

# Victoria Creative Writing Group

## Subgroup Policy

*Last updated January 2020*

### Purpose

The VCWG (Victoria Creative Writing Group) encourages the formation of subgroups for in-depth critiquing or to explore specific aspects of writing. To help facilitate continuity between the VCWG and its subgroups, the following policies should be followed. Any deviations require prior approval from the VCWG Management Team, but all VCWG events *must* comply with the VCWG Code of Conduct.

It is the intent that subgroups supplement the main group rather than run in parallel. Subgroups should be relatively small, and subgroup members are expected to attend main group meetings from time to time. This is to ensure the groups continue to be connected. Members should have attended a main group meeting prior to any subgroup meetings.

### Roles

**Event Organiser:** Each subgroup shall have one (and only one) designated Event Organiser. The role of an Event Organiser is to set the direction of the subgroup, schedule meetings, and appoint Event Hosts for the subgroup. An Event Organiser must be a VCWG member who is (a) easily contactable, and (b) must have attended one or more VCWG Meet-n-Greets in the past 365 days.

**Event Host:** Each event (and related online interactions) shall have one (and only one) designated Event Host. The role of the Event Host is to facilitate the meeting and act as a proxy for the VCWG Management Team. This includes:

- Securing the venue and maintain good relations with venue operators.
- Preserving the ethos of the VCWG
- Applying and enforcing the VCWG Code of Conduct
- Keeping the VCWG Management Team informed of any developments or issues.

An Event Host must be a VCWG member who is (a) easily contactable, and (b) must have attended one or more VCWG Meet-n-Greets in the past 365 days. An Event Host may be the Event Organiser but this is not required.

**Presenter(s):** An event may have one or more Presenters (this is optional, depending on the structure of the meeting). A presenter can be a VCWG member or a guest speaker. A Presenter may also be the Event Host but this is not required.

## Scheduling

Each VCWG subgroup event must be scheduled through the VCWG Meetup site and be subject to VCWG Management Team approval. This approval may be given for repeating events.

- For single events, a member of the VCWG Management Team shall schedule the event. Where an event is recurring, the VCWG Management Team shall designate an Event Organiser who will then schedule the event and repeat instances as needed. (Event Organisers must not schedule other events without approval.)
- Events should only be scheduled up to two months in advance. The 'Repeat Event' feature should not be used.
- Event titles should be prefixed by "VCWG Subgroup: " followed by the subgroup's name and the event name. For example, a meeting of a Romance subgroup holding a workshop event would be "VCWG Subgroup: Romance — Workshop".
- As a visual aid, subgroups should choose a picture (subject to VCWG Management Team approval) to represent them. This same picture should be used on all subsequent subgroup meetings.
- Each event must have one and only one Event Host. For recurring events, it is permissible to have a different Event Host for different instances, but still only one Event Host per instance.
- If there are fees for the venue or related items, this must be discussed with the VCWG Management Team prior to collecting any monies. Any such fees must be proportionate to the costs of the event, and any surplus funds must be remitted to the VCWG Management Team to help defray the general cost of running the VCWG.