

All board members will be present for as many of the monthly board meetings and RoundTable meetings as is possible. Board members should arrive at the breakfast location each month by 7:45 a.m. to be ready for members as they arrive.

President

IN BYLAWS:

16. *The President will:*

- *when present, preside at all meetings of the board and at the Annual General Meeting (AGM) and sit, ex-officio, as a member of all committees and subcommittees of the Corporation;*
- *be responsible for the general management and supervision of all affairs and operations of the Corporation;*
- *with the Secretary or Secretary-Treasurer, or other officer appointed by the board, sign all minutes and by-laws, other documents and cheques;*
- *welcome members and guests at membership meetings and officiate throughout these meetings; and*
- *facilitate both internal and external communications regarding all aspects of the Corporation, consistent with the mandates of the Corporation*

In the absence of the President, the Vice-President, or such other director as the board may appoint for the purpose, will assume the duties of the President.

Presidents serving a term of at least one (1) year may, upon assuming the role of Past-President, become an honorary member of the Corporation at the discretion of the Board

1. Chair meetings
 - a. Schedule meetings; along with board, determine dates and venues
 - b. Request agenda items, prepare agenda and distribute at meeting
 - c. Call for a vote when necessary
2. AGM
 - a. Preside at AGM and other general meetings
 - b. Supervise preparation of Annual Report with Treasurer and input from board
3. RoundTable
 - a. Prepare podium agenda, and introduce speaker if needed
 - b. Host RoundTable meetings and other events as required
 - c. Prepare member kudos for podium
 - d. Make announcements as necessary
4. General management and supervision
 - a. Take on or assign board duties as required
 - b. Ensure efforts are in concert with goals, objectives, and aspirations of membership
5. Word Weaver Liaison
 - a. Check Word Weaver content prior to publication to ensure material is accurate and conveys appropriate message (does not imply copy editing)
 - b. Write or designate the Message from the Board for each issue
 - c. Serve as contact person for Word Weaver editor
6. Public voice

- a. Act as an ambassador for the WCDR

Past President

IN BYLAWS:

18. *The Past-President will:*

- *ensure continuity in the operation of the Corporation during change of presidential leadership*
- *give special attention to any new or prospective members attending monthly membership meetings; and*
- *perform from time to time such other duties prescribed by the board, and may perform such additional duties as may be requested by the President.*

1. Is the only Ex-officio director (i.e. not elected)
2. Chairs first meeting of each new board until new president has been elected
3. Investigate and present ideas for new funding opportunities as required

Vice President

IN BYLAWS:

17. *The Vice-President will:*

- *assume the role of the President during any absence or inability of the President to perform his or her duties;*
 - *support the President in the promotion of the organization's mission and objectives as requested by the President.*
 - *take on additional responsibilities and assume special roles as appropriate or as necessary*
1. Contribute to the success of the monthly RoundTable meetings by welcoming existing and new members and providing support to the RoundTable committee as needed
 2. The Vice-Presidential role is an excellent opportunity to learn the skills necessary to be an effective President. Those assuming this position are encouraged to stand for President when the position becomes available.
 3. Perform co-signing duties on cheques when required
 4. Develop a working knowledge of the organization, its members and group programs, offerings and events.

Secretary

IN BYLAWS:

19. The Secretary will:

- *act as clerk of the board and attend all meetings of the board;*
- *ensure that all facts and minutes of all proceedings are recorded and maintained in a business-like manner;*
- *be the custodian of the paper and electronic documents belonging to the Corporation, to be delivered up upon direction from the advisory board to such person or persons who may be named in a resolution passed by the board; and archive or supervise archiving of all documentation, minutes, forms, bylaws, etc. on Board page of website;*
- *prepare and distribute agendas, minutes and other materials as necessary in advance of board meetings; and*
- *be responsible for running the elections process at the Annual General Meeting.*

1. Post minutes of all meetings on Board Page
2. Maintain record of any e-votes
3. At AGM: Chair election, if required, for new board members
 - a. Receive board nominations and retain
 - b. Verify member status of nominees with Membership Co-ordinator
 - c. Obtain bios from nominees
4. Following AGM, submit update of sitting board members to the Ontario provincial government, Public Appointments Secretariat.
5. Chair membership votes such as amendments to bylaws and record the results
6. Obtain new board members bios and photos for posting on website
7. Assist registration and check-in at RoundTable as needed
8. Provide sister groups (WCYR, WCSC, etc.), legal and banking partners with list of new board members
9. Provide backup for telephone messages as needed (or designate)
10. Signing authority for the board
11. Distribute "Ask A Writer" queries as they come in to appropriate resource.

