



COMMITTEE OF MANAGEMENT, 2024-25

OFFICE BEARERS & POSITIONS TO BE FILLED: **President – Secretary – Treasurer – Editor**
(Publications, Publicity & Media Coordination) – Ordinary members – Additional volunteer roles –

COMMITTEE MEMBER RESPONSIBILITIES:

Committee members are elected to the Committee annually for the term of one year, and can be re-elected.

The Committee is collectively responsible for ensuring that Geelong Writers Inc. complies with the *Associations Incorporated Reform Act (2012)*, that it follows the Rules of Geelong Writers Inc., designed to enable its goals of supporting and encouraging literature and writing in Geelong and district. All Committee members, whether office bearers or ordinary members, are to be familiar with the Rules of Geelong Writers Inc., the objectives of Geelong Writers and the responsibilities of the Committee to promote the goals of Geelong Writers.

Committee members must act with diligence and in the best interests of Geelong Writers. Any conflict of interest a member may have must be declared in advance and every committee member must undertake not to use their position to advance their own interests and to abstain from any vote at a general meeting that relates to their material personal interest.

PRESIDENT

Responsible for leadership, direction and coordination of activities. Duties include chairing meetings, representing Geelong Writers at public events and as the official spokesperson when required, and overseeing the development of policies and plans to achieve our goals.

SECRETARY

Responsibilities include correspondence, record keeping, Consumer Affairs Victoria reporting, meeting minutes & agendas, membership (currently 202 members), including maintenance of membership records, maintaining Mailchimp for the Geelong Writers' audience (744 subscribers), managing membership renewals, membership cards and new member packs.

TREASURER

Responsibilities include receiving all monies and paying accounts, maintaining financial records, preparing an annual budget, leading fundraising initiatives and grant applications.

Our principal methods of payment for membership, events, submissions and publications are EFT and TryBooking, with the occasional cash or cheque transaction. TryBooking was introduced as a means of payment for memberships in mid-2021, and has proved to be a popular and easy method to join or renew GW membership as well as to pay for events, publications and competition fees.

EDITOR (PUBLICATIONS, PUBLICITY & MEDIA COORDINATOR)

Responsibilities include oversight of website and social media, E-zines and emails to members and subscribers. The Editor is to collaborate with any volunteers involved in the production of publications and promotional materials.

Website management includes organising and publishing featured members' writing (and posting links on social media), keeping the events calendar up-to-date and publishing pages for special events, competitions and publications like the anthology. The current Geelong Writers Inc. website, created in 2017, uses WordPress.

The site is automatically backed up once a week, an SSL certificate must be installed annually and plugins need to be updated occasionally. The website manager also needs to review/approve comments on member features and delete spam.

Additional functions of Committee members and/or volunteer teams:

FACEBOOK COORDINATOR

Administration of the Facebook & Instagram accounts and managing content, including posting items of interest and original content. Duties include liaising with the Editor to ensure that content for the Geelong Writers website is made available to users of GW Facebook/Instagram pages.

Geelong Writers has maintained a Facebook page since September 2015, which has 938 followers. Our Instagram account, created in April 2021, has 335 followers.

COMPETITIONS COORDINATOR

Managing and documenting entries, checking eligibility of entries, ensuring blind judging where entries are for competitions, coordinating pre-judging and judging, communicating with entrants, organising prizes, publishing winning and selected entries on the website.

EKPHRASTIC CHALLENGE COORDINATOR

Posting regular challenges and selected entries on the website, communicating with entrants.

EVENTS / COMMUNITY DEVELOPMENT COORDINATOR

Liaising with workshop leaders, organising venues, managing bookings and communicating with attendees. Initiating and exploring new ventures for members. Assisting with Members Nights

PUBLICATIONS

General Anthology, published annually, submissions coordinator & editor. Poetry chapbook, published June & December, submissions coordinator & editor. Artwork coordinator for publications.

Editing, proofreading and layout coordination: several volunteers are required to help in the preparation of materials for print and on-line publications; organising printing.

NEWSLETTERS

Compilation of monthly e-zine newsletters to be sent via Mailchimp to GW subscribers (currently 744) with occasional newsletters for special announcements and updates. *Contributions of articles, images, events etc. gratefully received.*