface with the management of said location, i.e., the Flamingo Hotel.
- o. Approve and sign all contracts which obligate the club to rules or payments.
- p. Serve as an ad-hoc member of every committee.
- q. Monitor Website team, PR Department, Book Festival, Author Launch, anthologies, and all other teams and committees.
- r. Be watchful that committees function and perform effectively.
- s. Settle disputes between 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.
- t. Respond to requests from the CWC Board in conjunction with the CWC Rep, and attend at least one NorCal meeting a year.
- u. Present a positive and guiding force in leading the club in its many activities.
- v. Oversee awards presented by Board

ADDENDUM 2 – (3) VICE PRESIDENTS

RW P & P SECTION, V.

B.1. **(3) Vice-Presidents** shall assume responsibility for a variety of activities designated by the Executive Committee. In addition, one of the 3 will assume the duties of President in absence of him/her, this to be determined by the full Board. At the end of the President's term, one of the 3 Vice-Presidents will become the nominee for President for the following year, this to be determined by full Board.

ADDENDUM 3 – SECRETARY

RW P & P SECTION, V.

C.1. The Secretary shall record and maintain the minutes for all regular monthly meetings of the RW Board of Directors and for other special meetings called by the President, and shall make sure that the minutes are given to the Board in a timely manner.

2. The Secretary's duties shall include:

a. Sends a draft of the minutes by email to the Officers for review and comment as soon as possible after the meeting and makes changes, additions, and corrections to the minutes as requested.

b. Maintains written records of RW business conducted at the meetings. These include copies of the agenda, minutes and any written reports or other documentation presented and considered at the meeting.

c. Provides assistance to the President and other officers as needed. This may include researching past records, executing official documents, answering correspondence and other duties as required.

ADDENDUM 4 – TREASURER

RW P & P SECTION, V.

D.1. The Treasurer shall keep books of accounting and report the financial status of the RW at each meeting of the RW Board.

2. The Duties and Tasks of the Treasurer shall be:

a. Income:

1. Collects, opens, processes and routes mail received at the mailbox. This could be done by an Accounts Receivable Clerk appointed by Treasurer.

2. Collects monthly meeting contributions, Membership dues and renewals, and fees for merchandise sales.

3. Receives, processes, and forwards all notifications of PayPal payments as indicated.

4. Processes all credit card payments for approval and payment through merchants services; all fees for fundraisers from Chairs and Coordinators, including workshops, contests, festivals, and events; and all PayPal payments received, copying Income Statements, Reports and related PayPal fees.

a. It is RW policy that we only process credit cards for the amount of \$15.00 or more.

5. Maintains inventory records on purchases and sales of RW goods, and all bookkeeping records and filing to substantiate income.

6. Copies all checks, prepares and records all bank deposits, and makes deposits. This could be done by an Accounts Receivable Clerk appointed by Treasurer.

7. Handles any correspondence or inquiries that arise in connection to the income, including billing Members for under payment of dues, fundraisers, and refunding overpayments.

b. Expenses:

1. Pays RW bills on a timely basis and maintains appropriate documentation.

2. Verifies CWC Membership income share and reports, issuing payment on an on-going basis.

3. Orders inventory and Board approved supplies, including checks and deposit slips and credit card vouchers.

4. Approves written Member check requests for expense reimbursements or payment of vendors.

5. Handles any correspondence and inquiries that arise in connection to expenses.

c. Bookkeeping and Reporting:

1. Maintains a current and accurate bank balance.

2. Reconciles the bank statements against the check register monthly.

3. Codes checks and deposits with the correct account name and category.

4. Conducts periodic reviews of the cost of goods and service to assure competitive rates and appropriate services for RW.

5. Prepares CWC mandated Quarterly Balance Sheet, Income Statement, Expense Statement, and monthly Reconciliation Reports, and faxing or e-mailing to the accountant by the 15th of the month following the end of the quarter.

6. Prepares and delivers to the Board a Financial Report as needed.

7. Advises the Board regarding RW finances as required and requested.

8. Maintains CWC approved financial binder; maintains and stores CWC approved financial files for current and past years.

9. Supervises the Treasury Team in the performance of delegated tasks.

10. Prepares Transfer List and files for new Treasurer.

ADDENDUM 5 – CWC & NORCAL REPRESENTATIVE

RW P & P SECTION, V.

E.1. CWC and NorCal Representative(s) shall serve on RW Board and shall attend CWC and/or NorCal meetings and report on issues to the RW Board.

- a. Shall be a member in good standing who represents RW to the governing CWC Board.
- b. Must have leadership experience (may be a current president or vice-president).
- c. Shall be able and willing to travel, sometimes by air. CWC meets 1-2 meetings per year. NorCal meets as determined by the NorCal Chair, normally four times per year.
- d. Shall attend scheduled CWC and/or NorCal meetings and participate in online Forum.
- e. Shall have a working knowledge of the CWC Central Board's Policy & Procedures, Bylaws, and Constitution.
- f. May be asked by CWC or NorCal to chair committees or volunteer on a committee according to their experience and expertise.
- g. Coordinate Branch attendance at the NorCal (Northern Area Branches) meetings held as determined by NorCal Chair, normally four times per year, in Oakland and if at all possible, attends these meetings to promote cross-publicity among regional branches.

CWC= Central Organization represents 19 branches.

NorCal=Northern California Branches of CWC.

ADDENDUM 6 – MEMBERSHIP CHAIR

RW P & P SECTION, V.

F.1. The Membership Chair shall serve on the RW Board, keep all membership records and 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.

2. The duties of the Membership Chair are as follows:

a. Shall enroll members, keep membership records, and encourage new enrollment and retention of members.

b. Shall collect applications for new members.

c. Shall head up the Accreditation Committee to determine the membership category of Active or Associate status.

d. Shall work with the Treasurer to see that all reports and monies are correctly collected and sent to the CWC Central Board.

1. Shall have the flexibility to determine what to charge members who are in a financial bind, and whether to waive fees such as the RW portion of the initiation fee and/or meeting fees.

e. Shall keep rosters of all the Redwood Branch Members with pertinent information.

f. Shall be a moderator for the Yahoo Groups for both Member and Potentials lists.

