

MINISTRIES & PORTFOLIOS (Non-Elected)

Each elected board member oversees select ministries so that all areas are covered.

MEMBER CARE TEAM ROLES

Member Care Coordinator

Purpose: to provide information, encouragement and logistical support for our member care team so that they can serve our members effectively.

- Provides information and encouragement to the member care team (Prayer Advisor, Writing Groups Coordinator, Writing Buddies Coordinator, Regional Representatives)
- Meets and/or communicates with Member Care team on a regular basis to inform, encourage, share member concerns and questions, and to pray for one another
- Liaises with membership tracking to ensure that membership list is current and communication is flowing properly
- Reports to Board about member care programs and communicates member concerns to Board

InScribe Prayer Advisor Role Description – updated August 2024

Purpose: To maintain the focus on prayer as foundational to the craft of writing as well as the work that we do together as a fellowship of writers.

The prayer advisor oversees and coordinates with a prayer team to:

- Pray for and connect with individual members:
this includes praying for specific requests submitted by email by the members
- Pray for and connect with executive:
 - this includes generally and specifically when given prayer requests.
 - invited to attend monthly member care/regional rep zoom meetings.
- Encourages membership to connect prayer to writing

Regional Representatives

Purpose: to CONNECT, COMMUNICATE and CELEBRATE with members in their region so that they feel welcome and included in the fellowship of our organization.

- Ask for an updated list of regional members (minimum: quarterly) from
- Membership Coordinator or obtain directly from Shelby
- Send welcome Email to new regional members reiterating benefits of membership, encouraging engagement, and offering to answer their questions about InScribe

- Help members to connect with other members in their region
- Inform members in their region about InScribe events and opportunities (Fall Conference, WorDshop, Contests etc)
- Listen to the questions and concerns of members and seek to address them
- Celebrate achievements, book launches, publications and successes of writers
- Meet with the Member Care team to encourage and pray for one another and our members

Writing Groups Coordinator

- Communicates periodically with Group leaders to encourage and equip
- Takes queries from interested parties (email listed on website)
- Helps members find a group near them
- Assists interested members in starting a group (provides package)
- Provides information about Writing Groups to interested members and group leaders
- Maintains an updated list of groups and periodically checks website for accuracy
- Advises webmaster of any changes to groups
- Advises FS Editor of any changes to groups
- May periodically update Writing Groups 'Package'
- Works with WorDshop coordinator in soliciting potential WorDshops/Events
- May solicit information from Groups' leaders to be included in FS

Writing Buddies Coordinator

- receives inquiries about finding an accountability partner
- sends out 'WB Questionnaire' to interested members
- keeps a database of questionnaires and matches
- matches members according to interests/ answers to questionnaire
- follows up with matches at least every six months

EVENTS

Fall Conference Coordinator

- Calls and organizes meetings of the Fall Conference committee which shall include the President, Treasurer and other interested members
- Works with the committee to plan the venue, theme, speakers, costs, etc.
- Works within budget guidelines (Note: advertising budget is separate from Fall Conference budget)
- Reports regularly to Executive Committee

WorDshops/Special Events Coordinator

- Solicits/recruits potential WorDshop locations/hosts
- Supports hosts in planning each event (venue, bookkeeping, contracts etc.)
- Creates posters & other publicity for each event (or assigns to Advertising Coord or other)

- Assists in promotion
- Assists in bookkeeping in conjunction with Treasurer
- Notifies Webmaster re: info for each event
- Reports to the Board

Contest Coordinator

- Updates guidelines, fees, dates, & rubrics annually under direction of Executive
- Communicates above to Webmaster prior to all contests
- Receives and processes contest entries, ensuring rules are followed
- Recruits and oversees judges
- Sends entries to judges
- Receives critiques and scores from judges (Tie must be broken by that judge)
- Creates certificates
- Notifies Treasurer of winners to arrange prize cheques
- Notifies Treasurer of names of judges & number of entries critiqued (judges are paid for critiques)
- Distributes prizes and certificates
- E-mails all critiques to the entrants AFTER winners have been announced
- Contest prizes – informs Treasurer of winners.
- Arranges to mail out prizes for Fall Contest winners who did not attend conference (Treasurer disseminates cheques at FC.)
- Winter Contest prizes – mails certificates and prize cheques to winners

PUBLICATIONS

InScribe Press Coordinator

Project manager for select specialty publications by ICWF

- administration of submissions
- solicits & supervises volunteers
- participates as needed in: submission selection, editing, proofreading, cover design, contracting/overseeing layout, publishing etc.
- maintains a budget for each publication
- reports back to ICWF exec on progress
- May participate in marketing new publications along with Advertising Coordinator and others

FellowScript Editor-in-Chief

- May attend executive meetings as able, but is not required to do so
- Oversees quarterly production and distribution of FS
- Oversees all departments and associate editors including: Columns, layout, proofing, printing, etc.
- Distribution – obtains an updated database for each issue
- E-distribution - Sends pdf file to Administrative Assistant

- In conjunction with Treasurer, completes pay-out chart, submits printing and mailing costs
- Editor's duties

Associate FellowScript Editors

May include:

- Columns editor(s)
- Layout editor
- Proofing
- Advertising
- Distribution

COMMUNICATIONS

InScribe Writers Online (IWO) Blog Moderator

The purpose of the InScribe Writers Online Blog is:

- to provide a place where all InScribe members -- at any level of writing experience --
- can publish their work online;
- to help build an online community with fellow writers across the country. Blog authors post on various topics pertaining to the key themes of writing and faith. The moderator's role is to maintain the blog and to recruit and schedule contributors. Responsibilities:

A. Recruit and communicate with contributors.

- Recruits monthly bloggers and communicates with them on a regular basis • Recruits guest bloggers
- Trouble shoots tech issues for bloggers

B. Prepares posts and maintains blog.

- Maintains blog (layout, sidebars, comments etc.)
- Decides on monthly themes or recruits someone to do so
- Reads and potentially edits all posts for appropriate content and glaring errors • Removes inflammatory comments and/or posts as needed

C. Shares all blog posts on social media

Professional Blog Moderator

- Decides on themes and topics
- Recruits bloggers and sends reminders about posting deadlines
- Uploads all posts after editing
- Finds and adds appropriate graphics and pictures
- Moderates comments

Webmaster

- Oversees and maintains Website (updates plugins etc.)
- May develop a 'website team' to help with workload
- Updates info on website including events, contests, etc. as directed
- Troubleshoots, communicates with domain hosts etc.
- Notifies Executive/Treasurer of costs incurred, upcoming expenses (IT support, etc.)