



**Board of Directors and Volunteer
Positions Available
2016-17**

Fall Workshop (October/November): Chairperson: BOARD MEMBER - NEEDED
Committee needed (2 people) for collaboration and planning (Summer Retreat meeting, 2-3 additional meetings)

Winter Workshop (January): Chairperson: BOARD MEMBER - NEEDED
Committee needed (2 people) for collaboration and planning (Summer Retreat meeting and 2-3 additional meetings).

Young Authors' Fair (April OR May): Co-Chair: Rene Hohls and Lori McManus; Charice Guerra
Committee needed (2-3 people) for collaboration, planning and event coordination.

Technology Public Relations: Chairperson: BOARD MEMBER - NEEDED
Committee needed (2 people): monthly/bi-weekly updates to website, Facebook, Twitter, Pinterest.

Publications (and E-mail Communications) Committee: Needed (2 people) Maintain Gmail account and keep "Current Member" contact list current (coordinate with Membership Chairperson for updated members list monthly). Also prepare and circulate digital newsletter to all current members quarterly.

Publicity Committee: Chairperson: BOARD MEMBER – NEEDED
Committee needed (2 people) prepare flyers (digital and print) and other promotional materials for events, meetings and workshops; write press releases and e-mail them to newspapers and community newsletters; contact the press and invite them to our events, submit photos and event announcements as advertisement; submit stories and coverage of past events. Work closely with event chairpersons and Tech PR Chair to coordinate efforts.

Grant Writing/Fundraising: Chairperson: BOARD MEMBER - NEEDED
Committee needed (3 people). Drafting letters requesting donations, acknowledgements of donations, investigating grant opportunities for VCRA, and exploring all appropriate sources of funding available to fulfill the organization's mission. With additional funding, VCRA is better able to secure location options for workshops and other events, donate additional sets of CYRM books to local libraries and schools, and bring in high quality speakers and presenters for Fall and Winter Workshops.

Honor Council Committee: Chairperson: PRESIDENT

Committee needed (2 people) for review of organizational records, completion and online submission of the ILA Honor Council application (DUE January 1) (2 meetings – MAY and NOV)

Celebrate Literacy Banquet (May): Chairperson: PRESIDENT

Committee needed (2 people) for collaboration and planning (2 meetings – FEB and APR)
Committee needed to plan annual banquet and make nominations for awards.

Finance Committee: Chairperson: TREASURER

Committee needed (2-3 people needed) plus PRESIDENT

Prepare a budget for the coming fiscal year, review financial activities to ensure non-profit status is maintained, certify an audit of the books by January 31st, and assist other committees in budget planning and allocation for events and special projects. (Summer Retreat meeting and 3-4 additional meetings).

Citations and Awards Committee: Chairperson: BOARD MEMBER - NEEDED

Committee needed (2 people) to propose candidates for nomination to the Executive Board for citations and awards through ILA and/or VCRA. This includes searching for appropriate awards, locating candidate nominees, filing award requests and paperwork (if any), printing awards, and presenting those awards and citations as appropriate. Also, award and administer any scholarships or gift memberships awarded by VCRA and ILA. Awards may be given at the Fall and Winter Workshops, Young Authors' Faire or the Celebrate Literacy Banquet, or any other time as appropriate.

CYRM Book Grant Committee: Needed (2-3 people) to coordinate review and award of CYRM Book Grants. This committee will order the CYRM book sets annually (as budgeted and approved by the Board), track expenditures within the approved budget and advertise the CYRM Book Grant to VCRA members for application each JANUARY or as directed by the Board. Coordinate with Tech PR and Publicity Committees and E-mail Manager.

Members At Large Needed— Members **(2 people)** to attend Executive Board Meetings and Summer Retreat meeting to offer input on event planning, member interests and community activities.

Constitution (Bylaw) Committee: Chairperson: BOARD MEMBER - NEEDED

Committee needed (3 people) plus PAST-PRESIDENT to draft updated new organizational Constitution and submit to the (4 meetings – OCT, NOV, JAN and FEB)