



**JOURNEY
WRITERS, INC.**

MEMBERSHIP HANDBOOK

Journey Writers, Inc. located in Hartford, CT, is a non-profit organization that provides a safe, open, and supportive environment for writers to share their work, receive constructive feedback and encouragement and develop their skills.



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The Journey Writers, Inc. Mission

Journey Writers, Inc., provides a safe, open, and supportive environment for writers to share their work and receive constructive feedback and encouragement. It provides information and skill development opportunities to assist writers in publishing and presenting their work.

About Journey Writers, Inc.

Journey Writers, Inc. was founded in September 2013 when the four founders, Carla Dean, Thelza Ellington, Liston N. Filyaw and Frances McAlpine Sharp collaborated to create an organization to support writers and provide a safe, open, affirmative space for writers to share their work and obtain constructive feedback.

The first writers workshop was held on October 24, 2013 at the main branch of the Hartford Public Library. After meeting in various locations, including members' homes, by January of 2014, meetings were being held twice each month and had moved to the Christian Activities Council (CAC) at 47 Vine Street in Hartford. In addition to providing writing support through twice-monthly workshops, Journey Writers, Inc. also began periodically offering writers an opportunity to present their work in readings and performances.

In July of 2014 a group of the writers retreated to Martha's Vineyard, where they created works that were shared with the larger group upon their return. The Journey Writers Retreat to Martha's Vineyard has since become an annual event, and now includes an invitation to be part of the Chilmark Writers Workshop each summer.

In September 2014, the name of the group was officially changed from "Writers Workshop" to "Journey Writers" and in January 2016, Journey Writers was approved as a 501 (c) (3) non-profit organization and became Journey, Writers, Inc.

How to Contact Journey Writers, Inc.

Address: Journey Writers, Inc.
47 Vine Street
Hartford, CT 06112

On Line: Journeywriters2013@gmail.com
www.thejourneywriters.co.vu



Membership in Journey Writers, Inc.

Current and aspiring writers are welcome to join Journey Writers, Inc.

Members who are in good standing can present their work for review during the twice-monthly workshops. They may read their work themselves, or may call upon others to read the work. Members receive constructive feedback regarding the work presented, and can ask questions and engage the group in a discussion of the work.

Journey Writers, Inc. Membership Dues

To be in good standing, members of Journey Writers, Inc., must pay annual dues. Membership Dues are payable in January of each year. New members can join at any time during the year.

Individuals who join in January through June, will be required to pay the full amount of their dues level. Individuals who join in July through December, will be required to pay half the amount of their dues level.

Membership Dues Levels:

- \$50/year (one-time payment)
- \$5/month (payment option for annual membership)
- \$25/year (retired, part-time worker, unemployed)

Journey Writers, Inc. Workshops

Writers Workshops are typically held twice each month. Meeting dates and times are noted on the ***Journey Writers, Inc. Annual Calendar***.

During the Workshops, members present their work and receive feedback. Topics of educational and general interest are presented, and members share notices regarding community events and other information that may be of interest to the membership.

All members are encouraged to attend and actively participate in the Workshops.

Light refreshments are usually provided at each meeting. Members are encouraged to contribute to the refreshments from time to time and to help with the set up and clean up, as needed.

Visitors to Journey Writers, Inc. Workshops

Visitors are welcome to attend Journey Writer Workshops.

Individuals can “visit” Journey Writers, Inc. workshops up to three times without having to join the organization. The three visits do not have to be consecutive Workshops. After attending three



Workshops, individuals must become Journey Writer members to attend additional Journey Writer Workshops.

As a visitor to a Journey Writer Workshop, individuals can:

- Listen to the readings done by Journey Writer members.
- Participate in the discussions to critique the pieces that are presented.
- Participate in other activities and discussions that take place during the meeting.
- Present their own work for review during the open presentation portion at the end of the meeting.

