

ABOUT OUR BOARD

Writers' Guild of Alberta Board Recruiting Package

A message from the Board of Directors

Thank you for expressing an interest in the Board of Directors for the Writers' Guild of Alberta. Serving as a board member is an exciting and rewarding experience. It also comes with many responsibilities. This brochure is designed to answer your questions about the roles, responsibilities and expectations of board members.

What is the role of the board?

The role of the board is to set the direction, policies and priorities of the Guild as representatives of the general membership. The board sets the direction of the Guild, which the Executive Director puts into action. As such, the board does not carry out day-to-day programs and operations, but monitors these so that they reflect board policies. The board must also approve the financial statements and set the budget for the year.

What is the board meeting schedule?

The board conducts much of its business through monthly teleconference meetings that are held on weekday evenings. Each meeting typically lasts 90 minutes and requires a few hours preparation. The board also calls one face-to-face meeting throughout the year. Board committees meet separately as required.

How long does a board member serve?

Board members are elected for two-year terms and may hold office for a total of four consequent years, except in the case of the Past President, who can serve a fifth year in that role.

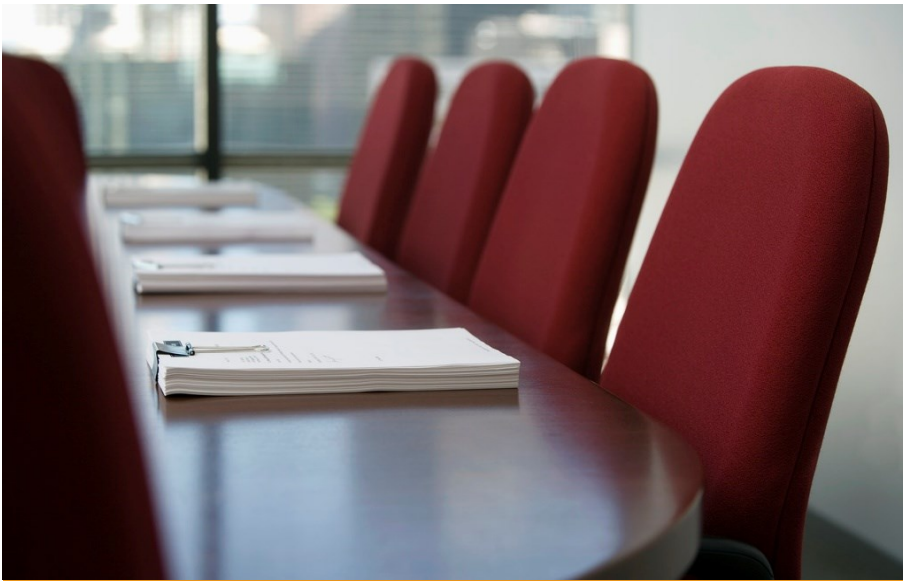
An Alberta where past, present, and future contributions of writers are supported, acknowledged, and valued.

- *WGA Vision Statement*

To inspire, connect, support, encourage and promote writers and writing, to safeguard the freedom to write and to read, and to advocate for the well-being of writers.

- *WGA Mission Statement*





The WGA represents the literary community to all levels of government.

Board committee work

Each board member is strongly encouraged to participate in at least one committee. Committees can be made up of directors, non-board WGA members, staff and community members. Committees change from year to year depending on the needs of the Guild. The following describes our two standing committees.

Fund Development Committee

The Fund Development Committee plays a key role in fundraising, including corporate and philanthropic funding, as it aligns with the strategic plan.

Youth Committee

The Youth Committee identifies youth needs, initiatives, and programming and establishes an ongoing liaison between youth members and the board.

How does the WGA choose its board?

The Board of Directors is elected by the membership at the Annual General Meeting. Directors are normally elected by a majority of members in attendance, personally or by proxy. The candidates with the largest number of votes then fill director vacancies. If a board vacancy occurs mid-year, the Board of Directors may fill it from the membership until the next Annual General Meeting.

The board includes the following positions:

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Five (5) members-at-large, including a youth board member



**Serving Alberta
writers for over
30 years**

"I do not have much opportunity in my professional life to write, but writing and writers have always inspired my daily living. Serving on the board gives me an opportunity to give back to them as a small payment for all they have done for me in my life."

Linda Doyle

"As a member-at-large of the WGA board I have gained a wider perspective of writers and writing in Alberta."

Dianne Linden

**Writers'
Guild
of Alberta** 



The WGA is a meeting ground & collective voice for all the writers of the province!

Board responsibilities

- Be a member of the Writers' Guild of Alberta.
- Be an active and committed participant in the affairs of the Guild.
- Be involved at board meetings: read minutes and other documents in advance, ask questions, discuss, participate in decision making, react to ideas, and exercise initiative.
- Be regular and punctual at all board meetings; if unable to attend, give early notice to the President.
- Keep informed about the background of issues in order to discuss them responsibly.
- Acquire and maintain a clear understanding of the Guild's financial position.
- Be willing to take an active role on one or more board committees or task groups. Know and maintain the lines of communications.
- Participate energetically in recruiting new board members.
- Support and participate in fundraising.
- Maintain board business confidentiality regarding items discussed *in camera*.
- Contribute to the annual report.
- Keep files up-to-date and hand over all documents to your successor promptly and in good condition.

Benefits of board service

Great networking opportunities

- Board membership offers terrific opportunities to network with other writers, publishers and leaders in Alberta.

Help shape the future

- As a board member, you will help set the strategic direction of the largest provincial writers' organization in the country.

Make a difference

- As a board member, you can make a difference in the lives of writers, students and communities throughout Alberta.

Build skills & friendships

- Board recruits join us from all corners of Alberta and bring with them a wealth of experience. Board membership provides great opportunities to work together on exciting projects and build lasting friendships along the way.

"I first moved to Alberta in 2008 and joined the WGA board a year later. This allowed me to instantly become embedded in Alberta's wonderful literary community. I feel as if I've lived among these writers all my life."

Julie Sedivy

The WGA believes in partnerships!

Where can you learn more?

The [WGA's website](#) is packed with useful information. There you can read about what we do, what we value, and the principals by which we operate. The Board of Directors is listed, both current and past, and you can read the bios of those currently serving.

Our **board manual** provides bylaws and policies, as well as more detailed descriptions of the board's role. You can get access to the manual through a current board member or the Executive Director.

If you have any questions, be sure to ask. We are only a phone call or email away.

Contact Us

Give us a call for more information about how you can be involved.

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www.writersguild.ab.ca