

Standing Committees (Appointed Positions)

Annual Conference: Comprised of a Chairperson and any number of members as necessary to assure a successful yearly writing conference, such as brochure layout and printing, facilities coordinator, registrar, bookstore and book signing coordinator, etc. The Conference Chair works in close association with the Vice President on Conference. The Conference Chair must work with the Treasurer and Vice President on a Conference budget to present at the fall Executive Board meeting, and written Conference reports are to be presented at each Executive Board meeting.

1. This Committee must keep a regular set of books detailing all monies: what came in, from whom, for what, what went out, when, to whom. A copy must be filed in the Conference Chair's notebook. Save copies of all receipts for reimbursement and all financial bookwork until final report is accepted by the Board. Wyoming Writers, Inc. is tax exempt, and is not to be charged sales tax.
2. The box containing name badges, the Conference binder, any materials left over such as binders, notepads, pencils, etc. should be kept in good order and passed to the subsequent Conference Chair.
3. The Conference Chair will update these guidelines as necessary, and inform the Webmaster of any changes.

Timeline

July-August VP: Begin contacting potential panelists and editors.

CC: Begin negotiating room rates, banquet facilities, meal and break prices, etc. with hotel(s). Contact a local bookstore about interest in/rules for running a Conference bookstore.

Sept-Oct P: Executive Board meeting

VP: Get info on panelists/editors - bios, photos, workshop titles

CC: Begin work on Conference schedule

PC: Start work on Conference flyer and publicity plan

December VP and Chairs: Make sure all information on Conference - presenters, dates, location, schedule, meal choices and prices, etc. - is correct before final printing of the brochure.

January PC: Printer bids/camera-ready layout of Conference brochure. Set up timeline for publicity.

VP: Check with bookstore on how to get panelists' and

published member's books in the bookstore for book signing, limitation on number of copies, etc. Get details for guest speakers: equipment needed, rooms, meals, travel arrangements.

CC: Begin recruiting volunteers for Conference: freebies table, silent auction if there's room and interest in holding one, help with stuffing Conference packets, registration table, etc.

February PC: Conference brochures to printer. They should reach the Newsletter Editor by Feb. 23 for inclusion in the March *WYO-Writer*.

VP: Begin articles on Conference for *WYO-Writer*

March CC: Begin receiving registrations. Keep notebook of registrants alphabetized. Send copies to Treasurer along with funds. Begin preparing name tags, list of meal preferences.

VP: Begin working on a list of nominations for Officers and MALs for a General Membership vote at Conference.

April CC: Begin gathering materials for registration packets. Contact Chamber of Commerce for local maps, etc.

PC: Start conference announcements to media.

P: Spring Executive Board meeting.

May CC: Double check details - meeting rooms, bookstore, meals, breaks, and banquet facilities. Print up meal tickets. Make up a Conference evaluation sheet.

VP: Touch base with panelists/editors, stay in touch with Conference Chair, double check last minute details.

June CC: Gather Conference evaluation sheets, tabulate and condense answers, distribute to President and Vice President to apply for grants. Make sure next year's Conference Chair has a copy for suggested improvements to Conference.

Conference Chairman - Job Description by Clayton
Stabnow, 5/02/02

I'm not sure of "all" the duties the Conference Chairman is supposed to cover since I took this job over half way through the process with no guidance. I'm figuring it out as I go, but here is a list of things to start out with.

- 1) Procuring faculty for the next conference.
- 2) Finding editors/publishers for editorial board, etc.
- 3) Location coordinator.
- 4) Registration.
- 5) Bookstore coordinator.
- 6) Book signing coordinator.