All visitors must sign the attendance sheet at the Workshop, which includes the non-disclosure agreement that explains all works presented are the sole property of the writers and cannot be shared or used outside of the meeting without the expressed consent of the writer.

Presenting Work at Journey Writers, Inc. Workshops

Writers are encouraged to present their work at Journey Writers, Inc. Workshops. Members will listen to the work and will respond with candid feedback to help writers improve the work. Depending on the work and the writer's preference, feedback from the group may take the form of open, free-flowing discussion to comprehensive written critiques. Writers may choose to apply those portions of the feedback they feel are valuable.

Writers who incorporate feedback into their work are encouraged to present the work a second time. This second presentation may help the writer determine if the changes made have had the effect the writer desires. At this time (and at any additional readings of the work), writers may request additional feedback on the work.

Public Readings and Performances

Periodically, Journey Writers, Inc. presents readings or performances to showcase members' work. These events are listed on the *Journey Writers, Inc. Annual Calendar*. Members are encouraged to consider submitting their works to be included in these programs. Submissions from non-members are not accepted.

To be considered for inclusion, works must have been workshopped and critiqued in one of the twice-monthly workshops and must be presented in writing. The number of submissions each member can make for a program will be announced for each program. Typically, members are limited to two to three submissions for a specific program. However, this number may vary, depending on the needs of the program.

Only those works that have been "workshopped" (presented and critiqued during a previous workshop meeting and then reworked, based on the feedback), are eligible for submission. Submission of work does not guarantee the work will be included in the program. All submissions will be reviewed to determine how well they fit the theme and length of the program. Work that is approved for inclusion will be archived and may, with the writer's permission, be used in future presentations, publications and promotions.

Submitting work and having the work selected for a program does not obligate the writer to be "on stage" to present the work during the public reading or performance. Writers who wish to be "on stage," should indicate their interest at the time they submit their work, or at the time their work is selected for inclusion in the program. If the writer is not interested in presenting the work "on stage," the work can still be included in the program and will be read or performed by another reader or performer.

Writers who do not submit work for the program, are still eligible to be "on stage" readers and performers in the program. Members who are interested in reading or performing should notify the program's production manager or director of their interest. Interest in reading or performing does not guarantee the member will be selected to be "on stage." Except under certain circumstances, when a specific skill may be needed (e.g. singing, dancing, etc.) "on stage" participation in readings and performances is limited to members.

The success of these events relies heavily on the support of all members. "On stage" readings and performances require significant "behind the scenes" work. Members who are not a part of the "on stage" reading or performance group, are strongly encouraged to volunteer to work "behind the scenes" in a support capacity. Volunteer positions (e.g. stage managing, publicity, technical support, etc.) will be announced at the time the reading or performance is announced. Participation "behind the scenes" is not limited to members. Non-members are also welcome to participate "behind the scenes."

In addition to volunteering, members are encouraged to assist with marketing and communication efforts, often consisting of distributing flyers and posting information about the event on social media.



Members are also encouraged to purchase tickets, attend events and, when possible, assist with ticket sales.

Participation both “on stage” and “behind the scenes” require a time commitment. The responsibilities for “on stage” readers and performers and “behind the scenes” volunteers, as well as the anticipated time commitment, will be announced at the time the program is announced.

Submitting Work for Publication

Journey Writers, Inc. may publish individual or collected works of members for various purposes (e.g. marketing, advertising, fundraising, etc.) Members are encouraged to consider submitting their work for these publications. Submissions from non-members are not accepted.

The number of submissions each member can make will be announced for each publication. Typically, members are limited to two to three submissions. However, this number may vary, depending on the needs of the publication.

As with works submitted for readings and performances, to be considered for inclusion in publications, works must have been “workshopped” (presented and critiqued during a previous workshop meeting and then reworked, based on the feedback), and must be presented in writing. Submission of work does not guarantee the work will be published. All submissions will be reviewed to determine how well they fit the theme and length of the publication. Work that is approved for inclusion will be archived and may, with the writer’s permission, be used in future publications.