1. For the Yahoo Member and Potentials list, the Membership Chair will make sure names are placed on and/or removed from the list.

g. Shall be on the Yahoo Officers list.

h. Shall also be a member of the Website Team, responsible for maintaining the Membership section of the Website.

ADDENDUM 7 – PUBLICITY DIRECTOR

RW P & P SECTION, V.

G.1. The Publicity Director shall serve on the RW Board, raise public awareness of the Redwood Branch of the CWC, develop relationships with targeted media outlets and literary institutions, and promote member achievements.

2. To achieve these objectives, the Publicity Director will use all outlets and venues, both print and electronic, and supervise a Team of PR Volunteers.

3. The Publicity Director's/Sub-Chairs' Duties:

- a. The Publicity Director serves as Board member.
- b. Promotes Redwood Writers in the press, media, and the community.
- c. Creates PR agenda and content for submission to media.
- d. Oversees all PR efforts to ensure that RW message is consistent with RW's brand, values, and mission.
- e. Manages Volunteer PR Team members, including Social Media Volunteer, Electronic Communications, Photo Librarian, PR Meeting Chair, and other volunteers.
- f. Directs policy for PR with approval from President and Board.
- g. Builds excellent working relationships with local and media outlets (e.g. Press Democrat, The Bohemian, WCG) and other literary organizations (e.g. SSU, Book Festivals, SCA, etc.).
- h. Prepares copy for RW events requiring mailers or e-mail communications with an external audience.
- i. Arranges to have stories placed in local media (North Bay geographical region, sometimes referred to as the Redwood Empire).
- j. Supports inter-Branch PR activities and ensures Newsletter Editor and Web Editor receive finished and approved PR content.
- k. Reports monthly at Board meetings.
- l. Secures support from other RW Members for routine tasks, such as electronic bulletin board postings, social networking sites (Facebook and Twitter, Linked-in, etc.), and maintaining a photo library.
- m. Develops and maintains a press kit.
- n. Assures photos are taken at events, may get photos from other members and/or videos of RW events and oversees photo Coordinator.
- o. Works to create dynamic growing platform for RW.
- p. Secures press passes for all RW Officers as needed at Board Meetings.

ADDENDUM 8 – MEMBER-AT-LARGE

RW P & P SECTION, V.

H. The Member-at-Large shall be appointed by the President to serve on Board. Approved by RW Board.

ADDENDUM 9 – WEB EDITOR

RW P & P SECTION, V.

I.1. The Web Editor is appointed by President, approved by Board, maybe appointed to Board with RW Board approval, and oversees the Website Team.

2. Routinely reviews the RW Website for errors or inconsistency in appearance.
3. Has final say, along with President, as to Website content.
4. Works with President to see that all Web Team Volunteer positions are filled.
5. Calls and presides over Web Team periodic meetings to review website needs.
6. Communicates with Webmaster on major technical issues.
7. Web Editor may be paid a monthly retainer fee as approved by the Board.

ADDENDUM 10 – PAST PRESIDENT

RW P & P SECTION, V.

J. The Past President shall serve on the RW Board and heads various activities as assigned.

ADDENDUM 11 -- HISTORIAN

RW P & P SECTION, VI.

A.1. The Historian shall collect, document, and organize files, club papers, news clippings, and pictures, in order to preserve the club's history. This position is appointed by the sitting President.

2. The ideal candidate 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.

3. Shall have excellent organizational skills, might serve on RW Board, be willing and able to receive data in various formats, including PDF, JPEG and Word text, and have adequate storage for documents, pictures, etc. and have the capacity to expand and adapt as needed.

4. The Duties of the Historian are:

a. Provide periodic reports to RW Board, provide professional-looking three-ring binders of club history, and maintain a scrapbook. Separate binders will be kept for newsletters and educational information.

b. In addition, CD-Rom files will be created to preserve the club's historical records such as the charter, resolution, and other important documents. These files will serve as a backup in case paper documents are lost.

ADDENDUM 12 – WEBSITE TEAM

P & P SECTION, VI.

B.1. The Website Team shall be recruited by the Web Editor and/or President and shall maintain the Redwood Writers Website pages.

2. The Team positions are:

- a. Home Page – Web Editor
- b. Events & Activities
- c. Redwood Writers Conference
- d. Contest and Archives
- e. Membership
- f. Publications
- g. Resources
- h. About & Contacts
- i. Calendar

3. Website Team members' responsibilities are to post in and maintain their assigned section of the Website, to respond to all requests from the Web Editor, to keep their section of the Website current, and to attend any called Web Team meetings.

4. In addition, it is the responsibility of Team Members to learn the rules of the Website and abide by all agreed-upon concepts as to the style and content of the Website.

ADDENDUM 13 – YAHOO LISTSERV MONITOR

RW P & P SECTION, VI.

C.1. The Yahoo Listserv Monitor shall monitor communications from the Yahoo Groups of Officers, Members, and Potential Members to make sure communications are pertinent to RW, and shall make sure new members and officers are put on the appropriate listserv.

2. Monitor shall, when called for, renew and/or monitor a member's posts in coordination with President.

3. Monitor will delete member for cause, with instruction from President.

ADDENDUM 14 – SPEAKER COORDINATOR

RW P & P SECTION, VI.

D.1. The Speaker Coordinator shall recruit speakers for a forty-five (45) minute presentation at general membership meetings and advise speaker they will be paid a set fee determined by the Board.

2. The duties of the Speaker Coordinator are:

a. Shall recruit speakers months in advance so that proper PR can be released by the RW Publicity Team. Preferably six months to one year in advance.

b. Shall obtain biographies and pictures of speakers.

c. Shall send speaker information to RW Publicity Director and President at least two (2) months in advance of engagement date.

d. Shall research speakers in order to recruit speakers who write in various genres to present to membership.

e. Shall maintain good relations with speakers.

f. Shall inform local speakers they will be paid \$50; speakers traveling 100 miles or more will be paid \$75.00 – subject to change by the RW Board.

ADDENDUM 15 – NEWSLETTER EDITOR

P & P SECTION, VI.

E.1. The Newsletter Editor shall produce a monthly newsletter and raise members' awareness of the vibrant activity of RW.

