

Federation of BC Writers

Policy and Procedure Manual

PREFACE

The BC Federation of Writers creates and uses policy to provide a basis for consistent, equitable, appropriate decision-making and to guide their actions. Policies are created or changed as needed. When the need for a new policy arises (such as when the way to proceed or respond to a request is in doubt) a policy may be developed by the Board to guide decision-making. Requests for new policy are given to the Secretary who prepares a new draft policy for Board review and approval.

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Part 1: GOVERNANCE

A. Mandate

Approved: _____ *Amended:* _____

The Federation of British Columbia Writers: promotes excellence, diversity, inclusivity, and professionalism in the literary arts in British Columbia through education, advocacy, and by encouraging publication of literary works in all genres. It provides information on markets and workshops; connects writers with other skilled writers who can perform services such as manuscript evaluation and mentoring; sponsors readings, workshops and seminars to give writers exposure and to help them hone their craft; helps writers stay informed on the changing publishing environment; encourages recognition of British Columbia writers and their achievements regionally and nationally; provides information on the province's literary resources; works cooperatively with provincial and federal agencies and organizations concerned with writing and writing standards; encourages and supports young and emerging writers in British Columbia; actively celebrates Indigenous culture and engages with Indigenous communities in BC to promote writing.

B. Constitution and By-laws – see Appendix

C. Board of Directors

Approved: _____ *Amended:* _____

Policy

A volunteer Board of Directors is responsible for the FBCW legally, financially and operationally. The executive of the Board consists of the President, Vice-President, Treasurer, and Secretary and may include a Director-at-Large. All board members are committed to the work of the Federation. The board is responsible for ensuring the Federation acts in accordance with policy, applicable legislation and regulations, including the Societies Act and the policies and procedures of the organization. The Federation may have employees and/or paid contractors as necessary. These report to the Board through the President or designate board member as specified in the person's contract.

Procedures

- A director may resign from the board by submitting his or her intent to resign in writing to the president (email or hard copy).
- In accordance with the Societies Act, Clause 50, a director may be removed from office by special resolution and another director may be elected, or appointed by ordinary resolution, to serve during the balance of the term.

D. Board Nominations

Approved: _____ *Amended:* _____

Policy

Potential Board members are screened by a nominating committee prior to nomination to be sure they have the background, capabilities, and qualifications needed for the position. Any member may nominate another member for the Board. A member may also nominate him or herself. The FBCW seeks to establish a Board that is skilled and diverse. The vetting process must be completed prior to being accepted. Board members do not pay membership dues during the period of their service. Upon resignation, they are granted the time remaining on their pre-service membership.

Procedures

- A call for nominations opens at least one month before each AGM and closes the evening before the AGM.
- Nominations from the AGM floor can be referred to the nominating committee and the board for proper vetting and consideration at a future time
- Nominees from the floor provide the Board with a relevant work/volunteer biography and express their particular areas of interest
- Nominees will have a completed Criminal Record Check before being elected or, if that is not possible, before their election is confirmed.

- Due to confidentiality of personal information, each Criminal Record Check must be shown by nominees only to a designated Executive member; such records shall not be kept on file, other than the confirmation of approval and date and place of approval.
- Board members are chosen for what they bring to the FBCW and what they are willing to contribute.

E. Nominating Committee

Approved: _____ *Amended:* _____

Policy

The Nominating Committee identifies future gaps in the board. As nominations for board members come in, whether for ratification at the AGM or mid-year, the committee screens them according to the pre-determined criteria for suitability and recommends successful nominees for ratification. The nominating committee also screens nominees for Regional Representatives and brings their names forward to the board for approval.

Procedures

- The Nominating Committee meets at least three months before the Annual General Meeting to begin planning for it.
- Screening procedures for board members, including Regional Representatives, include:
 - A completed criminal record check – we need to say more about this
 - Review of résumé including references
 - In the case of a board nominee recommended by a past or current board member, a meeting between the nominee and one member of the Nominating Committee, either in person or by phone or Skype.
 - In the case of an unknown nominee, a meeting between the nominee and two members of the Nominating Committee, either in person or by phone or Skype, either one-on-one or together.

F. Board Orientation

Approved: _____ *Amended:* _____

Policy

The board orientation process ensures that new board members understand their roles and responsibilities and have support to fulfill their duties until they feel confident in their position.