Treasurer

IN BYLAWS:

20. *The Treasurer will attend meetings of the board and ensure that the following are done:*
- *full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account shall be maintained to be delivered up upon direction from the board to such person or persons who may be named in a resolution passed by the board and facilitate archiving these documents on the board page of the web site;*
 - *all moneys or other valuable effects in the name and to the credit of the Corporation shall be deposited in such financial institution(s) as may from time to time be designated by the board;*
 - *the funds of the Corporation shall be disbursed under the direction of the board, using proper vouchers, invoices or receipts;*
 - *a written account of the financial position of the Corporation shall be provided at each monthly board meeting and for the Annual Report*
 - *full and accurate accounts of funds belonging to corporations or groups which are affiliated with the Corporation shall be maintained; and*
 - *receipts shall be issued and members and guests shall be registered at monthly membership meetings.*
1. Signing authority for the board
 2. Monitor financial information on QuickBooks software including recording cheques written and deposits made, PayPal deposits, bank service charges, bank interest received, and reconciling monthly bank statements as prepared by the admin assistant.
 3. Provide financial information at board meetings as needed and request a vote where necessary
 4. Ensure cheques are co-signed by Treasurer and one of the other three board members with signing authority (President, Vice President, Secretary)
 5. Assist other board members with budget preparation for workshops and special events

IN BYLAWS:

DUTIES OF ALL OTHER OFFICERS

21. *The board may appoint other officers and agents (and with such titles as the board may prescribe from time to time) as it considers necessary and all officers and agents shall have the authority and perform the duties from time to time prescribed by the board. The board may remove at its discretion any such officer or agent of the Corporation. The duties of all other officers of the Corporation appointed by the board shall be such as the terms of their engagement call for or the board prescribes.*

RESPONSIBILITIES AND COMMITMENT OF ALL OFFICERS

22. *All officers will:*

- *have an ethical responsibility to support the mission of the Corporation;*
- *maintain any and all records in a business-like fashion and in accordance with established methods, and be prepared to surrender same at the completion of a term in office;*
- *ensure the confidentiality of any and all records, files, membership information, lists and in camera discussions both during and subsequent to board term of office;*
- *secure and keep safe any materials or intellectual properties of the Corporation or its members; and*
- *make reasonable efforts to attend all monthly membership meetings in addition to meetings of the board.*

Membership Co-ordinator

1. Responsible for membership database including new members, resigned members, changes of contact information
2. Welcome new members by e-mail, assign membership number and request any missing information
3. Obtain supplies, prepare and distribute Welcome Packages including: Create and issue Coupon for \$15 discount on one WCDR Workshop, and then notify the treasurer when a Coupon has been issued, burn CDs of Past Issues of Word Weaver
4. Issue Recognition awards for 5, 10, 15 and 20-year members and mail awards to those not present at RoundTable
5. Liaise with Treasurer and Administrative Assistant for receipt of membership payments
6. Advise Word Weaver editor of new members and returning members for quarterly newsletter
7. Handle membership inquiries
8. At RoundTable meetings:
 - a. Bring membership sign-up forms and respond to inquiries re membership
 - b. Bring current list of members for verification, updates
 - c. Take new memberships and renewals
 - d. Hand out member badges and New Member Kits
 - e. Bring blank nametag stickers and markers for use by guests and those who forgot name tags
 - f. At podium: Welcome new members and returning members and present report on number of new, renewing, returning members and total number of members
9. Liaise with Administrative Assistant to send out membership renewal notices
 - a. Send out reminder notices
 - b. Take membership renewals
10. Liaise with Board Members and Administrative Assistant to prepare membership surveys
 - a. Prepare surveys
 - b. Send out surveys
 - c. Suggest ways to utilize survey results
11. Obtain appropriate purchases for:
 - a. Thank you gifts,
 - b. Member of the Year
12. Manage member surveys and communicate trends and member requests to Board
13. Plan, organize, and execute the December Gift Giveaway membership celebration for the December RoundTable

