

Tallahassee Writers Association

Section I: Bylaws Page 2

Section II: Officers and Committees

President	Page 8
Immediate Past President	Page 8
Vice-president	Page 9
Secretary	Page 9
Treasurer	Page 10
Director-at-Large	Page 11
Committees	
Annual Writers Conference	Page 12
Membership	Page 13
Newsletter	Page 14
Penumbra Poetry Contest	Page 14
Program	Page 15
Project Stagelight Contest	Page 16
Publicity	Page 17
Seven Hills Literary Contest	Page 17
Student Relations	Page 18
Website Manager	Page 18

Bylaws for Tallahassee Writers Association, Inc.

Article I

Location of Offices

The principal office of the Association shall be located in the City of Tallahassee and the State of Florida. From time to time, the Association may also maintain offices at other locations as determined by the Board of Directors.

Article II

Purpose and Function

Section 1 - Purpose

The Tallahassee Writers Association, Inc. (TWA) is organized exclusively for literary, educational, and charitable purposes, including, for such purposes, distributing funds to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code. Specifically: The primary purpose of the TWA is to support the literary arts by offering professional and novice writers education, connection, and encouragement.

Section 2 - No private inurement

No part of the net revenue of the TWA shall inure to the benefit of or be distributable to its directors, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof.

Section 3 - No lobbying

No substantial part of the activities of the TWA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the TWA shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Association.

Section 4 - Dissolution

Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to

Tallahassee Writers Association
Bylaws, Officers and Committees

such organizations as said court shall determine, which are operated exclusively for such purposes.

Article III

Organization Structure

Section 1 - Association Members

Membership in the TWA will be open to published and non-published writers. Fees will be determined from time to time by the Board of Directors (hereinafter referred to as the "BOD").

Section 2 - The Board of Directors (BOD)

The BOD may deny or withhold membership at its discretion. Officers and two or more at-large directors (members) shall be elected by a vote of the membership. Voting shall be conducted during November by email or similar communication unless the BOD chooses within its discretion to conduct a meeting of the members. On the date of any such election, each member in good standing shall have one vote for each open position. The ballot shall include space for write-in candidates. The candidate with the largest number of votes cast shall be deemed elected. In case of a tie, a recount of ballots shall be undertaken. If a tie remains after such recount, the names of the two candidates will be placed for a vote before the membership at a subsequent meeting as decided by the BOD. The candidate receiving a majority of the votes cast at that meeting will be considered the winning candidate.

Section 3 - Committee Chairs

At the January meeting of the BOD, the BOD may appoint one or more Chairs of the committees, which may include: Membership, Newsletter, Poetry, Fiction, Programs, Website, Playwrights, or any other committee Chair deemed necessary with the exception of the Conference Committee Chair. This chair (for the Conference to be held in the next calendar year) will be appointed by the BOD at their June meeting. Committee Chairs shall report once a month in writing their activities to the BOD by the day of the monthly BOD meeting or as requested by the BOD.

Section 4 - Executive Director

There may be, at the discretion of the BOD, a hired Executive Director, to effect the day to day operation of the TWA.

Article IV

Association Board of Directors

Section 1 - Number and Election of Directors

Tallahassee Writers Association Bylaws, Officers and Committees

4

The number of the directors of the BOD shall be no fewer than five. The number of directors may be fixed by amending these bylaws. The terms of all will expire December 31. The BOD of Directors shall consist of the elected officers of the Association, its immediate past President, and two or more at-large directors.

Section 2 - Vacancies

Any vacancy on the BOD shall be filled for the unexpired portion by a majority vote of the remaining directors at any regular meeting or special meeting of the BOD called for that purpose.

Section 3 - Duties and Powers

The BOD shall be responsible for the control and management of the affairs, property, and interests of the TWA and may exercise all powers of the Association, except as limited by statute.

Section 4 - Regular and Annual Meetings

The BOD will meet according to a schedule set by the BOD. The annual meeting of the BOD shall be held in December each year unless rescheduled by the BOD.

Section 5 - Special Meetings

Special meetings of the BOD shall be held whenever called by the President or by at least three of the directors, at such time and place as may be specified in the respective notice or waivers of notice thereof.