Board of Directors

The Journey Writers, Inc. Board of Directors comprises up to 19 members. The Board officers include President, Vice President, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary and Artistic Director.

Board members are typically elected by the Journey Writers, Inc. members at the Journey Writers Annual Meeting. Those elected to the Board serve for a term of two years and may, if elected, serve a second term. Board members may also be elected to the Board at other times of the year by a vote of the current Board members.

The role of the Journey Writers Board of Directors is to steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the organization has adequate resources to advance its mission. Board members serve as stewards of the organization, as advocates for the organization’s mission and as fundraisers. Members of the Journey Writers Board serve as volunteers without any compensation.

The Board of Directors have three primary duties:

1. Take care of the organization by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the organization's effectiveness and sustainability.
2. Make decisions in the best interest of the organization; not in his or her own self-interest.
3. Ensure that the organization obeys applicable laws and acts in accordance with ethical practices; that the organization adheres to its stated corporate purposes, and that its activities advance its mission.

Members of Journey Writers, Inc. Board are expected to sign and conform to the Board Member "Contract." Although not legally binding, this agreement outlines what is expected of individual Board members and how Journey Writers, Inc. will, in turn, be responsible to them. In addition to other responsibilities, the Contract states Board members are expected to attend at least 75 percent of Board meetings and to remain in good standing by being up-to-date with their membership dues. In addition, each year, Board members are expected to make a contribution to Journey Writers, that is meaningful to them.

Board Member Job Descriptions/Responsibilities

President

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization
3. Provides leadership to the Board of Directors, who sets policy
4. Chairs meetings of the Board after developing the agenda
5. Encourages Board's role in strategic planning
6. Appoints the chairpersons of committees, in consultation with other Board members
7. Serves ex officio as a member of committees and attends their meetings when invited
8. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
9. Monitors financial planning and financial reports
10. Plays a leading role in fundraising activities
11. Serves as an ambassador to the community for the organization
12. Informally evaluates the effectiveness of the Board members
13. Annually evaluates the performance of the organization in achieving its mission
14. Performs other responsibilities assigned by the Board

Vice President

1. Is a member of the Board
2. Performs President's responsibilities when the President cannot be available
3. Reports to the Board's President
4. Works closely with the President and other Board members

5. Participates closely with the President to develop and implement officer transition plans
6. Performs other responsibilities as assigned by the Board

Treasurer

1. Is a member of the Board
2. Has practical financial/accounting skills
3. Manages finances of the organization
4. Administrates fiscal matters of the organization
5. Is responsible for the collection, banking and dispersal of funds
6. Produces monthly financial statements
7. Prepares and files corporate financial reports and other reports as required, with the Board of Directors
8. Provides annual budget to the Board for members' approval
9. Ensures development and Board review of financial policies and procedures

Assistant Treasurer

1. Is a member of the Board
2. Provides support to the Treasurer
3. Performs Treasurer's responsibilities when the Treasurer cannot be available
4. Works closely with the Treasurer, President and other Board members
5. Performs other responsibilities as assigned by the Board

Secretary

1. Is a member of the Board
2. Maintains records of the Board and ensures effective management of organization's records
3. Notifies Board of upcoming meetings
4. Works with President to prepare agenda for Board meetings
5. Manages minutes of Board meetings
6. Ensures meeting minutes are distributed to members shortly after each meeting
7. Is lead person for mailings and maintaining name/ mailing lists
8. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Assistant Secretary

1. Is a member of the Board
2. Provides support to the Secretary
3. Performs the Secretary's responsibilities when the Secretary cannot be available
4. Works closely with the Secretary, President and other Board members
5. Performs other responsibilities as assigned by the Board

