

# SCBWI-Wisconsin Volunteer Position Descriptions

Page 1

## LEVEL 1: Very Important Volunteers (VIVs)

### Event Volunteers

Airport Runners, Special Event Setup/Takedown (Social, Portfolio, Open Mic.), Critique Timers/Monitors, Folder Stuffers, Introducers/Room Monitors, Portfolio Showcase Setup/Takedown.

### Event Coordinators

Book Sales Coordinator, Event Illustrator, Manuscript Critique Coordinator, Food & Beverage/Venue Coordinator and Volunteer Coordinator, and Hospitality Chair.

Page 2-4

## LEVEL 2: Chapter Coordinators

Membership Coordinator, List Serve Coordinator, Critique Group Coordinator, Flyer/Banner/Newsletter Designer, PAL Coordinator, Blog Editor, Social Media Coordinator, Website/Tech & Registration Development Coordinator

Page 5

## LEVEL 3: Committee Members/Mentors

Page 6-8

## LEVEL 4: Area Reps & Illustrator Area Reps

Page 9-10

## LEVEL 5: Illustrator Coordinator (IC)

# LEVEL 1: Very Important Volunteers (VIVs)

## 1. Event Volunteer Positions

These VIVs help event coordinators complete tasks and preparations for Fall Conference, Spring Luncheon, or Illustrator event. Includes Airport Runners, Special Event Setup/Takedown (Social, Portfolio, Open Mic.), Critique Timers/Monitors, Folder Stuffers, Introducers/Room Monitors, Portfolio Showcase Setup/Takedown.

**Time Commitment:** 2-5 hours during pre-conference and Fall Conference

**Benefits:**

- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference/event

## 2. Event Coordinator Positions

These VIVs include Book Sales Coordinator, Event Illustrator, Manuscript Critique Coordinator, Food & Beverage/Venue Coordinator and Volunteer Coordinator, and Hospitality Chair.

**Manuscript Coordinator:** Help coordinate manuscript critiques for the fall conference/other events that have manuscript submissions. Provide tutorial on how to format manuscript. Collect all manuscripts via email and respond accordingly. Verify all manuscripts are properly formatted and have correct file name. Create a spreadsheet of all manuscripts in categories. Help assign critiques to faculty. Package/Zip all manuscripts for each faculty together and email. Create Critique Schedule and proof with RAs to ensure accuracy for all faculty.

**Book Sales Coordinator:** Arrange the book sales for the Fall Conference & the Spring Luncheon.

**Food & Beverage/Venue Coordinator:** Select food and beverages for our large events (Fall Conference and Spring Luncheon). Coordinate pricing and policy for dealing with allergies and requests, and working with the staff from the event location. Be the point person about venue issues, such as scheduling, equipment, and set-up, and help in negotiations.

**Illustrator:** Create an illustration for a major event, such as the Winter Webinar, the Spring Luncheon, or the Fall Conference.

**Hospitality Chair:** Create Faculty gift bags for Fall Conference and Spring Luncheon. Help organize social events/activities at the Fall Conference and Spring Luncheon.

**Time Commitment:** 20-30 hours during pre-conference and Fall Conference

**Benefits:**

- Discount on Fall Conference or other event
- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference

## LEVEL 2: Chapter Coordinators

These positions help coordinate our chapter's ongoing initiatives.

**Time Commitment:** 2 years (hours vary)

### Positions/Duties:

**Membership Coordinator:** Reach out to new members welcoming them and directing them to the list serve and other means of communicating with members from the state, as well as reach out to members when their membership expires/ near expiring. Also coordinate efforts to arrange membership info booths at area events in key locations (e.g. Milwaukee, Madison, Green Bay) and help grow our state's membership by reaching out to communities that might not be aware of SCBWI, including colleges in the state. Helps out with the creation of our quarterly newsletter. *(Approximately 5-10 hours per month)*

**List Serve Coordinator:** Manage the list serve, help members access and activate their list serve account, send out monthly reminders of the rules. (Note: This is a more formal site and should only include important news; social interactions are for our Facebook page.) Helps out with the creation of our quarterly newsletter. *(Approximately 5-10 hours per month)*

**Critique Group Coordinator:** Arrange and manage critique groups for members in all writing areas. Manage our Big Buddies initiative of placing new members with an experienced member at social events so they are integrated into the group. Helps out with the creation of our quarterly newsletter. *(Approximately 5-10 hours per month)*

**Flyer/Banner/Newsletter Designer:** Design our Fall and Spring Book Lists, Mentorship Flyers, Fall Conference Faculty Flyer, Volunteer Flyer, Spring Luncheon Flyer/Registration, Fall Conference Flyer/Hard Registration, Topic Tables Flyer, Illustrator Event Flyer Registration, and any other flyer/banner needs that might arise.