Section 6 - Notice and Waiver

Notice of any special meeting shall be given at least five days prior by written, telephone, or email notice delivered to each director. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail with postage prepaid. Any director may waive notice of any meeting, either before, at, or after such meeting, by signing a waiver of notice. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of such meeting, or the manner in which it has been called or convened, except when a director states at the beginning of the meeting any objection to the transaction of business because the meeting is not lawfully called or convened.

Section 7 - Quorum and Adjournments

At all meetings of the BOD, the presence of a majority of the BOD shall be necessary and sufficient to constitute a quorum for the transaction of business, except that if the BOD consists of at least ten directors, then any five or more thereof shall constitute a quorum. If a quorum is not present at any regular or special meeting, the meeting may be adjourned.

Section 8 - Board of Directors Action

Tallahassee Writers Association
Bylaws, Officers and Committees

At all meetings of the BOD, each director present shall have one vote. Except as otherwise provided by statute, the action of a majority of the directors present at any meeting at which a quorum is present shall be the action of the BOD. Any action authorized in writing by all of the directors entitled to vote thereon and filed with the minutes of the TWA shall be the action of the BOD with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the BOD. Any action taken by the BOD may be taken without a meeting if agreed to in writing by all members before or after the action is taken, and if a record of such action is filed in the minute book.

Section 9 - Telephone Meetings

Directors may participate in meetings of the BOD through use of a telephone or email if such can be arranged so that all members of the BOD can participate. The use of telephone or email participation shall constitute presence in person.

Section 10 - Resignation and Removal

Any director may resign at any time by giving written notice addressed to the BOD or to the President. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the BOD or by such officer, and the acceptance of such resignation shall not be necessary to make it effective. Any director may be removed with or without cause by the action of the BOD.

Section 11 - Liability

No director shall be liable for any debt, obligation or liability of the TWA.

Article V

Officers of the Association

Section 1 - Number, Election and Term

The officers and two or more directors-at-large (members-at-large) of the TWA shall consist of a President, immediate Past President, Vice-President, Secretary, and Treasurer and such other officers as the BOD may deem advisable from time to time. A director may hold more than one office and may be both an officer and a committee chair. The officers and two directors-at-large of the TWA shall be elected by the membership prior to the BOD's annual meeting. Each officer shall hold office until the next annual meeting.

Section 2 - Resignation and Removal

Any officer may resign at any time by giving written notice addressed to the BOD or to the President. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the BOD or President. Any officer may be removed, with cause, and a successor elected by a majority vote of the BOD.

Section 3 - Vacancy

Tallahassee Writers Association
Bylaws, Officers and Committees

6

A vacancy in any office may, at any time, be filled for the unexpired portion of the term by a majority vote of the BOD.

Section 4 - Duties of Officers

The officers of the BOD shall, unless otherwise provided by the BOD, each have such powers and duties as generally pertain to their respective job descriptions. The President, or Vice President in the absence of the President, shall preside at meetings of the BOD.

Section 5 - Delegation of Duties

In the absence of any officer of the BOD or for any reason deemed sufficient by the BOD, the BOD may delegate that officer's duties or powers to any other officer or director.

Section 6 - Liability

No officer shall be liable for any debt, obligation or liability of the TWA.

Article VI

Committees

Section 1 - Committees

Committees shall have such functions and may exercise such power of the BOD as may be lawfully delegated, and to the extent provided in the resolution or resolutions creating such committees. Meetings of committees may be held with or without notice at such time and place as shall from time to time be determined by the committees. These committees shall report in writing once a month their activities to the BOD by the day of the monthly BOD meeting or as requested by the BOD.

Article VII

Minutes, Fiscal Management

Section 1 - Minutes

Minutes of all TWA BOD meetings will be recorded and available for inspection by the members when a request is made to the Secretary. The Secretary will maintain all minutes and associated records in his or her home or other appropriate location as approved by the BOD.

Section 2 - Fiscal year

The fiscal year for the TWA is January 1 through December 31. The Treasurer shall maintain the financial records of the Association in accordance with uniform, accepted accounting practices and shall present an annual financial report and such interim reports as the BOD requests. The Treasurer shall be subject to the authority of the BOD in all matters.

Section 3 - Disbursements

All checks drawn on the TWA accounts shall bear the signatures of two members of the

Tallahassee Writers Association
Bylaws, Officers and Committees

7

BOD, at least one of whom shall be an officer. A list of disbursements shall be presented monthly to the Association President and Treasurer.