Procedures

- Each new board member is given access to a digital folder which contains the policy and procedure manual, constitution, contact information of other board members, and any other documents that would be useful to their role
- Each new board member is provided with a mentor to help tutor them through the process, either the person who had the position before them, or another applicable board member
- Depending on their position, a new board member may take one training session through Vantage Point or a similar organization.
- If there is a board retreat for training the year a board member is elected, that member is encouraged and supported to attend

G. Board Meetings

Approved: _____ *Amended:* _____

Policy

Board meetings are held approximately eight times each year. Given that board members live in various communities of B.C., meetings are usually conducted electronically using Skype, teleconferencing, or other electronic programs. The board does its best to ensure that members participating electronically can participate meaningfully in the meeting.

Procedures

- Committee and Regional reports are prepared and submitted one week before the board meeting
- Board members who have a proposal to submit are encouraged to do so in writing at least one week before the board meeting
- The agenda, minutes of the last meeting, and written reports are sent to all board members six days in advance so that they have time to think through the issues to be discussed in advance and come to the meeting prepared to ask for further information or make decisions
- The chair thanks board members who have made special contributions of time or other significant resources since the prior board meeting
- The chair ensures that everyone has the opportunity to speak, that no one dominates the discussion unnecessarily, and that there are no side conversations
- The chair concludes each topic on the agenda by explaining the next steps and timeframe
- The chair concludes the meeting by thanking board members, providing a brief summary of next steps, and reminding members of the date of the next board meeting

H. Annual General Meeting

Approved: _____ *Amended:* _____

Policy

The Annual General Meeting (AGM) is held yearly, in accordance with the Societies Act. In addition to the business undertaken, the Board may hold workshops and/or social events as part of the AGM. While the AGM itself is for members only, the workshops and other events are open to all writers. An effort is made to hold the AGM in different parts of the province in order to extend the benefits to as many writers and as many communities as possible.

Procedures

At each AGM, the board:

- Decides when and where the next one will be held so that planning can begin early to find a suitable location and secure reasonable rates
- Sets date and time of board meetings and executive meetings for the year ahead
- Appoints a planning committee that includes the regional representative and area representatives from the area.

I. Board Executive Committee

Approved: _____ *Amended:* _____

The executive committee consists of the president, vice-president, treasurer, secretary, and may include other board members with special expertise. Its function is to act as a working committee, managing the overall operation of the FBCW and summarizing information to bring informed recommendations to the board for decision-making. The executive is responsible to the board of directors.

a. President (Chair)

Approved: _____ *Amended:* _____

Policy

The President is a board-elected position. He/she provides leadership to the Board, reports to the board, and takes responsibility (along with the Executive Director) for the implementation of the strategic plan. Committed to serving the membership first, she is an active relationship-builder, strong communicator, skilled facilitator, and is knowledgeable in board governance.

Procedures

The President:

- Represents the FBCW at external events
- Promotes the organization in the community

- Ensures board meetings are held as scheduled
- Chairs board and executive meetings
- Does his/her best to ensure civility and respect among board members
- Maintains communication among board and executive members between meetings and ensures agreed-upon business and initiatives get done
- Organizes the AGM with the assistance of the board
- Ensures that grants are prepared in a manner consistent with the strategic goals of the FBCW and are submitted by deadlines
- Ensures there is a process for evaluation of board members and the board as a whole

a. Vice-President (Vice-Chair)

Approved: _____ *Amended:* _____

Policy

The Vice-President is a board-elected position. He/she assumes the duties of the president in the absence of the president. She is an active relationship-builder, strong communicator, and skilled facilitator, and is knowledgeable in board governance. He or she is mentored by the president and shares in the presidential duties in the manner they agree upon.

Procedures

- Meets regularly with the president to discuss the work of the board in order to gain the knowledge necessary to assume the role of president
- Chairs board meetings in the absence of the president
- Recruits new members of the board
- Promotes the FBCW in the community

b. Treasurer

a. Approved: _____ *Amended:* _____

Policy

The Treasurer ensures the financial accountability of the organization to guarantee fiscal responsibility.

