



# ROMANCE WRITERS OF AUSTRALIA

## Position Description - Vice President

**Position title:** Vice President

**Committee position:** Executive committee

**Volunteer commitment:** 3 hours per week (approximately)

**Reporting to:** RWAus 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

Reporting to the Executive Committee, you'll serve as an active participant in making strategic decisions for RWAus, developing plans and enforcing policies and objectives to ensure the organisation maintains its values and meets established goals. You will share responsibility with the other members of the executive as Directors of the Incorporation, and actively build public awareness initiatives that enhance our brand strategy. Plan to develop a deep knowledge of the industry and RWAus' core programs, operations and business strategies.

### Responsibilities

#### *Executive Committee*

- As the Vice President of RWA, you are seen as a Director of the organisation in the eyes of ASIC.

#### *Committee*

- Assist and support the President in the day-to-day and strategic leadership of RWAus' committee members.
- Assist in the hiring of any new staff as well as the induction of new committee members.
- Ensure all committee members and staff are aware of their governance responsibilities, and that the organisation complies with all applicable laws and by-laws.
- Collaborate with the Executive to develop our financial strategy;
- Expand national revenue generating and fundraising activities to support existing program operations and to create new opportunities.
- Use external presence and relationships to garner new opportunities.
- Assist portfolios with building new partnerships in new markets and attract new members, while retaining current memberships.
- Preside over the Executive Committee, Committee, and AGM Meetings if the President is unavailable.
- Prepare a progress report for each meeting to bring committee up to date with strategic goals and business management.

*RWAus - Position Description - Vice President*

- Officially open and close conference (if the President is unavailable).
- Handle media engagements if and when necessary.
- Ensure all documents and materials produced by RWAus meet brand management guidelines.
- Work with the other Executive Committee members to address and resolve any governance, legal, financial or administrative issues that may arise.
- Ensure all committee positions have a current and up-to-date position description.
- Work with the President on recruiting and selecting paid staff.
- Coordinate the Member’s Assistance Fund according to existing procedures.

**Goals 2023-2024**

- To create initiatives to raise more money and awareness for our Membership Assistance Fund.
- To work with the committee to assess policies and upgrade where deemed necessary.

**Skills and experience**

- Current financial member of RWA.
- A working knowledge of the organisation’s structure.
- Ability to develop strong relationships across the organisation.
- Excellent communication, organisational, and interpersonal skills.
- An eye for detail and data collection.
- Comfortable with spreadsheet maintenance and using Google+, or the enthusiasm to learn.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.

DOCUMENT CONTROL			
Drafted by:	Vice President - Rachael Johns	Date:	27/6/2023
Approved by:	RWA Committee	Date:	
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