Section 4 - Contracts

The BOD of Directors shall approve all contracts to which the Association may become a party.

Section 5 - Records

TWA shall keep correct and current records of the Association, according to accepted accounting practices for private, nonprofit corporations. At any reasonable time, all accounts and records may be inspected by any member.

Article VIII

Amendments

Section 1 - Bylaws

The BOD or five or more members of the Association may propose one or more amendments or revisions to these bylaws. Any such proposal shall be circulated in writing to all members in good standing. Such written proposal shall be voted upon either by mail balloting or by vote at an upcoming meeting by members at a meeting called for the purpose. Any amendment so proposed shall be deemed adopted by a majority vote of the number of members voting approval by combining mail ballot and hand count approved at such a meeting.

Article IX

Indemnification

Section 1 - Indemnification

Any BOD member, volunteer, or employee of the TWA shall be indemnified and held harmless to the full extent allowed by law.

Section 2 - Insurance

TWA may, but is not required to, obtain insurance providing for indemnification of any BOD member, volunteer, or employee.

Certified to be the Bylaws of the Tallahassee Writers Association, Inc. adopted by the Board of Directors on November 15, 2012.

**Tallahassee Writers Association
Officers & Committees**

Office: President

Overview: Provides the leadership and coordination required to fulfill the mission and goals of the organization.

Term: One year. May be reelected for a second consecutive one year term.

Duties:

- (1) Chairs all Board and General Membership Meetings or delegates duties if he/she cannot attend.
- (2) Appoints committee chairs with the advice and consent of the Board.
- (3) Serves as an ex-officio member of all committees.
- (4) Works with the Treasurer and Board to establish an annual budget. Is one of the signatories for signing of checks along with the Treasurer and another board member.
- (5) In coordination with other officers and committee chairs, represents the organization in social, cultural and community activities.
- (6) In coordination with the Membership Chair, welcomes new members and invites them to participate in the organization's activities.
- (7) Working with the Vice-President, Treasurer, Past President and Conference Committee Chair, applies for grant funding to help defray the cost of the annual writers conference and other workshops.
- (8) Works with successor to assure continuity of operations.

Office: Immediate Past President

Overview: Serves as an advisor to the current President. Otherwise serves in the capacity of Director-at-Large.

Authority: Derives from previous service as the last President to complete his/her term of office.

Term: Coincident with the term of the current President.

Office: Vice President

Overview: Assists the President in fulfilling the mission and goals of the organization. Stands ready to assume the duties of the President when necessary

Term: One year. May be reelected for a second consecutive one year term.

Duties:

- (1) Regularly attends and actively participates in all Board, General Membership and other special meetings of the organization.
- (2) Chairs Board and General Membership Meetings in the absence of the President.
- (3) Assumes the responsibilities of the President if this office is vacated before the term naturally expires.
- (4) Serves as an ex-officio member of Program and Conference Committees.
- (5) Assists with publicity, policy development and long range planning.
- (6) Assists the President, Treasurer, Past President and Conference Committee Chair in completing applications for grant funding.

Office: Secretary

Overview: Prepares, maintains and disseminates the organization's records, correspondence and maintains the membership database.

Term: One year. May be reelected for additional successive terms.

Duties:

- (1) Regularly attends and actively participates in all Board, General Membership and other special meetings of the organization.
- (2) Records minutes of the Board and other special meetings.
- (3) Obtains Board approval of minutes at the subsequent meeting and enters into the permanent record.
- (4) Prepares a synopsis of all Board activities which will affect the general membership and supplies to the Website Manager and Newsletter Editor following the Board Meeting.

(5) Prepares and sends correspondence, as required, on behalf of the Board and the organization. Obtains a copy of official correspondence from other Board members for permanent record.

(6) Maintains the organization's archives, which will include:
Minutes of Meetings; Newsletters; Correspondence and Grant Applications

(7) Maintains and manages the Membership Database including invoicing members for annual dues payments

Office: Treasurer

Overview: Prepares and maintains the organization's budget, financial records and bank account, through which all transactions are passed.

Term: One year. May be reelected for additional successive terms.

Duties:

(1) Regularly attends and participates in Board and General meetings.