2. The responsibilities of the Newsletter Editor are:

a. Develops relationships with officers and members for regular features and writings, promote member achievements in the Newsletter, and ensures RW visibility with other CWC Newsletter editors and shares important events.

b. Prepares, sends via email to Yahoo listserv, direct emails, and some snail mail, and sends to Web Editor to post on RW website where past issues will be archived.

c. RW President shall approve release to membership.

d. Scans and collects photos and other images for inclusion in the Newsletter. Solicits photos from other members and friends of RW.

e. Recruits support from RW members for routine tasks such as collecting newsworthy items, member profiles, articles, and more.

f. Writes customized copy as required, or finds members to write copy.

g. Archives Newsletter on digital back-up copy and one hardcopy in binder.

h. Ensures that at least five (5) copies of Newsletter are available at monthly Membership Meeting and plenty of copies are available for other events (e.g. annual Book Festival, or other appropriate events.)

ADDENDUM 16 – RW CO-PUBLISHING PROGRAM CHAIR

RW P & P SECTION, VI.

F.1. The RW Co-publishing Program Chair shall review manuscripts submitted by members for possible co-publishing. Published books will be promoted by Redwood Writers in conjunction with the authors. The Board will determine each year whether to offer this program to membership.

2. Chair may recruit Committee Members as needed to review submissions for publication, to edit, and to determine the type of publication, such as Print On Demand or Traditional Publication.

3. Books may be released as e-books and at various outlets, such as Amazon.

4. Chair is to be the liaison to the author for all details such as commissions, etc.

5. President, will sign publication contracts.

ADDENDUM 17 – REDWOOD SALON CHAIR

RW P & P SECTION, VI.

G.1. The Redwood Salon Chair shall organize a bi-monthly salon held in the private home of an RW Member for the purposes of reading works and socializing.

2. The Duties of the Redwood Salon Chair are:

- a. Finds a volunteer host for each of six events.
- b. Makes sure a \$25 stipend is paid to the host to offset expenses.
- c. Sets a theme for each month.
- d. Prepares publicity flyer to email out to membership via Yahoo listserv, direct email, and snail mail, makes sure it's posted on website and in newsletter, and makes copies to handout at Membership meetings.
- e. Moderates RSVPs, and creates a volunteer catering committee, assists with set-up and clean-up.
- f. Works with the host to assure success of event.
- g. Organizes food donations from members.
- h. Presides at event as emcee, which includes introduction of readers and promotion of RW.
- i. Collects list of member readers with bios.

ADDENDUM 18 – ODD MONTH READING CHAIR

RW P & P SECTION, VI.

H.1. The Odd Month Reading Chair shall be responsible for organizing bi-monthly readings by RW Members in public locations, (currently at various libraries). The Odd Month Reading Series is a free reading series where authors may read their works in public to help promote their works and to increase awareness of RW in the community.

2. The Odd Month Reading Chair Duties are:

- a. Secures a library, hopefully two to three months in advance.
- b. Develops flyer for event two (2) months in advance. Sends flyer to membership via email, direct email, snail mail, newsletter, and Website.
- c. Collects list of readers, with bios.
- d. Arranges for photos to be taken.
- e. Acts as emcee of event which includes introduction of readers and promotion of RW.
- f. Provides sign-in sheet, and makes sure all appropriate RW literature is available.
- g. Gives sign-in sheet to Membership Chair.

ADDENDUM 19 – COPY EDITOR

RW P & P SECTION, VI.

I.1. The Copy Editor shall review content presented for errors and complete assignments on a timely basis.

2. Copy Editor will edit such items as Newsletters, flyers, special printings, writers conference publicity, and other written pieces presented that are developed for RW events.

ADDENDUM 20 – REDWOOD WRITERS CONFERENCE CHAIR

RW P & P SECTION, VI.

J.1. The Redwood Writers Conference Chair shall oversee and lead the conference planning team.

2. The Redwood Writers Conference Chair works closely with the following conference workers:

a. Conference Publicity Director, who is involved with checking and editing, if necessary, all public relations notices, flyers, and RW Newsletter submissions; arranging audio and television interviews; advertising/sending notices via Facebook and blogs; and obtaining ads for the conference.

b. Website Liaison, who is involved with submitting website content to the conference website coordinator and following through with checking and updating the website on conference-related publicity in the months prior to the conference.

c. Exhibitor Coordinator, who is involved with helping the Conference Coordinator solicit businesses for table space in exhibition area; working closely with Copperfield's to establish logistics and determines inventory to be sold; arranging consignment agreement letters with presenters as needed; meeting the needs of each exhibitor; (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, who is involved with querying possible editors, confirming details with editors (how many manuscripts to be edited), and setting up the schedule with the registrants and editor.

e. Prose & Poetry Contest Coordinators, who are involved with querying judges, establishing guidelines, designing the flyer, and publicizing the contests.

f. Volunteer Coordinator, who works closely with the Conference Coordinator to advertise and assign jobs prior to and during the conference, and who designs and distributes the volunteer sign-up sheet.

g. Signage Coordinator, who is involved with determining what signs are needed, the size of signs, and the location of signage.

h. Registration Coordinator, who works closely with the Treasurer and registration volunteers to log registrants, keep records, make nametags, and prepare folders for the day of the conference.

i. Poetry Evening, Dinner & Program Coordinator, who is involved with obtaining keynote speaker, emcee, announcer of contest winners, and who works with the venue re: food, drink, and logistics.

j. Presenters/Program Content Coordinator, who is involved with determining what topics are most likely to be popular; matching presenters to topics; contacting presenters; obtaining presentation descriptions; arranging interviews; obtaining book lists for Copperfield's; obtaining bios and headshots for publicity, flyers and program; and making sure presenters' needs are met, such as determining who needs a room Friday or Saturday night; and arranging airport transportation, if necessary.

In addition, the Conference Coordinator shall:

- a. Contact and confirm a photographer for the conference.
- b. Fundraise by:
 1. Obtaining a Poets & Writers grant by completing a grant application and submitting it to Poets & Writers.
 2. Obtaining information on the presenters and their presentations.
 3. Completing the necessary follow-up paperwork for each presenter.
- c. Handle situations that may come up on the day of the conference. Oversees registration table, exhibitor set-up, session rooms' set-up, and presenter needs (videos, computers, flip charts, etc.).