Artistic Director

1. Is a member of the Board
2. Reports to the President
3. Is responsible for the artistic vision and programming of the organization
4. Works closely with the President and Board in planning the artistic activities of the organization
5. Develops annual program budget with the Treasurer
6. Reports to the Board of Directors on a regular basis to give an update on artistic activity
7. Initiates and leads the Board's annual evaluation of artistic activities
8. May direct organization productions, has oversight of other programs
9. Interviews potential directors, choreographers, technicians, musicians, etc. for productions
10. Manages directors, choreographers, technicians, musicians, etc. hired for productions

Committee Chair

1. Is a member of the Board
2. Sets tone for the committee work
3. Ensures that members have the information needed to do their jobs
4. Oversees the logistics of committee's operations
5. Reports to the Board President
6. Reports to the full Board on committee's decisions/recommendations
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
8. Initiates and leads the committee's annual evaluation

Board Member

1. Regularly attends Board meetings and important related meetings
2. Makes serious commitment to participate actively in committee work
3. Volunteers for and willingly accept assignments and complete them thoroughly and on time
4. Stays informed about committee matters, prepare well for meetings, and review and comment on minutes and reports
5. Gets to know other committee members and build a collegial working relationship that contributes to consensus
6. Is an active participant in the committee's annual evaluation and planning efforts
7. Participates in fund raising for the organization

Journey Writers, Inc. Board Member Contract

I, _____, understand that as a member of the Board of Directors of Journey Writers, Inc., I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a Board member:

1. I will interpret the organization’s work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies’ needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend at least 75 percent of Board meetings, committee meetings and special events.
4. Each year, but no later than Thanksgiving of each year and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what’s going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
8. While I am a member of the Board, I will make every effort to vote in every public election.
9. I will work in good faith with staff and other Board members as partners toward achievement of our goals.
10. If I don’t fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me.

In turn, Journey Writers, Inc. will be responsible to me in the following ways:

1. I will be sent, without having to request them, quarterly financial reports and an update of organizational activities that allow me to meet the “prudent person” standards of the law. (The “prudent person rule,” applied in many settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)
2. Opportunities will be offered to me to discuss the organization’s programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a Board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board President to discuss the organization’s responsibilities to me.

Signed by: _____, Board Member Date: _____

And by: _____, Board President Date: _____



Other Journey Writers, Inc. Documents

Copies of other Journey Writer, Inc. documents, including bylaws, annual reports, meeting agendas, meeting notes and financial statements are available upon request. Please contact the Journey Writers, Inc. Board President or Secretary.



Journey Writers, Inc. Annual Calendar - 2017

October 2017

28 2016 Annual Meeting 10:00 AM-1:00 PM,
Keney Park House
183 Windsor Avenue
Windsor, CT 06095

November 2017

4 Executive/Financial Committee Meeting 12:00-2:45 PM, CAC*
4 Writers Workshop 3:00-6:00 PM, CAC*
11 Board Meeting 12:00-2:45 PM, CAC*
11 Writers Workshop 3:00-5:00 PM, CAC*
11 Thanksgiving Celebration 5:00-7:00 PM, CAC*

December 2017

2 Executive/Financial Committee Meeting 12:00-2:45 PM, CAC*
2 Writers Workshop 3:00-6:00 PM, CAC*
9 Board Meeting 12:00-2:45 PM CAC*
9 Writers Workshop 3:00-5:00 PM CAC*
9 Holiday Celebration 5:00-7:00 PM CAC*
9 Selections for Black History Month Reading Announced
Rehearsal Schedule Announced

*CAC- Christian Activities Council, 47 Vine Street, Hartford, CT 06112

Journey Writers, Inc. Annual Calendar - 2018

January 2018

3	Begin Rehearsal for Black History Month Program	Time/Location TBD
6	Executive/Financial Committee Meeting	12:00-2:45 PM, CAC*
6	Writers Workshop	3:00-6:00 PM, CAC*
20	Board Meeting	12:00-2:45 PM, CAC*
20	Writers Workshop	3:00-6:00 PM, CAC*