(2) Oversees the collection of all monies received. Arranges for deposit of all funds into checking account (or other designated account). Credits all income to the appropriate account and/or budget line item.

(3) Writes checks and/or makes other arrangements for payments to third parties or to reimburse members as approved in the budget or by the Board. Charges all such expenses to the appropriate account and/or budget line item.

(4) Reconciles bank accounts on a monthly basis.

(5) In conjunction with the President, the Board, and relevant committee members prepares and maintains an annual budget for the organization, as approved by the Board. Board approval of the budget at the start of the year, or as amended, will provide the treasurer and committees with authority to expend monies as provided for in the budget.

(6) Prepares a monthly year-to-date financial report for presentation at Board Meetings. The monthly report shall include a report of all income and expenditures, and the current account balances and liabilities of the organization.

(7) Provides other financial information to the President and/or Board as needed. This includes, but is not limited to assisting with the financial aspects of grant preparation and reporting.

Tallahassee Writers Association
Bylaws, Officers and Committees

11

- (8) Advises the Board when proposed expenditures are outside the scope of the approved budget, requiring additional Board action.
- (9) At year end, prepares and distributes an annual financial report to the Board.
- (10) Prepares and files State of Florida Sales Tax reports quarterly (or as otherwise required by the State).
- (11) Prepares and files annual IRS income tax return for non-profit organization (due May 15 of each year).
- (12) Prepares and files annual State of Florida Charitable Contribution reports (due July each year).
- (13) Prepares and files annual Corporation registration with the State of Florida Department of State. (NOTE: This is typically a function performed by the Secretary of an organization but has been done by the Treasurer at TWA)
- (14) Maintains copies of financial records for at least 7 years.

Suggested job skills/knowledge include (but are not limited to):

- Ability to use Excel or other spreadsheet program
- Ability to use QuickBooks or similar small business accounting program (which will be provided to the treasurer)

Office: Director-at-Large

Overview: Contributes to the operational and policy decisions of the organization and participates in programs or activities on an ad hoc basis.

Term: One year. May be reelected for additional successive terms.

Duties:

- (1) Regularly attends and participates in Board, General and special meetings.
- (2) Takes on one ongoing role for an activity that is either within or not within the scope of the existing committees, such a critique group formation, Springtime Tallahassee tent sales, Downtown Marketplace tent sales, annual holiday gathering, etc.
- (3) Serves as a liaison between members and the Board. Brings concerns and needs of members to the attention of the Board.

Offices: Committee Chairs

Overview: Chairs the activities of their respective committees to provide the functions outlined in the Committee Procedures and serves on the Board of Directors.

Authority: Appointed by the President with the advice and consent of the Board. Serves under authority derived from the Board.

Term: One year. May be reappointed for additional successive terms.

Duties:

(1) Regularly attends and actively participates in all Board, General Membership and other special meetings of the organization.

(2) Is responsible for the implementation of committee functions listed in the respective Committee Procedures. Reports on these activities to the Board and, as necessary, to the General membership.

(3) Recruits sufficient help from members to fulfill the requirements of the committee.

(4) Prior to each year, submits a budget for the committee, which includes planned activities and expenditures for the subsequent year. After approval by the Board at the first meeting of the year, the budget will provide authority for action and expenditures contained within it. Anything not included in the budget will require further Board approval.

Committee: Annual Writers Conference

Overview: Responsible for the planning, coordinating and publicizing the annual Tallahassee Writers' Association Seven Hills Writing Conference.

Functions:

(1) Arranges and confirms conference site.

(2) Develops program and workshop session plans. Programs should cater to attendees with multi-genre interests and varying skill levels, in conformance with the organization's mission.

(3) Obtains and confirms speakers and staff to work at the conference.

(4) Develops printed material (brochures/registration forms/agendas, signs).

(5) Submits Public Service Announcements (PSA) to the Democrat's Limelight, other local newspapers, TV, radio stations, etc.

(6) Assists in accommodations for speakers, as required.

(7) Coordinates speakers and staff during the conference to insure a smooth-running program.

(8) Assists in post-conference evaluations of speakers and facilities. Follows up with thank you notes and correspondence with speakers to maintain a cordial ongoing relationship.

(9) Maintains a permanent record of the conference, including follow-up correspondence with speakers. This record, and contact information for speakers, should be transferred to the incoming Conference Chair at the end of the year.