After the conference, the Conference Coordinator will:

- a. Review Poets & Writers forms; review conference evaluation forms; clear up any loose ends; evaluate income and expenses; and start planning for the next conference.

ADDENDUM 21—VINTAGE VOICES ANTHOLOGY EDITOR

RW P & P SECTION, VI.

K.1. The Vintage Voices Anthology Editor shall be responsible for overseeing the publication of the Vintage Voices Anthology.

2. Vintage Voices Anthologies have been published in 2006/2007/2008/2009/2010. Various companies have been used. The title is **Vintage Voices**. In addition, each edition has a different subtitle each year, may be chosen by a contest among RW members.

3. The Duties of the Vintage Voices Anthology Editor are:

a. The Vintage Voices Anthology Editor will select a company to produce the book and present a proposal with recommendations to the Board for approval in January. The President will sign the contract or agreement with the selected company. The Board will set prices within the confines of the contract based on the maximum number of pages and will agree to discounted prices. Usually the retail price (which is a suggested donation) is \$12.00 until RW covers costs, at which point the Board may reduce the price.

b. The Vintage Voices Anthology Editor needs to be someone who is organized and has professional writing and editing skills. The Editor's name appears on the front cover of the anthology and on the title page as well as in promotional materials.

c. The Vintage Voices Anthology Editor's Timetable:

December -- Call for Submission goes out with specific guidelines to RW Members only.

January 1 – March 1 (deadline for submissions) -- Submission period.

March 1 - April 1 -- Committee reads and selects those pieces to be included with a ranking system and consensus; Notifications are mailed .

April 1 – May 1 -- A team of 7 or 8 content and copy editors review and follow up with selected authors until ready.

May 15 -- Editors and professional copy editor read finished pieces for final proofing and send to authors for final approval.

June 1 -- Editor or professional designer prepares the book for production company as a single document: what order pieces will appear in book, table of contents, front and back matter, formatting of doc to company's specs.

June 1 -- Book cover is designed (both front and back) either through the company or by local designers to coordinate with title and subtitle.

June 1 -- Prepared manuscript and cover is submitted to company.

July 1 -- When galley proof is sent back, Editor and/or professional copy editor again proofs for typos, grammatical errors, production problems in formatting, spacing, etc.

July 1 -- Corrected galley is returned to company after approval by each author, if possible.

August 1, with immediate shipment -- Production deadline with company. Possible reviewers are contacted with letters to invite them to read and review.

August 31 (at the latest) -- Books must be shipped and ready to sell at the September Sonoma County Book Festival or sooner.

August or September -- RW holds a special book launch where authors read from the book. In past years this was at North Light Books, but it can be held at any public location that works. In 2010 we looked for a winery setting because front cover was wine glass. Approximately 50 to 60 attend launch.

All Year -- Book is sold at all Redwood Branch events and membership meetings, through our website, Facebook, Twitter, online retail outlets, and at local bookstores. Might have simultaneous release as eBook.

During year -- President might appoint Chair to organize a PR training meeting for members included in the book. Learn how to promote. Members are encouraged to buy books for themselves.

ADDENDUM 22 – VINTAGE VOICES BOOK LAUNCH CHAIR

RW P & P SECTION, VI.

L.1. **Vintage Voices Book Launch Chair** shall be responsible for the organization of the Book Launch at which authors read from the anthology, usually in August or September.

2. The purpose of the Book Launch is to present the newest Vintage Voice publication, to introduce authors by having them read their pieces, and to create a spirit of excitement for the release of the book.

3. The public is invited and this event can be done at a restaurant, outside setting, private home, etc. But must be accessible for parking and serving up to 75 attendees.

4. The Chair recruits a committee to assist.

5. Refreshments, and/or wine will be served.

6. No fee has been charged in the past.

7. A microphone and podium must be provided.

8. Books will be available for sale.

9. Readers are recruited. It is the intention of RW to have as many authors read as possible with the understanding that it must be first come, first serve, and that the maximum reading time is set for five (5) minutes.

10. The Chair will select the order for readings.

11. A Program will be produced, listing the readers and promoting the book. The Program can be designed by the Publicity Director or the VV Book Launch Chair.

12. A Pre-Launch Meeting with Authors may be held prior to the main book launch. A Chair, separate from the VV Book Launch Chair, may be recruited to plan this event. This will be for the purpose of educating authors on how to promote themselves and the book, as well as, techniques on doing a public reading, and/or other helpful ideas. Books will be available for authors to buy at this pre-launch. Refreshments should be served and a general spirit of excitement about the book should be part of the goal of this event.

ADDENDUM 23 – ACCREDITATION COMMITTEE

RW P & P SECTION, VI.

M.1. The Accreditation Committee shall be headed by the Membership Chair, along with two additional published member authors; and shall consider and approve the category of membership based on material submitted by potential Active or Associate members. The Accreditation Committee will follow the Branch P&P, Section III Membership procedures to approve an Active Member.

2. Membership Chair shall gather material and email it to the two other members of the team for their decision, communicating Chair's own judgment on which membership category the applicant should be enrolled in, and asking for their decision to be made in a timely manner.

ADDENDUM 24 – FLAMINGO LIAISON

RW P & P SECTION, VI.

N.1. The Flamingo Liaison shall interface with the Flamingo Hotel to secure dates for RW events and establish financial costs and logistics for all events that RW does at the hotel, so that "one voice" works with the hotel, at their request.

2. The Duties of the Flamingo Liaison are:

- a. Secures dates for monthly meetings in June for coming year.
- b. Assures that RW Treasurer and Flamingo are on track to pay bills on timely basis and as requested by Flamingo.
- c. Keeps Flamingo appraised of any changes in logistics.
- d. When occasion arises for other events to be held at Flamingo, Liaison Chair will work with Chair of that event and Flamingo to secure dates, reviews Event Agreement and has such signed by RW President.
- e. Liaison shall attempt to create friendly and cooperative spirit with all Flamingo staff.

ADDENDUM 25 – MEMBER-IN-THE-SPOTLIGHT EDITOR

RW P & P SECTION, VI.

O.1. The Member-in-the-Spotlight Editor shall submit monthly articles for the Member in the Spotlight column to be published in the newsletter and on the website. The Editor is responsible for proofreading, editing as needed, and submitting to the Newsletter Editor and website liaison by the due date. Articles are by and about RW Members.

