

## SCBWI Nebraska Position Description: Retreat & Social Gatherings Coordinator

Assists the Nebraska Regional Advisor in the planning and implementation of at least one self-directed writing/creating retreat and two social gatherings each year.

The Retreat and Social Gatherings Coordinator will:

- work with the RA to plan, schedule, and organize a minimum of one yearly members' retreat and two social gatherings each year
- ensure that these events take place in different locations: a gathering in Omaha, one in Lincoln, and a retreat farther west (e.g., Aurora)
- attend the retreat and social gatherings if possible
- maintain and regularly check the scbwi.nebraska.retreats email account
- work with RA to compile evaluation forms for retreat and social gathering participants to help in planning of future retreats and social events
- serve on the Advisory Board and attend monthly meetings
- oversee local volunteers planning other types of in-person or virtual gatherings (e.g., write-ins)

The Coordinator will need to have been an SCBWI member for at least 6 months and have some experience with planning social events. The Coordinator must be able to work closely with the RA, IC, and other Coordinators (Social Media, PAL, Newsletter, E&I Team, etc.) and also work independently. The Coordinator is encouraged to bring his/her/their voice to the position in keeping with the values and goals of SCBWI and SCBWI Nebraska.

Time Expectations: determined by the Coordinator and as defined by planning stages.

Compensation: There aren't any paid positions on the Leadership Team (including the RAs), but we will provide you with a free membership for as long as you hold this position. Through their work, members of our Leadership Team gain access to professionals in the industry. Plus we are a fun, spirited group who enjoy helping others and growing in the process. The region will pay for your lodging and meals for in-person retreats.

By signing the SCBWI Volunteer Agreement (sent via DocuSign), you agree to the terms of this position description for the duration of your term in this position.