Monthly Meeting Co-ordinator

1. Accept registrations for breakfasts (members and guests) and maintain list of breakfasts and mini-workshop registrants; co-ordinate with Admin Assistant for accurate registration numbers.
2. Liaise with Speaker Liaison on RoundTable speakers, and ensure arrangements for speaker breakfast, guest, space, etc. are confirmed
3. Check WCDR sign up online in preparation of RoundTable
 - a. Co-ordinate with Admin Assistant to check phone and email frequently for additional registrations, especially on days leading up to the RoundTable
 - b. Advise other board members of messages if applicable
4. Contact RoundTable venue to confirm numbers no later than noon of the Wednesday prior to the breakfast
5. Send RoundTable-related e-mails to Web Admin and PR for distribution to the members
6. At Board meeting prior to breakfast, arrange with other board members to have all the breakfast positions covered (someone to manage speaker, take money and registrations, introduce speaker, thank and pay speaker, sell door prize raffle tickets, membership inquiries, greet first-time guests)
7. At breakfast:
 - a. Bring to breakfast: WCDR signs, bulletin board, flyers from last breakfast, list of registrants for treasurer
 - b. Arrive by 7:45 to ensure set up is correct and make any adjustments
 - c. Handle Paypal registrants at the door (Asking another person to assist is recommended)
 - d. make sure new members and guests have a WCDR ambassador to show them the ropes and introduce them to other members
 - e. Liaise with venue staff on numbers, bring the invoice to treasurer for review and bring cheque to restaurant staff.
8. Co-organize with Events for special RoundTable meetings such as Blue Pencil Bonanza, December Gift Giveaway, Pro Panel, July Member Celebration, etc.

Speaker Co-ordinator

1. Seek out speakers/facilitators in co-ordination with other board members, for RoundTable meetings, Master Class full-day workshops and mini-workshops.
2. Contact facilitators to invite them and arrange date and location.
3. Serve as contact person to guest speakers/facilitators
4. Provide facilitators with details regarding time, place, directions, format, audience, requested topic, etc.
5. Request photo and bio to distribute to Web Admin, PR Co-ordinator, and Word Weaver editor
6. Confirm facilitator attendance (closer to date) if necessary
7. Arrange transportation, hotel and special requests for speakers, as needed
8. Liaise with instructor to prepare budget and set price
9. Arrange payment of speaker (for WCDR-sponsored workshops)
10. Prepare workshop related emails, slides, and promo information to provide to Web Admin, PR Co-ordinator, and Word Weaver editor.
11. Announce upcoming Master Class workshops at breakfasts
12. Explain to speaker/facilitator the set fees: a \$200 honorarium for RoundTable speakers, half the registration with a minimum of \$500 for Master Class speakers and
13. Track registration for workshops and maintain list for attendance.
14. Arrange venue and refreshments for Master Class workshops.
15. Liaise with Treasurer to obtain payment for venue and any other expenses if needed.
16. Attend WCDR-sponsored workshop, or arrange for a designate, to co-ordinate things the day of the workshop
17. Greet speaker (or find designate) and sit with speaker during breakfast (or find a designate)
18. Arrange for introduction of speaker
19. Provide a budget accounting of each WCDR sponsored workshop and facilitate instructor payment

Events Co-ordinator

1. Provide leadership in organizing WCDR events including Bookapalooza, Words of the Season, and Culture Days.
2. Seek out venues and ideas for new events or participation in previous events
3. Liaise with organizers of Durham Region special events in which WCDR may take part to ensure adequate space, equipment and volunteers
4. Prepare a budget for event and present to board
5. Contact Membership Co-ordinator to seek volunteer input:
 - a. Seek out volunteers to participate in event committees
 - b. Book venue and any equipment as necessary
 - c. Hire necessary services such as food, servers, entertainment, etc.
 - d. Organize volunteers to provide decorations, etc.
 - e. Prepare necessary PR (send information to PR Co-ordinator to add to press release, Word Weaver editor, Web Liaison, prepare brochures, posters, flyers, as needed)
 - f. Ensure that WCDR materials are brought to event for publicity
 - g. Ensure sufficient volunteers to man booths/displays
6. Liaise with Treasurer/Admin Assistant to ensure payment of any fees involved in space rental, catering, etc. and deposit of any funds received
7. Track expenses and provide to Treasurer
8. Bring event promotional material to RoundTable for distribution
9. Announce events at RoundTable
10. Send events-related e-mails to Web Admin and PR Co-ordinator for distribution to members
11. Develop event-related WCDR Contests or liaise with contest subcommittees as necessary.
12. Post contests, events and WCDR initiatives on Events calendar and/or facilitate posting with either Web Admin.