2. They are intended to honor Members, support the building of relationships as Members learn more about each other, and add a playful element to the RW through the "game of Tag."

3. The Responsibilities of the Member in the Spotlight Editor are:

a. Coordinate the monthly articles for the Member in the Spotlight column in the Redwood Writers Newsletter.

b. Edit Member articles to make sure they fit within the guidelines for length, content and professional standards.

c. Submit article to the Newsletter Editor by the due date each month (currently the 15th of the month prior) and send article to Website.

d. Follow up with Members who have been featured and give them the "You've Been Tagged!" instructions and make sure they meet the deadline.

e. Fill in with an article in the event that the line gets broken.

f. Make announcements at monthly meetings and introduce the month's Member in the Spotlight.

4. Expected Results are to increase member recognition, increase visibility of the club and club members in the community, increase member involvement in the RW community, and promote an enthusiastic and supportive collegial atmosphere within RW.

5. Policies:

a. Each Member shall be featured once only, in fairness to all members.

b. No Member shall solicit to be chosen as the Member in the Spotlight.

c. The featured Member shall be chosen freely and without influence.

ADDENDUM 26 – MEMBER READER CHAIR

RW P & P SECTION, VI.

P.1. The Member Reader Chair shall recruit RW Members to read from their work at membership meetings.

2. The Duties of the Member Reader Chair are:

a. Recruits RW Member Reader at least two (2) months in advance of appointed membership meeting.

b. Instructs Reader of time frame on agenda: a total of seven (7) minutes – introduction of reader for no more than two (2) minutes; reader for no more than five (5) minutes.

c. Introduces the Reader or recruits another Member to do so.

d. Sends list of Readers to President, always keeping at least two (2) months in advance of appointed meeting.

ADDENDUM 27 – CONTEST COORDINATOR

RW P & P SECTION, VI.

Q.1. The Contest Coordinator shall be responsible for developing (with the Board) all contests outside of the annual Redwood Writers Conference and shall serve as Chair and/or recruit a Chair for each Contest. There are usually three (3) contests each year. (Contests tied to the Redwood Writers Conference are NOT part of this job.)

2. The Duties of the Contest Coordinator are:

a. Shall establish with the Board the type of Contest for the year, i.e.: Poetry Contest with deadline in February; awards in March or April; Short Story Contest with deadline in May; awards in August; Memoir Contest with deadline in November; awards in February.

b. Shall set desired dates for Contests, coordinated with master calendar.

c. Shall understand Judges are paid \$40.00 for their services; Awards are set by the Chair, i.e. \$100/\$50/\$25; the budget: fees usually pay for expenses; and the Contest application form should include a signed section stating that the author agrees to let Redwood Writers put winning pieces on the website.

d. Shall be the Chair and/or recruit a Chair for the Contest.

ADDENDUM 28 – CONTEST CHAIR

RW P & P SECTION, VI.

R.1. Contest Chair shall be responsible for running the contests approved by the RW Board and Contest Coordinator.

2. The Contest Chair Duties are:

- a. Recruit judges looking to expand outward to the community at large.
- b. Meet with Judges to determine rules of Contest.
- c. Set up rules, fees, and submission requirements, deadlines, and awards.
- d. Collect bios and pictures from judges.
- e. Send rules and judges information to Publicity Chair to develop flyer.
- f. Make sure flyer goes out to general membership via email, website, and newsletter. Have extra copies as handouts for meetings.
- g. As contest pieces are submitted, record submissions on a spreadsheet.
- h. Email each participant a Confirmation Letter with information about awards, date they will be presented, etc.
- i. When deadline is passed, give judges the submissions and establish a final date to meet and select winners. Should be two (2) weeks prior to award date so winners can be alerted and attend the awards ceremony.
- j. At final meeting with judges, pick all winners. Get judges involved in ceremony. Determine how the awards will be handled, who will present what to whom.
- k. Email entire list of participants, thanking them for participating. Announce the date of award ceremony. (Give name of winners or wait to announce at ceremony...this will change from contest to contest depending on what Chair wants to do).
- l. Obtain bios from winners. Prepare for awards ceremony.
- m. After ceremony, send bios and pictures to website and newsletter.
- n. Send winning pieces to appropriate Web Team member for website archives.
- o. Depending on Contest, there might be a special printing done of winning pieces; sold for \$1 at meetings.

ADDENDUM 29 – SONOMA COUNTY BOOK FESTIVAL CHAIR

RW P & P SECTION, VI.

S.1. Sonoma County Book Festival Chair shall be responsible for overseeing and recruiting a RW Book Fair Committee, and for organizing a RW booth and Reading Circle at the annual book festival held in September. Chair will act as liaison and attend the Festival Planning Committee meetings. The Booth and Reading Circle make up the RW Village area of Festival.

2. Duties of the Sonoma County Book Festival Chair are:

- a. Develop information for RW Publicity Chair and Website.
- b. Respond to all requests from Planning Committee for PR information.
- c. Meet monthly with Festival Planning Committee.
- d. Assign following Chairs for this Book Festival:

1. The Booth Coordinator shall recruit volunteers to tend booth. At the booth, Redwood Writers' sell Vintage Voices, promote Redwood Writers with handouts and membership information, and RW authors may sell their books.

2. The Logistics Coordinator shall be responsible for podium, chairs, and tables at booth. For 2010, Set up consisted of: Booth- 30 feet with tenting, 3 six foot tables, and chairs; audience chairs – 30 chairs set up theater style; additional table – for readers to sell books; small table – at entrance of RW Village, handout schedule of readers; podium with microphone; and umbrellas.

3. The Reading Circle Coordinator shall break the Festival Day into time slots; groups are invited to fill slots with their readers; example of group: RW Vintage Voices, Sitting Room, Critique or Writing Groups; a Time Schedule will be developed and communicated to all groups.

ADDENDUM 30 – MEETING ANNOUNCEMENTS CHAIR

RW P & P SECTION, VI.

T. The Meeting Announcements Chair shall, one (1) week prior to the membership meeting, send Yahoo listserv email out announcing the meeting, major meeting activities and speakers.

ADDENDUM 31 – RW SCRIBES

RW P & P SECTION, VI.

U. The RW Scribes shall be appointed by the President, will write and mail thank- you letters and other communications as directed.

