

# CWC ELECTIONS ARE COMING UP

The California Writers Club, Sacramento Branch would like your nominations for candidates for the following branch offices for the 2013-2014 year (*only "Active" and "Associate" members are eligible to hold CWC office*):

President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer

**The deadline for nominations is April 15, 2013**

[www.CWCSacramentoWriters.org](http://www.CWCSacramentoWriters.org)

CWC members, now is the time to be thinking about names you would like to put forward to serve as officers of the CWC Sacramento Branch. **Please be sure that your nominee is both qualified and willing to actively serve if elected**. Here is a very brief description of the duties of the officeholders:

*(For greater detail about officer responsibilities, see the CWC, Sacramento Branch Policies and Procedures on the club website)*

**President:** Presides over official meetings; creates and distributes meeting agendas; selects members to serve on the Board of Directors; appoints committee chairs and, (upon approval by the full board) is responsible for management and direction of the branch.

**1<sup>st</sup> Vice President:** Assumes president's duties when president is unable to act; arranges for guest luncheon speakers, relays pertinent CWC information to Public Relations Chair, Newsletter Editor and Web Coordinator.

**2<sup>nd</sup> Vice President:** Administers membership matters; including collection of new and renewals, new member applications, learns and uses the Member Record Management System (MRMS) and tracks email and residential addresses and other information.

**Secretary:** Takes minutes of branch board meetings and distributes them; handles official correspondence as requested by the President;

**Treasurer:** Keeps accounts in good order and prepares quarterly balance sheet and other reports for the CWC board and the Central Board; prepares an annual budget; learns and uses the Member Record Management System (MRMS) and is an authorized signer for checks issued to vendors.

Email your nominee(s) to: [MarshaR@Quiknet.com](mailto:MarshaR@Quiknet.com)

**Nomination deadline: April 15;**

**Ballot return deadline, May 15;**

**Counting of votes and installation of officers, June 15**