



BOLTON INTERNATIONAL WRITING PROJECT
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Roles in the Bolton International Writing Project

The Management Committee

Comprises the Chairperson, the Treasurer and the Secretary.

The Chairperson

Chairs Management Committee.

Liaises with partner organisations.

Appoints sub-committees and agrees goals and procedures with them.

Delegates tasks and responsibilities.

Seeks training opportunities for members.

Speaks in public on behalf of the organisation.

The Treasurer (see also Finance Policy)

Controls and records finances.

Investigates and pursues funding opportunities.

Deals with bank and banking.

Prepares end of year accounts as necessary.

The Secretary

Minutes Management Committee meetings.

Prepares agendas for meetings.

Deals with correspondence.

Coordinates reports from Sub-Committees.

Submits information and news to website, and facebook.

Liaises with Marketing.

Liaises with the Volunteer Coordinator.

The Volunteer Coordinator

Is responsible for the welfare and development of volunteers.

Liaises with the Management Committee.

The Publications Sub-Committee

Should comprise a lead person and one or more other volunteers.

The lead person is responsible for reporting to the Management Committee on a regular basis.

The lead person should define for the Management Committee who does what in the Sub-Committee.

The Sub-Committee should

- obtain quotations for publications of clients' work;
- receive written work and set this out in a format for printing;
- receive any other copy to go in the publications from sources agreed by the Management Committee;
- ensure that any printer produces a quality product at a reasonable price.

The Marketing Sub-Committee

Should comprise a lead person and one or more other volunteers.

The lead person should define who does what in the Sub-Committee.

The lead person is responsible for reporting to the Management Committee on a regular basis.

The Sub-Committee is responsible for Promotion, Branding, Advertising and Selling.

(Note that the Chairperson usually speaks in public on behalf of the organisation and that the Secretary controls the website).

The Sub-Committee should

- suggest opportunities to the Management Committee on how best to promote the work of BIWP;
- submit ideas for advertising events and propose the format and distribution of such advertising, having costed it first and informed the treasurer of the likely cost;
- submit ideas for fund-raising and merchandising to the Management Committee;
- oversee the ticketing of events in conjunction with the Events Management Sub-Committee and the Treasurer.

The Events Management Sub-Committee

Should comprise a lead person and at least three other people.

The lead person is responsible for reporting to the Management Committee at regular intervals.

The Sub-Committee should

- refine the event concept or idea and consider implications in terms of receiving and managing the audience, any refreshments needed, scoping out event sites in terms of seating, insurance, health and safety, parking, looking after the needs of clients and artists, manning the door and ticket-checking, security all in conjunction with the Management Committee who will provide extra help where needed;
- ensure that any decor requirements and tech requirements are in place;
- ensure there is a place for sales during any event;
- liaise with all other Sub-Committees as the success of events is crucial to the success of the organisation.

Workshop and Showcase Coordinators

A large number of volunteers form a pool of coordinators for workshops and showcases. At present these are facilitated by the Chairperson. Because of the number of events, it is unlikely that all coordinators will attend all events but normally a minimum of six in a team is required to help participants with performance skills and translation during the workshops and a similar number during the showcases for reading out translations during performance by the participants.

The coordinators should always attempt to offer choices in the translation phase in the workshop and **not** give just one answer. This is critical to the participant retaining ownership of the translation.

Bolton
at Home



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