ADDENDUM 32 – REGISTRATION CHAIR FOR GENERAL MEETINGS

RW P & P SECTION, VI.

V.1. **Registration Chair for General Meetings** shall be responsible for recruiting a team of members to assist in getting members and guests registered, selling RW merchandise, handing out flyers, and providing additional snacks for the general meetings.

2. Shall assign team members to work at the meetings.

a. Three or four members at Registration Table

1. Sign-in rosters for members and guests.

2. Red name tags for members and green name tags for guests.

a. Name tags to be filled out after fee is collected and sign-in roster completed.

3. Collect fees for meeting determined by Board (i.e. \$5.00 for members; \$8.00 for guests) -- **Cash or Check only** - put in cash box provided by Treasurer.

a. If guest joins Redwood Branch at meeting, guest meeting fee shall be waived.

b. If guest joins Redwood Branch, may use credit card at Merchandise Table.

b. Two members at Merchandise Table

1. Keeps track of merchandise on tally sheet provided by the Registration General Meeting Chair and collects money.

2. Tally sheet and money given to Treasurer by putting in the cash box (provided by Treasurer) after meeting.

c. One member at Handouts Table

d. One member as a lobby greeter to aide members in finding what they need at the meetings.

e. One member to assist speaker after meeting with the selling of their books and moving their items to their assigned table for book signing.

f. Team members may bring snack foods to the general meeting.

3. Shall create sign-in rosters for members and guests and tally sheets for registration and merchandise table and have for each meeting.

4. Shall tally the money collected for registration at the Redwood Branch general meeting, fill out the tally forms, and give both report and money to Treasurer in the Cash box.

5. Shall hand over the sign-in rosters both for members and guests to the Membership Chair.

6. Shall make sure there are name tags, pens, markers, and anything else needed to register members and guests at each meeting.

7. Shall make sure tables are set up at each meeting for necessary items.

ADDENDUM 33 – ELECTRONIC COMMUNICATIONS CHAIR

RW P & P SECTION, VI.

W.1. The Electronic Communications Chair shall work with the Publicity Director to post RW events to different electronic sites, using materials provided by the Publicity Director (usually 5 to 7 sites).

2. Post the entire announcement or a shorter version of the announcement by creating your own account to these current sites:

a. Sonoma Arts: <http://www.sonomarts.com>

1. After signing up use: <http://www.sonomarts.com/poste.html> and Post under Classes and Workshops.

b. Press Democrat: <http://pressdemocrat.com/listings>

1. After signing up use:
https://secure.zvents.com/elx/events_pressdemocrat_com/user/login?return_to=%2Flistings%2Fevent%2F87749570

2. Fill out event information form. The description here is limited to 500 Characters – NOT words.

c. Waccobb: <http://www.waccobb.net/forums/index.php>

1. Go to Post, then Events & Classes and fill out form, then say "No" this is not a commercial post, click next and fill out form. Also go to Calendar and post.

d. Geebo: http://san_francisco.geebo.com/ (there's an _ between san_francisco)

1. After signing up use:
https://secure.zvents.com/elx/events_pressdemocrat_com/user/login?return_to=%2Flistings%2Fevent%2F87749570

2. Go to Post, then Community, fill out form and general area is San Francisco, then next line get specific.

3. The Title for this post can only be 40 characters long.

e. Craigslist: <https://post.craigslist.org/sfo/E/eve/nby>

1. After signing up use: <https://post.craigslist.org/sfo/E/eve/nby/103>

f. Poet & Writers - <http://www.pw.org/>

1. Go to Connect with Others, then events calendar, then add an event. You post under the author's name.

2. Contact Information: Contact name = Redwood Writers Branch of the California Writers Club; Contact Email <http://www.redwoodwriters.org>; Organization Name = Redwood Writers Branch of the CWC.

g. Sonoma County Events:

<http://www.sonomacounty.com/ncal/index.php?com=submit>

1. Fill out your name and email address.

2. Text for this site can only be 180 characters.

3. Event Category: For general meeting = Arts; For Special Events i.e. book festival, author launch = Special Events; Library Panel = Educational.

4. Contact Name: use Publicity Chair's name and email address of publicity@redwoodwriters.org, unless otherwise specified.

3. Lets Publicity Chair know sites have been published to.

ADDENDUM 34 – SOCIAL MEDIA EDITOR

RW P & P SECTION, VI.

X.1. **Social Media Editor** shall have a primary objective to publicize RW's news and events through the organization's social media outlets. The Social Media Editor shall encourage proper use of site by members and followers, and will also be responsible for accepting and removing posts from RW members and the general public.

2. The Social Media Editor (SME) is a member of the Publicity Team, headed by the Publicity Director.

3. The Social Media Editor's Duties are:

a. The primary function of the SME is to post Redwood Writer (RW) events to social media sites.

b. The SME receives press releases, flyers, and other materials from the Publicity Director (PD) to post on various channels.

c. The SME may post information gleaned from the RW Newsletter, website or other vehicle, without receiving expressed approval from the PD provided the information is relevant to the organization and its members.

d. The SME may comment on RW social media sites provided said comments relate to RW events, news, and other RW-related events.

e. The SME accepts or rejects FB "fans" and LinkedIn connections using her/his judgment unless specifically instructed otherwise by the PD.

f. The SME might want to embellish on a comment about a RW event. However, this is not required.

g. The SME encourages the use of its social media sites for TW events and not for personal book-signings, new releases of books, seminars, etc. The SME may occasionally write a brief article for the organization's Newsletter or website, or speak from the podium at general meetings with the intent to encourage proper use of RW social networking sites.

h. If a member/friend/connection, etc. does post their individual news, unrelated to RW, then the SME may decide to delete the post. The SME may want to gently suggest that the proper place for this is on the individuals own FB account. The SME will have discretion to manage this issue with the intention of keeping the site intact for RW events and news.

i. The SME may not change any codes or fundamental emails or passwords concerned with the operation of RW accounts without going through the Publicity Director.

j. Before opening new RW accounts or new programs, SME must clear such actions with the PD and/or Board.

k. With the exception of the website, the PD will retain all social media account passwords.

ADDENDUM 35 – SOCIAL MEDIA GUIDELINES

RW P & P SECTION, XV.

