

ATTACHMENT "A"

WGA Banff Writing Retreat: Writer in Residence

Duties of the Writer in Residence are to:

Core duties

- Reside at the Banff Centre for the duration of the retreat.
- Attend and speak at two "Welcome Receptions" (beginning and mid-retreat) for retreat participants at the Banff Centre. You are encouraged to provide a brief introduction to yourself, your writing, and your role as Writer in Residence.
- Attend and speak at the "Farewell Reception" for retreat participants at the Banff Centre.
- Plan and attend any additional formal or informal group activities at the discretion of the Contractor.
- Review and analyze, in advance of meeting time, writing samples submitted by retreat participants. Manuscript submissions will be no longer than 20 pages per participant, and will be sent to you before the retreat starting date.
- Provide one-on-one consultations with retreat participants to a maximum of one and half hours, to be used at the discretion of the participant for manuscript review/feedback or general information and discussion about writing, at prearranged mutually convenient times.
- Make a reasonable effort to foster group feeling among participants. This might be as simple as having your meals together with them, socializing at the receptions, and being overall welcoming and accessible.

Reporting

- Submit a written report to The Writers' Guild of Alberta which should include the number of consultations held, description of activities, and any recommendations for future retreats. This report should be provided no later than a week after the retreat ending date.

All contractors of The Writers' Guild of Alberta are considered to be ambassadors of The Writers' Guild of Alberta, its members, programs and services, and are expected to promote and advocate for the WGA accordingly.