### Expectations: \*

- Follow the duties assigned, as well as commit to the volunteer agreement
- Effectively communicate with the Regional Team (RT) and be responsive to requests in a timely manner
- Conduct herself/himself in a manner that's an appropriate reflection of SCBWI
- Be available to members in her/his region, and communicate with them in a timely manner
- Follow designated procedures for planning events, documenting events, and communicating with members

\*If volunteer does not fulfill these expectations, the RT will ask that volunteer to step down.

### Benefits (added benefits for specific coordinators—see below):

- Free Webinar **or** Discounted admission to Fall Conference\*
- Listed as a volunteer on the SCBWI website
- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference

\* Discount dependent on event budget. You must be in the position for 6 months to be eligible for this benefit. Excludes lodging or cost of add-ons, such as critiques.

### **The Following Coordinator Roles Have Added Benefits:**

- Free SCBWI membership
- Free Webinar
- Discounted admission to Fall Conference\*
- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference

\* Discount dependent on event budget. You must be in the position for 6 months to be eligible for this benefit. Excludes lodging or cost of add-ons, such as critiques.

#### **PAL Coordinator**

- Handle all communication with PAL members
- Coordinate events (at least 1 per year) that connect PAL authors/illustrators to the book buying community (teacher or librarian conventions, etc.) Wisconsin Book Festival, WSRA, etc.
- Help organize, collect info and work in tandem with our designer to create a Fall and Spring New Titles Flyer and Speaker Flyer
- Secure table top books and merchandise, signage that help represent our PAL members
- Hours: 7 months of the year is approximately 12-15 hours/month; 5 months it's about 4-5 hours/month.

#### **Blog Editor**

- Updates posts on the blog at least 12 times per year
- Showcase event faculty (Fall Conference, Spring Luncheon/Agent Day) on the blog before events
- Direct people to new blog posts via the list serve and by sharing with the social media coordinator
- Approximately 6.5 - 12.5+ hours per month

#### **Social Media Coordinator**

- Actively (at least 2x per week) share the news of members, events, or craft info on the Facebook and Twitter pages. And potentially, start post days, (i.e. Monday Good News, Tuesday Resource Share, Wednesday Book club, Thursday Pitch Feedback, and Friday Stories of Perseverance)
- Live Tweeting during the Fall Conference, and other state events
- Approximately 10-12 hours per month regularly; 15-20 per month during fall and spring release flyer prep

#### **Website/Tech & Registration Development Coordinator**

- Design website and blog
- Problem-solve any areas with the website, blog, online registration, or email marketing. Be in contact with national about any issues that can't be fixed immediately

- Create online registration for our paid-events, including the Fall Conference, Spring Luncheon, Winter Webinar, and Illustrator Event. Assist WI Area Reps and Illustrator Area Reps with creating registrations for their events
- Help with tech at Fall Conference, Spring Luncheon, Winter Webinar, and possibly Illustrator event
- Help design the quarterly newsletter
- Approximately 10-15 hours per month regularly; 15-20 per month during major event registration

## LEVEL 3: Committee Members/Mentors

These positions are generally by invite, however, if you're interested in one of these position, please notify us.

**Committee Members** are on a planning team for our events (Fall Conference, Spring Luncheon, or Winter Webinar). They help coordinate event locations, faculty, registration, volunteer duties, and schedule of activities for either Fall Conference.

**Mentors** commit to a working with a writer or illustrator for the span of a year. Each mentor selects his/her mentee from applicants, and then meet/communicate with them on a monthly basis.