Procedures

The Treasurer:

- Prepares annual budget proposals
- Prepares financial information for board and executive meetings and for grant applications
- Ensures financial records are current, including the FBCW CADAC record
- Prepares financial reports for the accountant at year-end
- Obtains Notice to Readers or Engagement Review documents as required and reports to the Annual General Meeting
- Oversees digital transactions (such as PayPal), confirming the periodic transfer into the FBCW's Operating account
- Generates payment of invoices or designates this task
- Chairs the Finance committee
- Oversees the soundness and efficiency of the automated membership program
- Oversees membership payment issues and ensures membership receipts are issued within 30 days of receipt, either digitally or manually. as required
- Submits annual financial reports to the CRA for tax purposes and to maintain our registered charity status.

d. Secretary

Approved: _____ *Amended:* _____

Policy

The Secretary is responsible for the development and safekeeping of records and documents in accordance with the Societies Act, accessibility requirements, and FBCW by-laws.

Procedures

The Secretary:

- Keeps the FBCW bylaws and policy statements
- Keeps correspondence files and records in hardcopy files and/or on a secure and approved cloud server such as Google Drive
- Prepares and circulates agendas for Board and general meetings
- Gathers reports from all board members and distributes them one week prior to board meetings
- Records and circulates minutes
- Prepares and submits the Annual Report to the Registrar of Societies

J. Regional Representatives and other elected Directors**a. Regional Representative (RR)**

Approved: _____ *Amended:* _____

Policy

The FBCW seeks to have one regional representative in each of the FBCW regions to sit on the board as director, participate in board business, and attend to the needs and concerns of members in his/her region. The Regional Rep is requested to serve two-year terms, and may be re-elected although efforts must be made to give others in the region the opportunity to serve in this position. Regional representatives must be members in good standing who have exhibited qualities of

trustworthiness, responsibility, organizational skills, and positivity. They must be committed to maintaining friendly, clear communications with their members.

As board members, Regional Reps are screened by the FBCW Nominating Committee before being ratified.

Regional representatives may appoint as many area representatives as they require to assist them in serving members throughout their region. They are not required to pay member dues during the course of their service. They are required to protect the privacy and confidentiality of the member list, to be used for FBCW only, and are expected to take care not to use their position for self-marketing purposes.

Procedures

- Openings for Regional Rep positions are posted in the regional newsletter at least once. If no one comes forward, or if there is no existing regional representative in a region, nominations may be made by the outgoing regional representative and/or the FBCW board.
- Names and contact information of nominees are sent to the Nominating Committee for screening
- Incoming Regional Reps are mentored by a board member and provided with the materials and information they require to perform their jobs.
- Regional representatives:
 - Make an effort to recruit new members and to maintain a positive relationship between members and the FBCW in their region
 - Organize workshops and events in their region or delegate someone to do so
 - Work with the executive director to promote FBCW events in their region, beginning at least one month ahead of the event.
 - Maintain original receipts and records generated by the workshop/event and submit them to the treasurer or designate

- Submit any expenses incurred in the course of FBCW meetings or business, including related original invoices/receipts, to the treasurer or designate
- Attend seventy-five percent of scheduled board meetings, either in person or through the arranged teleconferencing method
- Submit a Regional Report to each board meeting, whether or not they are able to attend
- Come to the meeting having read the prepared reports and materials so they can participate and give informed input
- Maintain a monthly regional newsletter which contains member news and information about upcoming literary events in their region

b. Past President

Approved: _____ *Amended:* _____

Policy

Upon completion of their term of service and at the discretion of the board, a president may be asked to remain on the board and executive in order to provide continuity. The role of the Past President is ex-officio and is reviewed annually.

Procedure

The Past President:

- May attend Board meetings, both regular and in-camera, at the request of the Executive
- May provide advice at the request of an Executive Board member
- May not vote on matters before the Board

K. Other volunteer positions (non-Board)

c. Area Representative

Approved: _____ *Amended:* _____

Policy

Area representatives help the regional representative reach out to members, publicize FBCW events, and host Meet and Greets in their communities. They are appointed by the regional representative, as needed, and report to the regional representative. They are the local “face” of the FBCW in their community and should be selected carefully and thoughtfully, with emphasis on integrity and strong communications skills. They are offered FBCW membership at the event rate.

Procedure

Area representatives:

- assist the regional representative in ensuring that members receive good service from the FBCW
- publicize events in their local area
- gather member feedback to pass on to the regional representative
- organize local meet-ups and open mic sessions
- solicit new members
 - When collecting new memberships or renewals from their local members, they encourage people to sign up via the FBCW website so that member information, payment and renewal dates are immediately and accurately recorded.
 - When collecting collect cash or cheques for memberships they record the member information (name, address, phone, email, method of payment and whether they would like a print or digital version of WordWorks) and give it to their regional representative as soon as possible.