February 2018

3	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
3	Writers Workshop	3:00-6:00 PM, CAC*
3	Begin Submissions for Major Production	
17	Board Meeting	12:00-2:45 PM, CAC*
17	Writers Workshop	3:00-6:00 PM, CAC*
17	Submissions for Major Production Due (Family-friendly program in May 2018)	
22	Black History Month Reading: "Journey Writers Tell the Whole Story: Queer Black History"	Hartford Public Library, 6:00 PM True Colors, Hartford, CT, Date & Time TBD

March 2018

3	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
3	Writers Workshop	3:00-6:00 PM, CAC*
3	Intent to go to Writers Retreat and Chilmark Writer's' Workshop in Martha's Vineyard (July 22-29) due	
3	Selections for Major Production and Rehearsal Schedule Announced	
16/17	"Journey Writers Tell the Whole Story: Queer Black History"	True Colors Conference, UCONN, Storrs
17	Board Meeting	12:00-2:45 PM, CAC*
17	Writers Workshop	3:00-6:00 PM, CAC*
31	Writers Workshop	3:00-6:00 PM, CAC*

April 2018

14	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
14	Writers Workshop	3:00-6:00 PM, CAC*
28	2017 Annual Meeting	Time/Location TBD

May 2018

12	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
12	Writers Workshop	3:00-6:00 PM, CAC*
26	Board Meeting	12:00-2:45 PM, CAC*
26	Writers Workshop	3:00-6:00 PM, CAC*
TBD	Major Production (Family-friendly)	Date/Time/Location TBD

June 2018

9	Executive/Financial Meeting	1:00-2:45 PM, CAC*
9	Writers Workshop	3:00-6:00 PM, CAC*
23	Board Meeting	12:00-2:45 PM, CAC*
23	Writers Workshop	3:00-6:00 PM, CAC*

July 2018

7	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
7	Writers Workshop	3:00-6:00 PM, CAC*
21	Board Meeting	12:00-2:45 PM, CAC*
21	Member Retreat	10:00 AM-6 PM, Location TBD
22-29	5 th Annual Writers Retreat to Martha's Vineyard and Chilmark Writer's Workshop	

August 2018

4	Executive/Finance Committee Recess: No Meeting	
4	Writers Workshop	3:00-6:00 PM, CAC*
18	Board Meeting Recess: No Meeting	
18	Writers Workshop	3:00-6:00 PM, CAC*

September 2018

1	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
1	Writers Workshop	3:00-6:00 PM, CAC*
15	Board Meeting	12:00-2:45 PM, CAC*
15	Writers Workshop	3:00-6:00 PM, CAC*
29	Writers Workshop	3:00-6:00 PM, CAC*

October 2018

13	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
13	Writers Workshop	3:00-6:00 PM, CAC*
13	Begin Submissions for Open Mic Program	
27	Board Meeting	12:00-2:45 PM, CAC*
27	Writers Workshop	3:00-6:00 PM, CAC*

November 2018

10	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
10	Writers Workshop	3:00-5:00 PM, CAC*
10	Holiday Celebration	5:00-7:00 PM, CAC*
10	Begin Submissions for February/March 2019 Program	
10	Selections for Open Mic Program Announced	

December 2018

TBD	Journey Writers Open Mic Program	Time/Location TBD
8	Executive/Financial Committee Meeting	12:00-2:45 PM, CAC*
8	Writers Workshop	3:00-5:00 PM, CAC*
8	Holiday Celebration	5:00-7:00 PM, CAC*
8	Submissions for February/March 2019 program due	
22	Selections for February/March 2019 Program Announced	
	Rehearsal Schedule Announced	

January 2019

5	Executive/Financial Committee Meeting	1:00-2:45 PM, CAC*
5	Writers Workshop	3:00-6:00 PM, CAC*
19	Board Meeting	12:00-2:45 PM, CAC*
19	Writers Workshop	3:00-6:00 PM, CAC*

*CAC- Christian Activities Council, 47 Vine Street, Hartford, CT 06112