**Time Commitment:** 10-15 hours/month (this includes concentrated time during the pre-event and event planning)

### **Expectations: \***

- Follow the duties assigned, as well as commit to the volunteer agreement
- Effectively communicate with the Regional Team (RT) and be responsive to requests in a timely matter
- Conduct herself/himself in a manner that's an appropriate reflection of SCBWI
- Be available to members in her/his region and communicate with them in a timely manner
- Follow designated procedures for planning events, documenting events, and communicating with members

\*If volunteer does not fulfill these expectations, the RT will ask that volunteer to step down.

### **Benefits:**

- *Mentors:* Free admission to either Fall Conference, Spring Luncheon, or Winter Webinar (excludes lodging or cost of add-ons, such as critiques)
- *Committee Members:* Free admission to either Fall Conference, Spring Luncheon, or Winter Webinar (excludes lodging or cost of add-ons, such as critiques)
- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference

## LEVEL 4: Area Reps

This level includes **4 Regional Area Reps** (SE, SW, NE, NW), as well as **3 Illustrator Reps** (Either SE, SW, NE, NW, dependent on IC position).

**Time Commitment:** 2 years; approx. 5-10 hours per month

### Expectations:\*

- Follow the duties assigned, as well as commit to the volunteer agreement
- Effectively communicate with the Regional Team (RT) and be responsive to requests in a timely matter
- Conduct herself/himself in a manner that's an appropriate reflection of SCBWI
- Volunteer needs to be available to members in her/his region and communicate with them in a timely manner
- Follow designated procedures for planning events, documenting events, and communicating with members

\* If volunteer does not fulfill these expectations, the RT will ask that volunteer to step down.

### Duties:

#### Regional Area Reps

##### 1. Events

- Facilitate (at least) 6 casual events/meet-ups per year. This can include speakers, panel discussions, craft talk or workshops. These casual meet-ups can include: meeting for coffee, starting a book club, attending a visiting author talk as a group, and many more. You have an **annual \$400 budget** for your events (money spent needs to be cleared with RAs beforehand).

##### 2. Fall Conference

You have first choice on being on the committee for the Fall Conference (see Fall Conference Committee for details on what it involves). Being on the committee is optional, however we'd encourage Area Reps to attend Fall Conference and be available to volunteer for multiple sessions/tasks during conference weekend.

##### 3. Spring Luncheon OR Winter Webinar

You have first choice on being on the committee for the Spring Luncheon OR the Winter Webinar (see Spring Luncheon and Winter Webinar Committee for details). Being on the committee is optional, however we'd encourage Area Reps to participate in the Spring Luncheon or Winter Webinar.

##### 4. Blog & Social Media Contributor

Help create content for our blog and our social media sites by assisting with the following:

- Yearly feature about your area (recap about meet-ups, members, or interesting info)
- Write 2 posts a year for the blog on interesting happenings, area authors/illustrator interviews, or interviews from industry professionals
- Create 1 post for social media per month

## **5. Quarterly Newsletter Editor (1 Issue)**

Curate the content for a quarterly chapter newsletter. Each area rep would be the responsible editor for one season and all area reps would help provide content, either personally or through member recommendations.

## **Illustrator Reps**

### **1. Events**

- Facilitate (at least) 6 casual events/meet-ups in your region per year. This can include speakers, panel discussions, craft talk or workshops, or it could be more casual and include: meeting for coffee, starting a drink or draw, attending a visiting illustrator event, or just talk as a group, and many more. You have an **annual \$200 budget** for your events (money spent needs to be cleared with RAs beforehand).

### **2. State-Wide Illustrator Events**

- Assist the Illustrator Coordinator (IC) in organizing an in-person statewide illustrator event each year. This should be a paid-for event that includes a nationally recognized illustrator or art director to facilitate a hands-on workshop.
- Assist the IC in organizing a webinar for illustrators, preferably to take place in the winter.

### **3. Fall Conference, Spring Luncheon OR Winter Webinar**

You have the opportunity to be on the committee for the Fall Conference, Spring Luncheon, or the Winter Webinar (see Fall Conference, Spring Luncheon and Winter Webinar Committee for details). Being on the committee is optional, however we'd encourage Illustrator Area Reps to attend the Fall Conference and be available to volunteer for some sessions or tasks during conference weekend.

### **4. Coordinate and Collect Member Illustrations**

Collect illustrations from your area members to be used on our social media sites and event logos.