Public Relations Co-ordinator

1. Act as media liaison on behalf of WCDR, including answering any media requests for information via e-mail, phone, or over social media
2. Maintain media distribution list
3. Provide timely media releases or other promotional communications such as social media announcements, web postings etc. for the upcoming RoundTables.
4. Where appropriate, send media releases before and after the breakfast to newspaper, print and radio sources (if the speaker was a big name, etc. – more as a news report.)
5. Liaise with Charline Jones from Whistle Radio Stouffville (a WCDR member) to arrange interviews with members who would like to appear on her radio show
6. Liaise with volunteers to watch for mentions of WCDR in media outlets
7. Report media mentions in print, radio or online to Board and membership
8. Liaise with other Co-ordinators to include upcoming activities in communications
9. Provide information of upcoming events, outings, celebrations, fundraisers, speakers and workshops to Word Weaver editor and Web Administrator
10. Send out periodic media releases about special events, contest winners, etc. as required (or designate)
11. Network and promote organization whenever possible
12. Pursue paid advertising as required by the board; work with Word Weaver editor
13. Liaise with the board and Events Co-ordinator to raise awareness for monthly RoundTable speakers and mini-workshop topics, MasterClasses, Bookapalooza, Pro Panel, Scholarships, Blue Pencil Bonanza, AGM, and July Member Celebrations.

Master Class Workshop Co-ordinator

1. Plan, invite and book Master Class facilitators
2. Confirm dates with Durham College liaison
3. Ensure insurance rider is valid and up to date (provided by Business Admin)
4. Send details, bios, head-shot photo, and workshop description to Social Media and Web
5. Act as liaison on behalf of WCDR with Master Class facilitators.
6. Ensure timely media releases or other promotional communications such as social media announcements, web postings etc. for the upcoming RoundTables.
7. Provide information of upcoming events to Word Weaver editor
8. Create a promotional slide for the RoundTable PowerPoint loop
9. Purchase fruit, veggies, baked good, cream, milk, etc for day of
10. Find out what AV/connection needs facilitator has prior to
11. Ensure facilitators are given directions, a contact cell number for the morning of
12. Arrive at least a half-hour prior to the event with supply bin to set up and start coffee
13. Greet facilitator/Thank facilitator
14. Follow up with Treasurer/Business Admin to ensure payment (if not given day of)
15. Prepare a wrap-up account of attendees, costs, payment, and profit to board for following board meeting.

NON-BOARD POSITIONS

Business Administrator

1. Paypal
 - a) Run Paypal Interface in conjunction with role as Treasurer support
 - b) Manage the Paypal lists for the monthly breakfast meetings (breakfasts purchase and mini-workshops)
 - c) Manages Paypal downloads into Quickbooks

Other Specific duties include:

2. Direct assistance to the Treasurer, Secretary and RoundTable Co-ordinator
3. Maintain financial information on QuickBooks software including recording cheques written and deposits made, PayPal deposits, bank service charges, bank interest received, and reconciling monthly bank statements.
4. Make bank deposits in a timely manner
5. Maintain the integrity of all bookkeeping
6. Track registration and attendance for WCDR events
7. Update the WCDR membership database (approximately 350 members)
8. Attend monthly WCDR RoundTable events and board meetings
9. other duties as assigned

This position reports to the Treasurer and the President.

Web Administrator

1. Maintain the wcdr.org/wcdr.ca website as well as the Bookapalooza.ca website
 - a. Make sure the domain name and web hosting are paid (Rich Helms will invoice us)
 - b. Update calendar and announcement posts on website for contests, programming and the Events, PR, Master Class, Treasurer, and Monthly Network Meeting portfolios.
 - c. Assist Contest Co-ordinator in posting and publicizing contest information
 - d. Post the Word Weaver on the site and advise members when it is available
 - e. Provide support for member pages and member forums if applicable
 - f. Update various other web pages (e.g. contest pages) as needed
 - g. Keep the Homepage and Calendar as current as possible
2. Prepare and distribute the weekly/bi-weekly Buzz e-newsletter
3. Respond to inquiries regarding the website
4. Assist other board members with website-related support as needed
5. Work closely with the Webmaster (Rich Helms) on planning changes, web updates and enhancements, and increasing technical knowledge