L. Personnel

Approved: _____ *Amended:* _____

Policy

When funding allows, the FBCW may hire staff, either on salary or a contract basis. It is our goal to pay all staff and contract personnel, including professional workshop presenters, at the industry standard to the degree that is fiscally possible. Paid positions may include: Executive Director, Web master, WordWorks editors, specialized editors, Business Manager, and others as needed. Each position has a **Job Description**. See Appendix.

Procedures

- All staff and contractors engaged by the Federation are recruited, assigned, transferred and promoted by the board on the basis of qualifications, suitability and merit
- All staff and contractors are given the information and materials needed to do their jobs, provided with feedback on their progress on request, and formally evaluated annually.
- To ensure fairness and to avoid any perception of preferential treatment, no individual will be recruited or assigned, transferred or promoted into a position in which he or she would be working under the direct or indirect supervision of a relative.
- Job Descriptions are updated as needed and a current copy is kept in the Policy & Procedure Manual
- Employees participate in an annual performance evaluation

M. Membership

Approved: _____ *Amended:* _____

Policy

The FBCW exists to serve professional and emerging writers in BC. We make all decisions with this in mind. Compassionate memberships may be offered at the discretion of the Board. An Honourary Lifetime Membership may be given to a member in recognition for longstanding service at the discretion of the board.

Procedures

- Membership rates are published on the FBCW website.
- A member remains in good standing as long as their dues are paid
- Dues are paid annually, renewal being during the same month the membership began
- If a member does pay his or her membership fee within 30 days after it is due, the membership is terminated
- Youth rates are in effect up to and including age 29
- Senior rates are in effect at age 65
- A member may have a year's fees waived in return for recruiting 3 new members
- A member may have their fees waived while volunteering in a substantial position such as Board member or Word Works Editor
- Members who have earned membership credits, for example as prizes or in return for serving as readers or judges on one of our literary contests, may transfer their membership to someone they designate. (They must take responsibility for ensuring the designated benefactor's membership is entered on the member list when they do this).
- In January of every year the FBCW holds an annual membership drive at the Event Rate which is available at FBCW events and/or with a coupon code
- Other seat sales may be offered to boost new membership at the Board's discretion

N. Honourary Ambassador

Approved: _____ *Amended:* _____

Policy

The FBCW Honourary Ambassadorship recognizes people who work to raise the visibility of writers and writing in their civic communities, make writing a part of civic life and ceremony and inspire young writers in their community.

Procedures

- Nominations for recipients are made following an open call for nominations to the membership via the Write On newsletter
- Commercial enterprises are not eligible
- The nomination period is one month
- A selection committee made up of three board members will recommend to the board a winner.
- The board will vote on the recommendation.
- The board may, at their discretion, decide not to award an ambassadorship in any given year
- The ambassadorship will be awarded at the AGM and will include a certificate and a lifetime membership

O. Record-keeping, retention, and destruction

Approved: _____ *Amended:* _____

Policy

Records are kept, retained and/or destroyed in accordance with the Societies Act, the Customs and Revenue Act requirements, and the Personal Information Protection Act.

Procedures

- FBCW official forms are filed electronically at BC Registry Services in accordance with the Societies Act
- The public has online access to all documents filed with the Corporate Registry including constitution and bylaws, annual reports, directors register, and registered address
- Official documents including minutes of board and executive meetings are stored on secure sites such as Google Drive, Membee, and/or HipChat
- As required by the Societies Act, and accompanied by a board member, a member may access non-confidential documents stored on Google drive by asking the board to provide access. Such requests are recorded. If such documents contain personal or private information, that information will be deleted before access is provided.
- Within two weeks of termination as a board member, no official documents shall remain on any board member's computer and any paper documents in the member's possession shall be returned to a designated FBCW officer
- Records and documents are archived after seven years
- A member's personal information is permanently destroyed within 12 months after they cease to be a member

P. Confidentiality

Approved: _____ *Amended:* _____

Policy

The FBCW is committed to openness and transparency in accordance with the Freedom of Information and Protection of Privacy Act. All personal member information is stored on a secure site and is never shared with other organizations.