### **5. Blog & Social Media Contributor**

Help create content for our blog and our social media sites by assisting with the following:

- Yearly feature about illustration info in your area (recap about meet-ups, members, or interesting info)
- Write 2 posts a year for the blog on interesting happenings, area illustrator interviews, or interviews from industry professionals
- Create 1 post for social media per month

### **6. Newsletter Contributor**

Curate illustrator content for a quarterly chapter newsletter. Work with each assigned Area Rep per issue to provide 1-2 illustration related content items, either personally or through your member recommendations.



**Benefits:**

- Free SCBWI membership
- Free attendance to your own paid events
- Free attendance for any event where you're a committee member
- Discounted admission to Fall Conference\*
- Discounted admission to Spring Luncheon\*
- Free Winter Webinar\*
- Listed as a volunteer on the SCBWI website
- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference

\* Discounted amount is dependent on event budget. You must have been in the position for 6 months to be eligible for this benefit. Excludes lodging or cost of add-ons, such as critiques.

# LEVEL 5: ILLUSTRATOR COORDINATOR

**Time Commitment:** 15-20 hours per month (3 year commitment)

## **Duties:**

### **1. Events**

- Plan one in-person illustrator event in the state each year. This should be a paid-for event that includes a nationally recognized illustrator or art director to facilitate a hands-on workshop.
- Facilitate at least 6 casual events/meet-ups for illustrators in your area per year. This can include speakers, panel discussions, craft talk or workshops, or it could be more casual and include: meeting for coffee, starting a drink or draw, attending a visiting illustrator event, or just talk as a group, and many more. You have a budget of \$200 per year for meet-up events.
- Organize a webinar for illustrators, preferably to take place in the winter.

### **2. Fall Conference**

- Help select faculty, organize the schedule, coordinate volunteers for the Fall Conference.
- Organize the Illustration contest and portfolio review, and facilitate the set-up and judging of the contest. Photograph winning artwork for use in the morning award announcements.
- Help with general Fall Conference duties before and during the event.
- Coordinate Mentorship Illustration submissions
- Curate and coordinate the Fall Conference featured illustrations and pin design

### **3. Coordinate and Collect Member Illustrations**

Collect illustrations from your area members to be used on our social media sites and event logos throughout the year. This would preferable happen once a month (i.e illustrator of the month)

### **4. Spring Luncheon AND Winter Webinar**

You have the opportunity to be on being on the committee for the Spring Luncheon, or the Winter Webinar (see Spring Luncheon and Winter Webinar Committee for details on what it involves). Being on the committee is optional, however we'd encourage our Illustrator Coordinator to attend the Spring Conference and be available to volunteer there if needed.

### **5. Logo Coordinator**

Coordinate the annual logo contest for SCBWI-Wisconsin logo to be used throughout the year.

### **6. Blog Contributor**

Contribute an article to the blog 2 times a year

### **7. Newsletter Contributor**

Contribute an article to our newsletter (illustrator tips) 4 times a year.

### **8. Mentorship**

Help to secure mentor for illustration mentorship.

## **8. Coordinate Illustrator Area Reps**

Help Illustrate Area Reps by answering questions, helping with events, coordinating calendar dates, and approving (along with the RAs) budget, events, and dates for Illustrator Area Rep events.

### **Expectations:**

- Volunteer is expected to follow the duties assigned, as well as commit to the volunteer agreement
- Volunteer must effectively communicate with the Regional Team (RT) and be responsive to requests in a timely matter (typical email responses within 24 hours)
- Volunteer must conduct herself/himself in a manner that's an appropriate reflection of SCBWI
- Volunteer needs to be available to members in her/his region and communicate with them in a timely manner
- Volunteer must follow designated procedures for planning events, documenting events, and communicating with members

\*If volunteer does not fulfill these expectations, the RT will ask that volunteer to step down.

### **Benefits:**

- Free membership
- Free attendance to any of their own paid events
- Free admission to Fall Conference\*
- Discounted admission to the Spring Luncheon\*
- Free admission to the Winter Webinar\*
- Free admission to the National NY and LA conference\*
- \$200 budget to be used on events over the course of the year (money spent needs to be cleared with RAs before the event takes place)
- Listed as a volunteer on the SCBWI website
- Thank you event (pre-conference social) with faculty
- Designated seat at faculty lunch table during one meal at conference

\*You must have been in the position for 6 months to be eligible for this benefit.