

WANT TO HELP? WHY NOT JOIN THE 2023 SWANWICK COMMITTEE?

A message from the 2022 Chair, Cathy Grimmer:

This year the Chair, Secretary and possibly the Vice Chair will all be standing down. We are also losing three committee members. **We have to find volunteers from among our delegates for these roles for Swanwick to continue.**

The Committee Members take on various roles, including advertising, being responsible for the Book Room, Top Write co-ordinator, organising volunteers, entertainment, newsletter editor, technical support, overseeing Page To Stage and assisting the Officers. Roles are usually allocated according to willingness and skills – and everyone pitches in as necessary during the year and at Swanwick. Committee members get a 50% subsidised place at Swanwick.

The Chair sources the speakers, deals with The Hayes' contracts, helps with the teaching programme and oversees the committee work generally, as well as presenting the Welcome and Farewell, introducing the speakers and chairing the AGM at Swanwick. The Chair gets a free place at Swanwick.

The Vice Chair puts together the teaching programme (mainly from pitches sent via the Swanwick website) and the printed programme and liaises with the course tutors. The Vice Chair gets a free place at Swanwick.

The Secretary deals with bookings, room allocation, liaising with The Hayes, general and specific enquiries from delegates and prospective, etc. The Secretary gets a free place at Swanwick and a monthly honorarium.

Although our current Treasurer is happy to stand again, if you are interested in standing as Treasurer either now or in the future, the duties of the Treasurer include processing all income and expenditure and donations, liaising with the secretary re bookings, contacting tutors and speakers regarding fees, processing Assisted Places applications and all other financial aspects, including liaising with the accountant and filing the annual accounts with the Charity Commission. The Treasurer gets a free place at Swanwick and a monthly honorarium.

You can find out more about eligibility to be a Charity Trustee and about the role of Trustees generally here:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

While being on the committee may look daunting, Swanwickers are a friendly and helpful bunch and that includes the committee! We all pull together and work towards the next

year's programme. I can tell you from experience that seeing another amazing programme come together and being stopped at Swanwick by delegates wanting to express their gratitude – and just being part of the wonderful institution that is Swanwick - is hugely rewarding.

If you feel you would be willing and able to join the Swanwick committee, either as an Officer or as a Committee Member, please consider standing for election this year. All Officers standing down are willing to help their replacements to settle in post-Swanwick, the bank balance is healthy and the chances of another pandemic are slim - so the coming year should be easier than the last few!

Any delegate may stand for the incoming committee if they have attended The Writers' Summer School on at least three occasions within the preceding seven years (including the School at which they have been nominated and the immediately preceding School). If you don't meet the criteria for election but would be interested in joining the committee, any delegate can be co-opted into a place left unfilled after the AGM so do please let a committee member know if you would like to be considered in that event.

Contact me at chairman@swanwickwritersschool.org.uk for a more detailed description of the Officers' responsibilities and the Committee Members' roles or just to find out more. And do please come and talk to me or any Officer or Committee Member at Swanwick to talk about standing.

YOUR Swanwick needs YOU!

Cathy Grimmer
Chair

Swanwick – The Writers' Summer School
Registered Charity No. 1168531

