



# ROMANCE WRITERS OF AUSTRALIA

## Position Description - President

**Position title:** President

**Committee position:** Executive Committee

**Volunteer commitment:** 15 hours per week (approximately)

**Reporting to:** RWAus Executive Committee

### About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### About you

A thriving community is developed through strong leadership. In your role as President, you'll be the legal director of the organisation and responsible for overseeing the Committee, staff and volunteers. You'll be a big-picture thinker and a strategic decision maker with a passion for people, committed to managing and improving our business operations and the programs, services, and opportunities we offer. Your deep knowledge of the writing and publishing industries will allow you to implement and evolve strategies that will continue to build on the legacy of RWAus' vision. Responsible for overseeing the RWAus' high-level future direction, you'll encourage organisational growth in a way that is sustainable, and equitable.

### Responsibilities

#### *Organisation*

- Advocate for, support, and promote RWAus and our programs, services, initiatives and vision at every opportunity to do so. Utilise existing networks to actively seek new opportunities for the organisation.
- Register with ASIC as the legal Director of Romance Writers of Australia (Inc.) and ensure all ASIC records are updated and lodged.
- Maintain honesty and accountability for your actions taken in this role, and the actions taken by all Executive Committee members, Committee members, staff and volunteers of the organisation.
- Ensure that appropriate and accurate records are kept for the organisation's business decisions and finances. Sign contracts and other official documents on behalf of the organisation as required.
- Maintain a professional and approachable demeanor as the organisation's official media spokesperson.
- Receive, address and resolve any official complaints, requests for information, or suggestions as they arise.
- Oversee the employment and performance of the organisation's Administrative Assistant in partnership with the Vice President. Manage recruitment campaigns for new staff if

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required.

**Note:** In this position, you must act in the organisation's best interests at all times. Using any inside information to directly or indirectly benefit or deliberately harm yourself or any other person in any way may result in criminal charges.

### *Committee*

- Ensure all Committee members, staff, and volunteers are aware of and compliant with any governance responsibilities, including adhering to the RWAus Constitution and Code of Conduct. Maintain and update all governance documents as required in consultation with the Committee.
- Ensure policies, procedures, organisational structure, position descriptions and other key organisational documents are accurate and current.
- Actively engage with, encourage, and support RWAus Committee members. Communicate with them regularly to ensure that they are informed, resourced, on-track and have assistance when and where required.
- Ensure that all approved RWAus programs, projects, and operations are appropriately resourced and supported in a sustainable and financially responsible manner.
- Act as the Chairperson for the Annual General Meeting (AGM), Executive Committee meetings, and Committee meetings.
- Provide regular President reports to the Committee on the actions undertaken within the portfolio.
- Seeks input from all Committee members to prepare and present an Annual Report at the AGM. Ensure annual financial reports are included.
- Manage the Lynne Wilding Meritorious Service Award, and the awarding of Hall of Fame induction and Life Memberships.
- Sit on the Conference sub-committee. Attend the annual RWAus conference in August and perform official duties as required in consultation with the Events Manager and Marketing Manager.

### **Goals 2023-2024**

- Work in partnership with the Committee to collate and draft a 5 year strategic plan. Present the draft to the Committee for ratification. Deadline: TBD
- Collaborate with the Relationships Manager to continue to strengthen existing business partnerships and seek new opportunities. TBD
- Review organisation's Google Drive and reorganise the document storage structure. Work with Committee members to ensure correct archiving of old documents and ease of access for current information. Deadline: TBD

### **Skills and experience**

- Current financial member of RWA.
- A passionate, positive outlook where people from diverse cultures, backgrounds, genders and sexual identities are seen, valued and supported.
- A deep knowledge of the organisation's structure, policies, and key relationships.

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- High level strategic thinking skills and experience with evidence based decision making.
- Ability to develop strong relationships externally and across all levels of the organisation.
- Strong people management, team support, and leadership abilities.
- Excellent communication, organisational, and interpersonal skills.
- Good public speaking ability and working knowledge of public relations principles.
- Sound financial knowledge and ability to manage a sustainable budget.

DOCUMENT CONTROL			
Drafted by:	Louisa West - President	Date:	24 June 2023
Approved by:	RWA Committee	Date:	
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