Committee: Membership

Overview: Facilitates recruitment and membership renewals, maintains membership records, provides members with basic TWA materials and information. The committee will consist of a Chair and such other members as needed to fulfill the duties listed.

Functions:

(1) Creates and maintains TWA Informational Brochure and Membership Applications. Provides an adequate supply at all monthly meetings and other functions.

(2) Actively promotes recruitment of new members through distribution of brochures, follow-up correspondence with non-members who attend the monthly meeting.

(3) Together with the Secretary provides new members with a 'Welcome to TWA' email and contact information of committee chairs and member benefits.

(4) Records the number in attendance at monthly meetings and gives this information to the Secretary for inclusion in the Board minutes.

(5) Works with Student Outreach Committee to attract student members and with the Conference Committee to attract new members.

Committee: Newsletter *Write On!*

Overview: Prepares and distributes the monthly newsletter of the Tallahassee Writers Association.

Editor: Must have computer and email. Ability to use hardware and software to compose and prepare files.

Functions:

(1) Writes and collects information on future meetings, conference, workshops and activities, member news, contests and other notifications of interest to members, as well as features dealing with the craft and business of writing.

(2) Requests and acquires input from members and other sources of material for inclusion in the newsletter. Edits submissions for size, content, stylistic consistency and accuracy. Determines suitability of submissions for inclusion, consulting with the president as required.

(3) Ability to maintain and update distribution list for electronic delivery of the newsletter to subscribers in formats they can access.

(4) Prepares pages of the newsletter. Proofreads with assistance of member copyeditors. Distributes electronic newsletters to members on the 1st day of each month. Any articles or information for publication in the newsletter must be received by the editor no later than the 28th of each month, except in February when the deadline is the 27th.

(5) Makes current and past copies of newsletter available for access through the organization's website submitting a copy to the Website Manager.

Committee: Penumbra Poetry Contest

Overview: Responsible for planning, coordinating and publicizing the annual Penumbra Poetry & Haiku Contest, National Poetry Month events and other poetry programs and activities.

Functions:

(1) Determines the contest scope, deadlines, rules and prizes to be awarded.

(2) Solicits contest entries through personal contacts, printed material and electronic means.

(3) Recruits preliminary screening and contest finals judges. Poetry and

haiku entries are to be judged separately.

(4) Collects, records and collates entries.

(5) Following the deadline, sends every haiku entry to finals judge for ranking. Screens poetry entries and sends highest quality poems to finals judge for ranking.

(6) Winners' list: Composes winners' list and mails to all. Sends List of Winners for posting on website and in Newsletter.

(7) Prize notification: Composes form letter to notify all winners and finalists: coordinates with Treasurer and mails prize checks to winners.

(8) Provides judges with honoraria and thank you letters.

(9) Chapbook publication: Collects and edits selected entries and contributor biographies; collects and edits judges' biographies; submits these items to Seven Hills Contest Coordinator for inclusion in *Seven Hills Review*.

Committee: Program

Overview: Responsible for the planning and publicizing of all monthly programs, writing workshops, clinics and special events, exclusive of the Spring Conference, for which there is a separate committee. Committee will consist of a Chair and such other members as required to perform the functions below.

Functions:

(1) Schedules monthly and special programs. Recruits speakers/presenters sufficiently in advance to permit effective publicity for each program. Provides members with a balanced program to include information relating to various genres, the business of writing and elements of writing craft. The program schedule should extend through January of the subsequent year.

(2) Makes sure meeting facilities are arranged for all General Meetings, Board meetings and special events, excluding the Spring Conference. Sees that needed audiovisual and other equipment is on hand.

(3) Submits *Program Previews* to the Newsletter Editor and Website Coordinator. The information should include a listing of all upcoming meetings and events as well as detailed previews of the next monthly program.

- (4) Submits Public Service Announcements to the Democrat's Limelight, other local newspapers, TV, radio stations, etc.
- (5) Following each program, provides gifts to speakers as authorized by the Board. Follows up with thank you notes and correspondence with speakers to maintain a cordial ongoing relationship.
- (6) Maintains a permanent record of each program, including follow-up correspondence with speakers. This record, and contact information for speakers, should be transferred to the incoming Program Committee Chair at the end of the year.

