

# Pontiac & Ottawa Valley Writers Circle (POVWC) Organizing Document

*for Discussion and Group Conscience*

*December 14, 2016*

---

## **Table of Contents**

Intent .....	2
Pilot Project/Fees .....	2
POVWC Organizing Roles .....	2
Chair.....	2
Secretary .....	3
Vice-Chair.....	3
Newsletter Editor .....	3
Promotions .....	3
Treasurer .....	3
Format/Structure .....	3
Proposed Meeting Schedule & Location .....	4
Newsletter .....	4
Outreach/Communications to get the word out .....	5

## Intent

The Pontiac & Ottawa Valley Writers Circle will offer local fiction writers the opportunity to get together to discuss writing, the industry and to critique each other's work. This would foster the development of a strong fiction writing community in the area as well as offer opportunities for writers to strengthen and grow their skills among peers.

When submitting to literary magazines, contests, publishers or when querying agents, feedback from other writers is pivotal to producing the best writing possible.

The City of Ottawa has many options for writers; however, at this time, the Pontiac and Ottawa Valley do not. The predecessor to the POVWC is the Valley Writer's Guild, which was a strong organization that had nearly 100 members in their heyday and ran for 17 years.

Opening this writers circle to the Pontiac *and* the Ottawa Valley is meant to invite and welcome people living in the Pontiac as well as Renfrew, Arnprior, Pembroke and the towns all around and in between to come out and share in one another's creative writing journeys.

## Pilot Project/Fees

The **Pontiac Artists Association (PAA)** has kindly welcomed the POVWC at the Stone School in Portage-du-Fort as a pilot project as a means to generate and determine interest within the local area in creative, fiction writing. Writers are offered the opportunity to attend two meetings for free before being asked to register as members of the **PAA**. The cost of joining is \$20 per year.

The idea of granting two free meetings is to allow writers to assess whether the group will be a good fit before committing financially. Further, the POVWC is forming as a pilot project as a means to generate and determine interest within the local area in creative, fiction writing with the hopes of becoming a lasting group.

The POVWC will discuss an avenue forward with the PAA in August 2017 as the pilot project will run from February 2<sup>nd</sup>, 2017, to August 31, 2017.

## POVWC Organizing Roles

*Note: for the beginning of the POVWC, consider only the CHAIR and the SECRETARY unless there is a significant amount of interest in filling all defined roles which would be ideal.*

*Further Note: these roles and their described responsibilities are to be discussed and finalized at the first meeting of the POVWC on **Thursday, February 2<sup>nd</sup>, 2017.***

### Chair

- Facilitates the meetings, keeping things on track
- Co-Editor of the Monthly Newsletter (alongside the Secretary)
- Reaches out to local businesses/libraries/community centres to assist in promoting the group
- Main Facebook page admin
- Develops the agenda for meetings
- Secures speakers for speaker meetings once that format becomes a reality
- Updates website

## Secretary

- Records and distributes minutes
- Co-Editor of the Monthly Newsletter (alongside the Chair)
- Designs and sends out the newsletter via email once approved
- Facebook page admin
- Keeps up-to-date Membership List
- Liaises with local newspapers and other writing groups to assist in promoting the group
- Sends out agenda for meetings
- Updates calendar of events and meetings online
- Updates website

## Vice-Chair

- Assists Chair in all related duties and fills in when the Chair is unavailable
- Facebook page admin

## Newsletter Editor

- Designs the layout of the newsletter
- Seeks articles and stories for the newsletter
- Edits and finalizes the newsletter
- Posts newsletter on website once it has been emailed out by the Secretary
- Updates website

## Promotions Coordinator

- Reaches out to local businesses/libraries/community centres to assist in promoting the group
- Liaises with local newspapers and other writing groups to assist in promoting the group
- Main Facebook page admin
- Updates the website

## Treasurer

- Makes payments on behalf of the POVWC
- Not relevant until – or if – the POVWC begins to generate money through newsletters and other options discovered along the way

## Format/Structure

Share this article, *The Ten Commandments of a Functional Writers Group*, with all members:

<https://writersedit.com/10-commandments-functional-writers-group/>

The meeting should start with a mini-business meeting to discuss news of upcoming events, recent successes of members and any other related information.

Each week, the meeting would go by one of the following formats (pre-determined well in advance):

- Short Fiction Critique Nights
  - This could be where people who are interested send their fiction stories in a week before the group meets.
  - All others are sent the stories for review and critique.
  - At the meeting, a roundtable conversation will be on the stories which were submitted for critique. All constructive and healthy conversations.
  - Consider a maximum number of stories to be discussed at a specific meeting to avoid running out of time.
- Writing Circle Nights
  - Members come together to work on writing projects, individually or in groups.
  - The idea is to allow for a group setting to get writing projects advanced as it offers support and motivation to be with other writers who are actively writing.
- Reading Nights
  - Members would gather to listen to each other read fiction stories or samples of larger works of fiction. Readings must be written by the member of the group reading.
  - This would be a good way for members to practice reading in public with intonation, reducing fears.
  - Readings could be at any stage of development.
- Long Fiction Critique Nights
  - This could be where interested people submit one to two chapters of their work a month ahead of time. This gives plenty of time for review.
  - All those participating would have their critiques and reviews done before the meeting.
  - During the meeting, there would be a roundtable discussion on each of the chapters/submissions.
- Guest Speaker Nights
  - This could be considered where we pay \$5 per person to attend in order to pay for the guest speaker.
  - Invite successful writers or agents or people who work in the industry to come and talk about their experiences/the industry/the craft of writing fiction, etc.

## Proposed Meeting Schedule & Location

- The **FIRST** and **THIRD** Thursday of every month, beginning on February 2, 2017.
- Running from 7:00 pm – 8:30/9:00 pm
- At the Stone School in Portage-du-Fort, Quebec

## Newsletter

- Monthly newsletter to be sent out specifically via email at first, until such a time that it becomes feasible to prepare a paper version.
- The newsletter would feature:
  - Articles/Stories/Poems by members
  - Calendar for the month
  - Possibly local advertisements
  - Information about upcoming contests and conferences for writers
- Eventually, the newsletter could host contests as well.

## **Outreach/Communications to get the word out**

- Reach out to Lynne Lavery at the newspaper to see if there are free advertising options, including articles to be written about the POVWC in the Journal.
- Contact newspapers/outlets in Pembroke, Renfrew, Arnprior, Shawville, etc. to request a mini-write up to encourage people to attend the group.
- Find Facebook pages for local advertisements in the Valley and Pontiac to see if they will post about it
- Post about it on social networks and request other locals and members to do the same. Request friends and family who live in the valley to share the information with their networks as well.
- Do up flyers and get them put out in various coffee shops, book stores and libraries in local areas.
- Develop and promote POVWC website.
- Consider a POVWC Facebook page to be linked to the website.