Procedures

- Personal information may be collected from members and potential members through the membership process, at workshops and other events, through administering contests, through writer's profiles on the FBCW website, through email and written communications with members, and incidentally.
- All personal information collected including names, addresses, and contact information, is stored on a secure site
- The FBCW membership list is confidential. It is never shared with other organizations except in cases where a known member perk (eg BC BookWorld) requires the membership list in order to fulfill its obligation to the members.
- A Privacy statement regarding public use on the FBCW website is published on the website
- A member of the board who uses the FBCW member list for anything other than official FBCW business may face immediate loss of membership and/or prosecution.

Q. Conflict of Interest

Approved: _____ *Amended:* _____

Policy

Board members do not use their position for actual or potential personal financial benefit. Board members may, however, be paid for work beyond the scope of their board duties (eg workshop presenter, technical advisor, web designer) if they are chosen through an open and equitable selection process in order to prevent both favouritism and the perception of favouritism. Board members who are relatives of or who have a close personal relationship with a staff member or contractor do not participate in his or her evaluation.

Procedures

Any member aware of a possible conflict of interest or the potential for one, whether involving himself/herself or another member, will bring the issue to the Executive immediately

R. Code of Ethics

Approved: _____ *Amended:* _____

Policy:

All staff and volunteers are expected to meet the Federation's code of ethics as follows:

- Place the interests of the members as the primary objective of the work of the Federation;
- Respect the privacy, dignity and human rights of colleagues and members in all that we do;
- Take responsibility for one's conduct while representing the Federation;
- Behave honestly in all aspects of assigned tasks;
- Use care and respectful civility when expressing views on the opinions and work of colleagues;
- Work cooperatively with others, having regard for their areas of expertise;
- Use with care, in a responsible manner, information obtained in the course of work-related relationships;

"Netiquette"

Online communication requires a different kind of awareness than face-to-face or voice-to-voice communication. Netiquette is network etiquette, the do's and don'ts of online communication, including common courtesy online and the informal "rules of the road" of cyberspace. Please consider the following practices when corresponding through email:

- 1) **Keep it private.** Refrain from including any email you have received to a new email you are sending without gaining the permission of the original sender. Don't forward / include messages received in your messages.
- 2) **CC or not?** Be certain that the inclusion of cc's are warranted out of respect and awareness for others' time and information overload. Before hitting "reply to all" check if you need to answer only to the person sending the email, or only to a few people.
- 3) **Act fast.** E-mails are not letters. If you receive an email request for a response that you are not able to provide immediately (due to lack of time or need to gather more information), notify the sender that you have received their request and indicate when they can expect your full reply. Try to respond within 2-3 days.
- 4) **No disappearing acts.** If you won't be available for a week or more, set an automated reply message informing people of the dates you won't be answering email. If possible, include the email of another contact person available during that time. Also notify the rest of the executive and board members if you change your email address.
- 5) **Clear and neutral language.** Emails lack the crucial interpretive inflections of the tone of your voice, facial expression, and body language. Cultural, linguistic and other differences, might compound the possibility of being misunderstood. Emoticons might help :)
- 6) **Adequate subject line.** Always identify adequately in the subject line the exact content of your message. It makes it much easier to find the message later and avoids being missed in a pile of emails with the same subject line.
- 7) **Keep it short.** Out of respect for others' time, keep communication brief and to the point.
- 8) **Don't SHOUT!** Messages in capital letters are considered to be shouting.
- 9) **Keep the communication flowing.** If after two or more rounds of communication with someone, there is still lack of clarity or no resolution, it might be time to move to an alternate form of communication (phone, Skype, in person).

S. Member Complaint Procedures

Approved: _____ *Amended:* _____

Policy

The Executive Director handles complaints from members in a timely manner, determining the nature of the problem and making amends for any FBCW errors that may have occurred.

Procedures

- All complaints are taken seriously and fully resolved to the satisfaction of the member as soon as possible
- Board members who receive complaints from members should bring the complaints to the executive director, whenever possible, so that all complaints are dealt with in a standard way
- If the executive director cannot resolve the complaint, she will bring it to the board chair, who will make a decision regarding the next step which may be to bring the problem to the executive or the board for discussion.
- If the member wishes to communicate with a specific board member, their request will be honoured. The board member should report to the executive director so that appropriate reconciliatory and follow-up action can be taken
- Appropriate reconciliatory actions could include apologizing, extending membership, and/or offering discounted services. Refunding membership is also a possibility but should be avoided when possible.