A. GUIDELINES FOR RW PUBLICITY TEAM MEMBERS:

1. Updates and postings will result in the public forming opinions about our organization. RW endeavors to always be accurate and supportive of its membership.
2. The designated Website Manager will review and post all content for the RW website.
3. Members of the Publicity Team may at no time post personal or company logos or promote their businesses or themselves including updates to the official RW Facebook (FB) and LinkedIn pages or to other RW social networking sites.
4. When posting updates on RW social media channels, speak respectfully about RW and our members and supporters. Do not engage in behaviors that will reflect negatively on RW reputation.
5. Honor the privacy rights of our members. Never publicize confidential information about another member.
6. The Internet is about connecting with links, so if you see something of interest to the membership of RW related to the craft of writing or publication, provide a link.
7. Restrict updates and comments to or about RW events, writing contests, and information related to the craft of writing and publication. Do not use RW social networking sites for personal book-signings, book releases, etc.
8. Topics that are racial, political, or religious in nature or that advance specific social causes are never allowed on RW social media sites. A member of the Publicity Team will remove these postings.
9. 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. Twitter – No more than 6 tweets per day. This guideline may be revised as determined, especially during important events, such as our Annual Conference, when we want increased visibility.

B. GUIDELINES FOR POSTING COMMENTS BY RW MEMBERS:

1. Posted comments will result in the public forming opinions about our organization. RW endeavors to always be accurate and supportive of its membership.

2. If a RW member is developing a website or writing a blog that will mention RW, please notify the RW Publicity Director.

3. Personal or company logos may not be included when posting comments to the official RW Facebook page or other RW social networking sites.

4. When posting comments on FB, please speak respectfully about RW and our members and supporters. Do not engage in behavior that will reflect negatively on RW reputation.

5. Honor the privacy rights of our members. Never publicize confidential information about another member.

6. Restrict comments to or about RW events, contests, and information that furthers the craft of writing and publication. We request that your comments not include information about personal book-signings, new releases, seminars, etc.

7. Facebook "fans" and Twitter "followers" may use these channels to support RW's mission.

8. Topics that are racial, political, or religious in nature or that advance specific social causes are never allowed on RW social media sites. A member of the RW Publicity Team will remove such postings.

9. There is no limit on the number of daily comments members may post to RW social networking sites.

10. RW asks that all members review and abide by our Facebook posting policies.

11. By posting comments on RW 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 RW 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 posing or viewing comments.
- g. Post the same note more than once or "spam."

12. RW 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 with these Guidelines.

b. Edit or delete any communication posted on the social media channels, regardless of whether such communication violates these standards.

13. Finally, you agree that you will indemnify RW 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 you have posted.

C. GUIDELINES FOR COMMENTS FROM THE GENERAL PUBLIC:

1. All uses of social media must follow the same ethical standards that Redwood Writers' members must otherwise follow.

D. FACEBOOK POSTING POLICY:

The following policy posted on the RW Facebook page, pertains to all posts on this network.

1. This is a page for Members and supporters of RW, and we encourage open discussion and invite you to share your opinion on our issues. By participating on this page, you are agreeing to our commenting policy, outlined below.

2. We reserve the right to delete posts containing any of the following elements: profanity, misinformation, spam, off-topic/irrelevant, personal attacks, promoting violence, promoting illegal or questionable activities, rallying on behalf of people or organizations which support animal abuse.

3. If anyone repeatedly violates this policy, she/he will be removed from our page.

4. If a Facebook "friend" becomes a bother to our supporters and members, the individual will be removed. Again, we encourage open discussion and support in our craft.

5. We appreciate your cooperation, and look forward to your continued support. If you have a question regarding the Social Media Policies and Guidelines, please email publicity@redwoodwriters.org or socialmedia@redwoodwriters.org.

ADDENDUM 36 – BLOG EDITOR

RW P & P SECTION, VI.

Y. Blog Editor shall promote RW through the RW Blog.

ADDENDUM 37 – AGENTS DAY CHAIR

RW P & P SECTION, VI.

Z.1. The Agents Day Chair shall recruit and oversee a committee to organize a once-a- year event where authors meet with agents and publishers to pitch their books.

2. The Agents Day Chair and Committee Duties are:

- a. Secures a venue, date, and plans the program (including lunch and networking party).
- b. Decides and invites a keynote speaker and decides on the budget.
- d. Contacts and invites agents and publishers and publicizes the event.
- e. Works on registration sign-ups and thank you notes.
- f. Works closely with the Treasurer and the President in order to stay on budget and time.
- g. Plans a pre-conference pitch training session.
- h. Attend Agents Day, sign people in, time pitch sessions, and oversee the event.

ADDENDUM 38 – HOLIDAY CHAIR

RW P & P SECTION, VI.

AA. The Holiday Chair shall plan a holiday celebration for December. This usually includes readings by Members and additional holiday food. A committee may be formed.

ADDENDUM 39 – eSCRIP CHAIR

RW P & P SECTION, VI.

BB.1. The eScrip Chair shall manage an eScrip account and attempt to sign-up members to join eScrip. The eScrip Chair coordinates with other Chairs/Officers to help promote eScrip, and keeps track of the account. The eScrip Program is a fundraising tool.

2. Informs members how to use eScrip:
 - a. Go to eScrip.com,
 - b. Click "About the Program," on the blue bar,
 - c. Click "Sign up" on the blue bar, Enter "California Writers" for group name and follow the remaining prompts.
 - d. Our ID# is 500024196.
3. By signing up with eScrip, members will generate money for RW without having to do a thing. When a member uses their credit card at one of our sponsored stores, RW will automatically receive a few dollars to generate more money to put on writing activities for our members.
4. Oliver's is now on eScrip system, but member's need to pick up a card. Every time member shops at Oliver's, can earn up to 3% to 5% for CWC Redwood Branch.
 - a. Pick up a card at any Oliver's Market.
 - b. Register the card online at www.escrip.com/olivers, or call 1-800-931-6258.
 - c. Pay for their groceries any way they choose, simply presenting the card generates contributions for RW.

ADDENDUM 40 – LIBRARY OUTREACH LIAISON

RW P & P SECTION, VI.

CC.1. The Library Outreach Liaison shall establish good relations with the Sonoma County Library by meeting to discuss possible programs for the year, and shall recruit a committee and coordinators for various library-related projects.

