

Executive Board (Elected Positions)

Vice President: The Vice President makes a three-year commitment to Wyoming Writers, Inc.: one year as Vice President, one year as President, and one year as Past President in an advisory capacity. The Vice President will assist the President in all duties and responsibilities of the organization; fulfill those duties in the absence of the President; draw up a preliminary budget with the Treasurer for consideration by the Executive Board for the following year; select knowledgeable presenters for the Annual Conference based upon nominations by WWI members; coordinate travel arrangements, room accommodations and meals for conference presenters; and coordinate manuscript critique opportunities provided by panelists.

1. The Vice President is the Board member in charge of the conference, and will work with the Conference Committee on the planning of the Annual Conference. The Vice President works with the Conference Chair to coordinate menus, meeting rooms, etc. The Vice President works in coordination with the Conference Chair and Publicity Chair to make up the conference brochure.
2. The Vice President writes articles for the *WYO-Writer* announcing different aspects of the conference.
3. The Vice President, in consultation with the Treasurer, prepares a preliminary budget for consideration by the Executive Board before presenting it to the General Membership at the annual conference.
4. The Vice President recruits and presents a slate of new Officers for the next year to the Executive Board for approval preceding a vote of the General Membership.
5. The Vice President will update these guidelines as necessary, keeping the Webmaster informed of changes. The Vice President keeps the Vice President's notebook, with copies of all business conducted during the year, to be passed on to the incoming Vice President.

Timeline

June/July

- Begin to secure panelists for next year's Conference.
- Request names of potential presenters from Executive Board and Members.
- Coordinate early planning with the Conference Committee.

August/September

- Finalize contracts detailing pay and requirements with presenters.
- Contact presenters about critique opportunities at the Annual Conference: number of manuscripts and type of writing they will critique, word count, etc.
- Obtain a biography and photograph of each presenter for the Conference brochure, news releases, and newsletter articles.
- Advise presenters of the opportunity for sales of their works in the conference bookstore.

- Make up a flier with as many Conference details as possible before the MPIBA trade show in September, and send to MPIBA Chair.

October/November

- Contact panelists concerning travel plans. In recent years, it has become the norm for panelists to make their own travel arrangements.
- Ask panelists for a description of their proposed Conference workshop sessions.
- Continue working with Conference Chair and Publicity Chair on the layout of the Conference brochure, the Conference schedule, and publicity for the Conference.

December

- Write an article for the January *WYO-Writer* announcing the names, backgrounds, and other details of the presenters. Indicate whether they will be doing critiques and in what genre. Indicate how the check for the critique fee is to be addressed. In recent years, the checks for the critique fees have been made out to the panelist doing the critique.
- Review Conference brochure with Conference Chair and Publicity Chair for printing and distribution.

January

- Write an article for the February *WYO-Writer* that gives more detail about the presenters, the proposed topics for their workshops, and critique requirements.

February/March/April

- Confirm presenters' travel arrangements.
- Make *hotel* reservations (always, even if conference attendees are housed in dorms) for presenters and get confirmation numbers. Presenters' hotel accommodations and meals will be paid by WWI. Instruct presenters to save receipts for meals not charged to their rooms.
- Keep Conference Chair informed of presenters' needs.
- Receive manuscripts for critique. Prepare a record of critique submissions, and send manuscripts along with checks, to the presenters.
- Mail Conference brochure to presenters.
- If an editor panel is to be convened, contact and confirm regional publishers and editors.
- Prepare a Conference critique schedule and inform participants of their scheduled time.
- Ask presenters for their banquet meal choice, and inform the Conference Chair.
- Make sure each panelist has a Conference packet and name badge.
- Give Conference Chair names of editors attending editor panel for name badges.
- Review travel and hotel reservations with presenters at least two weeks before Conference. Provide specific details about Conference location, the hotel phone number, and answer any questions. Remind them about having their books available in the Conference bookstore, and provide details on how to contact the bookstore.

- Organize the Vice President's files and notebook to pass on at the Combined Executive Board meeting.

June

- Check with Treasurer to make sure all presenters' bills have been turned in, and checks made out.
- Make arrangements with Conference Chair to obtain Conference evaluations as a basis for planning next year's conference. Bring Conference Chair's written summary of evaluations to the fall Executive Board meeting to be passed on to the next year's Conference Chair
- Write a thank-you note to each presenter.

Vice President's Job Description
by Echo Roy, 5/02

I have learned that the Vice-Presidency of Wyoming Writers is perhaps the most time-consuming job in Wyoming Writers. It's a hurry up and wait kind of deal, but It seems that I have something to deal with weekly and have had since last August.

My biggest push was last summer/fall and that involved lining up our editors and panelists. The membership was very helpful In that they sent me names and information to search through, so then It simply became a matter of choosing where I thought our membership wanted the conference to go. There's a lot of letter writing but e-malling back and forth-the Internet-is a time-saver!

The next busiest time is right before the conference. lfs the time to:
firm up the schedule,
set up a list of officers for your presidency,
attend the spring meeting,
conference budgeting,

and clean up last minute details.

Overall, it's more fun than not because it has provided me an opportunity to get to know more members and reach out into the writer's world with a purpose. I've loved the time with the exception of the three rejections I got from editors.

The Vice-President's duties and responsibilities as per our handbook are:

1. The Vice President is the President-elect for the coming year and is expected to assist the President in all duties and responsibilities, and to fulfill those duties in the absence of the President.
2. The VP is the board member In charge of the conference and will work with the local conference committee on all planning. The VP will arrange for all panelists, handling contracts, making travel and room arrangements, in conjunction with the conference committee. The VP will also line up the editors for the Editor's Panel.
3. The VP, In consultation with the Treasurer, will prepare a preliminary budget for consideration by the Executive Board at the Spring Board meeting, and by the general membership at the annual conference.
4. The VP will select and present a slate of new officers for the next year to the Board at the spring meeting for their final approval.
5. The VP will make sure the treasurer writes checks to panelists for honorariums, critiques, and mileage.
6. Immediately following the conference. the VP will write thank you's to all panelists.
7. Throughout the year the VP writes articles for the Wyo-Writer announcing different aspects of the conference: for example, the names and backgrounds of the conference panelists.