Committee: Project Stagelight Contest

Overview: Responsible for the planning and publicizing an annual Project Stagelight and Project Autumnlight playwriting contests.

Functions:

- (1) Determines the contest scope, deadlines, rules and prizes to be awarded to the winners.
- (2) Solicits contest entries through personal contacts, printed material and electronic means.
- (3) Recruits preliminary contest judges.
- (4) Collects, records and collates entries. Provides a preliminary check of completeness (e.g. cover sheet, entry fees) Notifies entrants of deficiencies or obvious disqualifying factors (e.g. name on manuscript).
- (5) Following deadline, sends to judges for ranking.
- (6) Provides judges with honoraria and thank you letters.
- (7) Provides prizes to winners. Notifies all entrants of the contest results.
- (8) Based on the results of the judges and in accordance with their determination of acceptability, arrange for staged readings of selected high scoring plays at Tallahassee Little Theater or other venue.

Office: Publicity

Overview: Responsible for publicizing TWA events.

Functions:

- (1) Prepares news releases for meetings, conference, and special events. Arranges for careful copyediting of releases since these releases impact our reputation as writers in the community.
- (2) Places news releases in appropriate media, which may include the TWA newsletter, TWA website, local newspapers and television and radio stations.
- (3) Prepares articles for the *Tallahassee Democrat* promoting TWA events, announcing achievements and awards won by TWA members and announcing the winners of the annual writing and poetry contests.

Committee: Seven Hills Literary Contest

Overview: Responsible for the planning and publicizing of an annual Seven Hills Contest for Writers.

Functions:

- (1) Determines the contest scope, deadlines, rules and prizes to be awarded to the winners. Prepares judging criteria for the use of preliminary screeners. These are posted on the website.
- (2) Solicits contest entries through personal contacts, printed material and electronic means.
- (3) Recruits preliminary screening judges and contest final judges
- (4) Sets up the contest categories and staff online through Submittable.com.
- (5) Following deadline, arranges for preliminary screening of entries and sends top candidates to finals judges for ranking.
- (6) Provides finalist judges with honoraria and thank you letters.
- (7) Notifies treasurer to prepare checks for winners. Mails checks, certificates, and a copy of the publication to winners. Notifies all entrants of the contest results, through an automated response on Submittable.com. Notifies TWA webmaster to post winners on website.

(8) *Seven Hills Review* publication: Collects and edits selected entries and contributor biographies; collects and edits judges' biographies; arranges cover design; selects publisher; edits book contents; publicizes and fills orders for books. If using Amazon to sell the books, most of this becomes automated.

Office: Student Relations

Overview: Develops and maintains programs that work with young writers in the community.

Functions:

- (1) Works with faculty advisers of various chapters of the Big Bend Writers Guild (BBWG) to develop programs to encourage writing in area high schools.
- (2) Attends monthly meetings of the BBWG.
- (3) Obtains funding from the community to support the BBWG.
- (4) Arranges for TWA members to attend Young Authors Conferences in area elementary schools.
- (5) Seeks ways TWA can support writing in schools.

Office: Website Manager

Overview: Maintains content of www.twaonline.org

Functions:

- (1) Posts new materials to the website regularly to keep it current. We use Adobe Contribute software purchased by TWA to add data to the site. Sources of material can be officers and board members or general members who send in information.
- (2) Post the monthly speakers and topics at least two months ahead. These are listed on the calendar on the home page as well as under Future Events/Meetings.
- (3) Post new books by members on the homepage under Noteworthy heading

Tallahassee Writers Association
Bylaws, Officers and Committees

19

for approximately six weeks after publication. Post new books for six months under Bragging Writes tab. Keep all books published by TWA members under the Member Links tab. It is the responsibility of individual writers to submit the information on their titles.

- (4) Keeps the website orderly in organization by posting information in appropriate sections.
- (5) Add selected information not specific to TWA but of interest to writers, such as poetry readings sponsored by local groups, literacy events, and contests.
- (6) Use the website to promote the conference under the Conference heading.
- (7) Help TWA members promote their book events by listing on the website.
- (8) Post a link to the current newsletter on the home page, and archive previous issues under the Publications tab.
- (9) Work with the treasurer to be sure the TWA domain names and website hosting service remain current and are paid for in a timely fashion.