Part 2: FINANCE

The FBCW will operate in accordance with the requirements of both a Registered Charitable Organization and a Registered Society (B.C.) at all times. All decisions involving financial matters will take the best interests of its membership into account and will be financially prudent in order to ensure long-term viability.

A. Funding sources and mechanisms

Approved: _____ *Amended:* _____

Policy

The FBCW will strive to ensure it generates sufficient revenue to cover operating costs through a combination of internally-generated funds and an Operating Grant from the B.C. Arts Council. Project costs will either be self-funding or supported by appropriate grants from government and/or the private sector.

B. Signing Authority

Approved: _____ *Amended:* _____

Policy

All expenditures shall be made by cheque and require the signatures of two members of the executive.

Procedures

- Expense claims must include original receipts and must be submitted to the Treasurer (or delegate) in a timely manner. Unauthorized expenses will not be reimbursed.
- Should an advance be required in order to facilitate a specific project or event, it must be requested on the appropriate form, and a full accounting provided within two weeks of completion.

C. Accounting

Approved: _____ *Amended:* _____

Policy

Accounting will be performed in accordance with Generally Accepted Accounting procedures, and in a timely manner.

Procedures

- Financial records will be maintained on an appropriate accounting system.
- The FBCW will operate on an accrual system and will record all revenue and expenses in the year earned or spent.
- Revenue received in one financial year for project(s) or event(s) scheduled for a subsequent financial year shall be so designated by motion of the board and recorded as deferred.
- Expenses paid in one financial year for goods or services to be provided in a subsequent financial year shall be recorded as prepaid.
- Any projects or events funded by external (grant) revenue shall be recorded as a separate line item and shall be accounted for in separate detail.
- Current financial statements including both Balance Sheet and Profit and Loss will be produced on a monthly basis.

D. Budgeting

Approved: _____ *Amended:* _____

Policy

Detailed budgets covering projected revenue and expenses for both administration and proposed projects and events will be developed to cover a period of three years including the present year.

Procedures

- Budgets will be developed by the Treasurer in consultation with the executive.
- Budgets will be based on figures from both the previous year and will include both projected revenues and costs.
- No project or event will be included in any budget unless there is revenue projected to cover its cost.
- No projects or events will be included in any budget unless such project or event has been agreed to by the board.

E. Financial Statement Review

Approved: _____ *Amended:* _____

Policy

In accordance with the requirements of the Canadian government and of the various funding agencies, the FBCW will ensure that year-end Financial Statements are reviewed by an outside agency in whatever manner is required.

Procedures

- A professional accounting firm shall be approved by the Annual General Meeting.
- The Treasurer will ensure that the financial records for the year, including supporting paperwork, are ready for the accountant's review no later than the end of February of the year following.
- The budget for any given year shall include an amount sufficient to cover the cost of obtaining the financial statement review.

Part 3: PROGRAMS

A. WordWorks

Approved: _____ *Amended:* _____

Policy

WordWorks is our flagship magazine and a member benefit.

Procedures

WordWorks:

- Is produced four times a year
- Is sent to every member in good standing except those that choose not to receive it
- Is available in print and on the FBCW website with full public access.
- Accepts articles from members and from non-members in special circumstances. Non-members writing for WordWorks may opt to receive part of their payment in the form of a membership
- Strives to pay writers industry standard rates, however, attaining that standard depends on funding. Young and emerging writers who require significant mentoring and support may receive a one-year membership in lieu of payment
- Adheres to international intellectual property rights standards
- The WordWorks editor works with emerging writers as needed
- We produce an extra fifty (or another amount as determined from time to time) copies to be used at events and given to new members or for other purposes as needed
- Extra copies may also be printed to distribute to BC regional libraries and/or secondary schools.

B. Professional Services Directory

Approved: _____ *Amended:* _____

Policy

As a service to members seeking mentors, manuscript evaluators, workshop leaders and editors, the FBCW maintains an accessible professional services directory on its website.

Procedures

- Listing members are required to demonstrate their qualifications with relevant supporting information and to make that information available on the page
- The FBCW does not recommend or endorse the individuals it lists and the directory carries a disclaimer
- The Executive Director uploads member-initiated listings onto the directory after careful review to ensure the material is complete and valid.
- The FBCW executive oversees and maintains the standard and integrity of the directory.

