

## *PWR Coordinators*

### **Archivist: (vacant)**

Collects and keeps records of PWR's history re: programs and leaders for monthly general meetings; Author of the Month in the Library; book fairs; author events (book launches, signings, etc.); Channel 28 interviews; Board minutes; keeps a record of board members and coordinators by their offices and dates served.

### **Author Events:** Karl Livengood [karllivengood@comcast.net](mailto:karllivengood@comcast.net)

Assists authors with room rentals, publicity, and staging book launches.

### **Author of the Month:** Dick Friedman [dickfriedman24@gmail.com](mailto:dickfriedman24@gmail.com) (vacant)

Assists authors in presenting and publicizing their books at special book signing events.

### **Channel 28:** Joanna Kraus [tjkraushouse@hotmail.com](mailto:tjkraushouse@hotmail.com)

Arranges author interviews on Rossmoor Channel 28; provides author guidelines to prepare for interviews.

### **Fall Bazaar:** Lee Gale Gruen [gowergulch@yahoo.com](mailto:gowergulch@yahoo.com)

Provides PWR authors with guidelines and support for presenting their books at the annual Fall Bazaar held at the Gateway Clubhouse each November.

### **Library Displays:** Pat Teschner. [eastbaypit@gmail.com](mailto:eastbaypit@gmail.com)

Arranges for Author of the Month's book to be featured at Rossmoor Library.

### **Membership:** Julie Blade [julieblade@gmail.com](mailto:julieblade@gmail.com)

Enrolls new members, publishes membership roster, tracks member attendance, supervises dues income.

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### **Newsletter Editor: (vacant)**

Oversees masthead, layout, design, editing of regular features; sets/announces deadlines for submission of newsletter material; e-mails the newsletter to PWR database of members and visitors who are put on the list to receive the newsletter; sends the Newsletter to the PWR website to be archived

### **Program Officer:** Polly Bernson [drpplot@pacbell.net](mailto:drpplot@pacbell.net) (through June 2020)

Arranges for, oversees, and introduces programs for PWR monthly meetings

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**Publicity Officer:** James (Jim) Ware (*jim@jimware.com*)

Oversees Rossmoor News articles about, for, and from PWR officers and coordinators

**Room Setup:** Polly Bernson *drpplot@pacbell.net*

Stages meeting room to accommodate guest speakers and arranges for sound and projection systems as required; arrives by 9:15 to see that tables/chairs are appropriately arranged, enlists others' help as needed; ensures lights, ventilation, shades, temperature are in order; organizes periodic social function of the club.

**Website Manager:** Laurel Standley *ljstandleyauthor@gmail.com* (**lead manager – vacant**)

Maintains Rossmoor web site; receives and inserts member information. Recruits, trains, and supervises team of PWR members who will guide and maintain the site; sees that works submitted to website are edited; works with PWR Coordinators to see that the website serves their interests; explores other modules (blog, etc.) we may want to develop; encourages PWR members to promote the website to their email lists and inform lists of special events and developments on the site.