

# **SCBWI-Wisconsin Volunteer Position Descriptions**

## **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, Manuscript Critique Coordinator and Hospitality Chair.

**See page 2 for more information.**

## **LEVEL 2: Regional Coordinators**

Listserv Coordinator, Critique Group Coordinator, Flyer/ Banner/Designer, Newsletter Designer, Newsletter Coordinator, Published Member Coordinator, Blog Editor, Social Media Coordinator, Website/Tech Coordinator, Webinar Coordinator,

**See page 3 for more information.**

## **LEVEL 3: Mentors**

**See page 5 for more information.**

## **LEVEL 4: Area Reps**

**See page 6 for more information.**

Positions, duties, and perks may be altered at any time without notice at the discretion of SCBWI-WI leadership. (This document was last updated in January of 2021.)

## LEVEL 1: Very Important Volunteers (VIVs)

### 1. Event Volunteer Positions

These VIVs help event coordinators complete tasks and preparations for a Fall Event, Spring Event, and/or Illustrator Event(s). 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 pre-event and during event.

**Benefits:**

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

### 2. Event Coordinator Positions

These VIVs include Book Sales Coordinator, Manuscript Critique Coordinator, and Hospitality Chair.

**Manuscript Coordinator:** Help coordinate manuscript critiques at events that have manuscript submissions. Provide tutorials on how to format manuscript. Collect all manuscripts via email, Dropbox, etc., and respond accordingly. Verify all manuscripts are properly formatted and have the 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 larger events with this need, typically Fall conference and/or Spring Event.

**Hospitality Chair:** Create Faculty gift bags and organize social events/activities for larger events, typically Fall Conference and Spring Event.

**Time Commitment:** 20-30 hours pre-event and during event.

**Benefits:**

- Discount on Wisconsin 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: Regional Coordinators

These positions help coordinate our region's ongoing initiatives.

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

### Positions/Duties:

**Listserv Coordinator:** Manage the list serve, help members access and activate their list serve account, send out monthly reminders of the rules. May email the group with management authority, invite people to join the group, and monitor content as appropriate. (Note: This is a more formal site and should only include important news; social interactions are for our Facebook page.) *(Approximately 5-10 hours per month)*

**Critique Group Coordinator** Arrange and manage critique groups for members in all writing and illustrating areas. Matches writers seeking a critique group with groups needing additional members by genre. Provides a monthly Critique Group Tip to the List-Serv and promotional materials to any in-person or virtual events to encourage members to become part of a critique group. Keeps an updated document of groups and members seeking groups. *(Approximately 5-10 hours per month)*

**Flyer/Banner/ 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. *(Approximately 5-10 hours per month)*

**Newsletter Designer:** Works with the Newsletter Coordinator to set up and complete a quarterly newsletter to be posted on the website and available to all members. ( 5-10 Hours per month)

**Newsletter Coordinator:** Finds contributors and information regarding our writing community. Keeping members informed on upcoming events and industry news. That will be compiled in a Quarterly Newsletter. Also works closely with the Newsletter Designer. (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 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

\*Regional Advisors have the authority to remove volunteers from their positions if they do not fulfill these expectations.

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

- Free Wisconsin Webinar or Discounted

- 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 Wisconsin Webinar
- Discounted admission to Wisconsin 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.

#### **Published Member Coordinator**

- Handle all communication with published members
- Coordinate events (at least 1 per year) that connect published 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 published members • Hours: 7 months of the year is approximately 12-15 hours/month; 5 months it's about 4-5 hours/month.

#### **Blog Coordinator**

- 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 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**

- Update website and blog

- Create online registration for our paid events, including the Fall Conference/Event, Spring Luncheon/Event, Winter Webinar/Event, and/or Illustrator Event(s).
- Assist WI Area Reps and Illustrator Area Reps with creating registrations for their events
- Problem-solve any areas with the website, blog, online registration, or email marketing. Be in contact with Headquarters about any issues that can't be fixed immediately.
- Help with tech at Fall Conference/Event, Spring Luncheon/Event, Winter Webinar/Event, and/or Illustrator event(s)
- Approximately 10-15 hours per month regularly; 15-20 per month during major event registration

### Webinar Coordinator

- Works with the regional team and area reps to set up virtual events using Zoom or other virtual meeting platforms
- Acts as host and/or moderator during virtual events
- Troubleshoots technical problems during virtual events
- Approximately 15-20 hours per month

## LEVEL 3: Mentors

This position is generally by invitation. However, if you're interested in becoming a mentor, please notify regional leadership at [wisconsin@scbwi.org](mailto:wisconsin@scbwi.org).

Mentors commit to working with a writer or illustrator for the span of 6-12 months, depending on each year's application specifications. Each mentor selects their mentee from applicants and meets/communicates with them on a mutually agreed upon basis.

**Time Commitment:** 10-15 hours/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 oneself in a manner that's an appropriate reflection of SCBWI
- Notify regional leadership immediately should any interpersonal problems arise
- Be available to members in the region and communicate in a timely manner

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

### Benefits:

- Free admission to either Wisconsin Fall Conference, Spring Luncheon, Fall or Spring Retreat 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 four **Area Reps** (SE, SW, NE, NW).

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

### Expectations:\*

- Follow the duties assigned, as well as commit to the volunteer agreement
- Create at least six events per year consisting of free and/or low cost programming in the area of the state which they represent
- Effectively communicate with the Regional Team (RT) and be responsive to requests in a timely matter
- Conduct oneself in a manner that's an appropriate reflection of SCBWI
- Volunteer needs to be available to members in their region and communicate with them in a timely manner
- Follow designated procedures for planning events, documenting events, and communicating with members

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

### Duties:

#### Area Reps

##### 1. Events

Facilitate at least six events per year consisting of casual events/meet-ups or free and/or low cost programming in the area of the state they represent. These may include speakers, panel discussions, craft talks, or workshops. These meet-ups can include meeting for coffee, starting a book club, attending a visiting author talk as a group, and many more.

Area Reps have an **annual \$400 budget** for your events. Money spent needs to be cleared with Regional Advisors beforehand.

##### 2. Fall Conference

Area Reps will have first choice to be on the planning committee for the Fall Conference. See Fall Conference Committee for details on what's involved. 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. Blog & Social Media Contributor

Help create content for our blog and our social media sites by sending info about upcoming events and creating a general recap or broad summary of interesting presentations done by industry professionals at events.

### 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 Wisconsin Fall Conference/Event\*

- Discounted admission to Wisconsin Spring Luncheon/Event\*
- Free Wisconsin 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 the 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.