C. The Elder Project

Approved: _____ *Amended:* _____

Policy

The FBCW is committed to embracing, recording and celebrating Indigenous culture and heritage through writing. To that end, we partner with **The Elder Project** (www.theelderproject.com), drawing on the expertise and experience of Wendy Morton. Our aim is to ensure succession of this program into the future. A related project, ***Who We Are***, brings together indigenous and non-indigenous students in a poetry exercise that encourages empathy and crosses cultural divides.

Procedures

When FBCW members are involved:

- A complete set of project instructions, developed by Wendy Morton, is included in the Appendix
- Cultural protocols are followed at all times
- Appropriate insurances, media permissions and criminal record checks are completed
- A suitable FBCW person attend each project with Wendy Morton and assists her.
- Our goal is to train writers from several FBCW regions to participate in the project
- A chap book commemorating the event is published and distributed to the Elders and the school
- Ensuring that we have permission from the parents and the Elders, a copy of the commemorative chap book may be put on our web page.

D. EVENTS

In addition to offering the programs outlined above, the FBCW serves the membership and community by hosting annual events, regional workshops, and periodic special events. At all events organized by the FBCW proper cultural protocols, including acknowledgement of Indigenous lands, are observed.

a. Annual Events

Approved: _____ *Amended:* _____

Policy

Annual events may include but are not limited to: Literary Writes, writing contests for young writers, *Write on the Beach*, retreats, regional conferences, the annual Vancouver/Vancouver Island publishing/self-publishing events, and a table at the Surrey International Writers' Conference

Procedures

- Each event is the responsibility of a specific organizer. (See section K, Event Coordinator.)
- The organizer presents a budget to the board for approval before making any commitments
- When grants are involved, the event is carried out in accordance with grant criteria
- The organizer is responsible for arranging the venue, volunteers, presenters, supplies, keeping receipts and invoices, and other logistical necessities. A list of specific tasks is kept on Google Drive.
- Promotional materials are designed in consultation with or by the Executive Director in order to maintain brand and quality consistency
- Promotion begins at least a month in advance
- Because events are a prime source of member recruitment, the organizer makes information on membership available at the event, encourages new members to sign up on-line, and keeps track of memberships generated at the event (cheques, cash, accompanying membership information)
- Participant satisfaction is measured following each event, either on paper or digitally through Survey Monkey or equivalent.
- The organizer prepares a final report that includes the number of new memberships generated and given away as prizes and a summary of participant feedback.
- A permanent file is maintained on Google Drive with information about venues and presenters for future event coordinators to use.

b. Regional Workshops

Approved: _____ *Amended:* _____

Policy

Once board approval has been obtained, regional workshops may be initiated and organized by an Area or Regional Rep or their designate. All workshops must conform to the FBCW's business plan for events and be sustainable monetarily and in terms of using local volunteers to make the event a success without incurring significant travel costs.

Procedures

- A budget must be submitted to and approved by the board before any commitments are made
- Workshops financially supported by a grant must meet the requirements of the grant criteria that requires us to pay industry rates. This includes selecting a professional and well-respected workshop leader and publicizing the event on FBCW media
- Presenters are paid industry standard rates and reasonable expenses or an agreed-upon honorarium. Non-member presenters may be offered a membership as payment or part payment.
- Advertising and promotion is done in cooperation with and with the support of the Executive Director
- Funding and sponsoring organizations are recognized on promotional materials. The Executive Director supplies and ensures that logos are used correctly on published promotional materials including online
- After each workshop, participants are asked to complete an evaluation form.
- The organizer of the workshop provides feedback to the board.
- Guidelines for organizing workshops are kept on Google Drive and updated as needed
- Qualified FBCW members are given first opportunities as presenters.
- Qualified non-members are also eligible to lead workshops. They submit a list of completed workshops with contact names and information to the organizer as part of the selection process

c. Meet & Greets

Approved: _____ *Amended:* _____

Policy

Meet & Greets are casual local opportunities for networking among members and other interested writers

Procedures

- Meet & Greets are organized by the Area Rep or, if there is no Area Rep, by the Regional Rep, usually quarterly or as the local members decide
- Costs for Meet & Greets (eg food and drink) are covered by the members who attend

PART D – APPENDIX

See separate Document.