2. The Library Panel Team shall:
 - a. Be a Committee of at least three (3) members.
 - b. Meet with library contact to set up theme of panel discussions.
 - c. Set up dates and times at various libraries.
 - d. Send information to Publicity Chair for development of flyer.
 - e. See that flyer goes to website, newsletter, member email, handout at meetings, and library.
 - f. Establish committee to recruit panelists.
 - g. Determine the questions for each panel.
 - h. Recruit moderator for each panel.
 - i. Recruit panelist and assign to various dates.
 - j. Gather items, i.e., RW handouts, membership information, flyers.
 - k. Panelist may sell own books at discussions; rules set up between library and RW's.
 - l. Take pictures of discussions and send to newsletter, website, FB, etc. to help promote.

ADDENDUM 41 – PHOTO LIBRARIAN

RW P & P SECTION, VI.

DD.1. The Photo Librarian shall manage a photo and video library for RW, storing photos on Flickr.

2. The Duties of the Photo Librarian are:

- a. Communicates to Membership how to use the Flickr site and explains how Members might add their own photos.
- b. Sorts photos into various activities for faster access.
- c. Tends to loading the Photo Frame and have up and running at membership meetings.
- d. Relates to hired photographers for special events like Writers Conference, to coordinate collecting photos.
- e. Reports to Publicity Director.

ADDENDUM 42 – REDWOOD WRITER AUTHORS' BOOKS LIBRARIAN

RW P & P SECTION, VI.

EE. Redwood Writer Authors' Books Librarian shall add all RW Authors to an outside website, at this time using Goodreads.com, and maintain this list, adding new books as they are published and as new members join.

ADDENDUM 43 – REDWOOD WRITER YOUTH GROUP

RW P & P SECTION, VI.

FF1. The Redwood Writer Youth Group shall meet monthly with the idea of inspiring youth, ages 8 to 18, to write. This group is sponsored by RW and a portion of its expenses shall be paid by RW on an "as-needed" basis and with approval of Board. Members of this youth group will be invited from time to time to read their work at membership meetings and other RW events. Group members join Redwood Branch under the Student Membership category, and pay \$15.00 a year. They are extended all benefits of Student Membership.

2. The Advisor to this group shall act as mentor to the students, host the youth meetings, book guest and prepare writing activities for the youth meetings.

a. Youth meetings shall be held once a month.

b. Youth meetings are for young writers to network together, share ideas, enjoy readings, gather for critique, and listen to guest speakers.

ADDENDUM 44 – AUTHOR LAUNCH CHAIR

RW P & P SECTION, VI.

GG.1. The Author Launch Chair shall be responsible for organizing The Author Launch held at the July RW membership meeting devoted to new RW Authors, published within the last eighteen (18) months.

2. The Duties of the Author Launch Chair are:
 - a. Will begin three (3) months prior to the event.
 - b. Send notices out to membership inviting authors to participate.
 - c. Obtain author's 60 word biographies, their picture, book cover, 50 word blurbs about their book, and where to buy the book.
 - d. Send information in #3 to Publicity Chair to develop a flyer.
 - e. Be sure flyer goes to website, newsletter, and out to members via email.
 - f. Invite a member to introduce each author...1 to 2 minutes maximum, depending on time.
 - g. Flyer will be handout on day of event.
 - h. Keep in close contact with authors so they are aware of schedule, etc.
 - i. Let authors know: They will read from book. How long? (strict schedule); They may sell books at the Redwood Branch meeting (must be present to sell).
 - j. Be sure pictures are taken at event and then sent to website, newsletter, FM/T, etc.

ADDENDUM 45 – AMBASSADOR CHAIR

RW P & P SECTION, VI.

HH.1. The Ambassador Chair shall be responsible for organizing members to be Ambassadors to represent and help assimilate new members into RW.

2. Ambassadors shall be chosen to represent the RW members by either the President and/or the Ambassador Chair.

3. Ambassadors shall be well-informed about the RW Branch of the CWC by attending monthly meetings and other events.

4. Ambassadors shall be present at as many events of the RW as possible.

5. Ambassadors shall take Members under their wing by introducing them to other Ambassadors and RW Members, invite new Members to RW events and be there to greet them at the door.

6. Ambassadors shall also call new members to welcome them to the RW and answer any questions they may have about the group.

7. Ambassadors must be a RW Member in good standing and have been participating in the group for at least six (6) months so they have a working knowledge of the events.

8. Ambassadors must be outgoing, professional and enjoy networking.

9. Ambassadors must be on time for all events you are assigned to and be dependable.

10. Ambassadors shall enjoy themselves and make great writing contacts.

ADDENDUM 46 – FOOD CHAIR

RW P & P SECTION, VI.

II. Food Chair shall be responsible for providing and bringing snacks to the monthly meetings and RW will provide \$25.00 to the Chair each month for the food.

ADDENDUM 47 – AUTHOR SUPPORT GROUP CHAIR

RW P & P SECTION, VI.

JJ.1. **Author Support Group Chair** shall be responsible to facilitate gathering of members in a friendly setting to share ideas, resources and support. Meetings are currently held each month before the General Meeting.

2. Shall organize PR involving newsletter notices and meeting announcements.
3. Shall have times that are flexible, depending on member needs.
4. Shall arrange for any supplies, speakers, or other resources for the group.

ADDENDUM 48 – NOMINATING CHAIR AND COMMITTEE

RW P & P SECTION, VI.

KK.1. Nominating Chair and Committee shall be responsible to recruit members to fill positions open for elected officers on the RW Board .

2. In March the President will appoint a Chair for Nominations and announce to membership via general meeting and newsletter.
3. Chair will recruit a Nominating Committee, as needed, to complete the list of nominations.
4. Chair meets with current President and any others to develop a comprehensive list of members who might be approached for any of the elected officers' positions.
5. Chair meets with committee to develop a "plan of action" for contacting prospects.
6. In April, Chair will report progress, in writing, to Board.
7. In April, Chair will send list of nominees to Newsletter Editor to be in the May Newsletter.
8. In May, Chair will report nominees, in writing, to Board, and announce list to membership at May General Meeting.
9. Chair will oversee elections of new officers held at the June General Membership Meeting.