



VOLUNTEER

The Village Publishing Club is a member-driven organization powered by dedicated volunteers who are enthusiastic authors and lifelong learners. With vibrant minds and unbounded curiosity, we discover, share, and build business and social connections with like-minded individuals in a rich learning culture.

The club offers:

- Workshops, masterclasses, special events, and monthly newsletter
- Publishing opportunity in Village Stories
- Self-Publishing discount at BookBaby
- Recognition and awards
- Annual Author's Marketplace to showcase and sell your books.

Volunteers are the lifeblood of the Publishing Club and a primary reason we are so successful. Please consider volunteering for our Board of Directors or one of our teams. You will benefit by developing lasting bonds with other members and know that your time and talents are appreciated and making a positive impact on your club.

BOARD OF DIRECTORS

CHAIR | Presides over and directs meetings of membership and Board of Directors; liaison to the community at large.

HOSPITALITY DIRECTOR | Chairs Hospitality Team to coordinate room set up, facilities management.

PROGRAMS DIRECTOR | Chairs the Program Team to coordinate development of workshops, classes, and special events.

MEMBERSHIP DIRECTOR | Chairs the Membership Team to recruit and retain members, sponsors, & volunteers.

MARKETING/PR DIRECTOR | Chairs Marketing/Public Relations Team to coordinate Village Stories publication, manage website, and prepare marketing materials, monthly newsletter, and press releases.

SECRETARY | Maintains the club's official Book of Minutes, Bylaws, and Policies; Records Board of Director Minutes. Monitors club mailbox and distributes mail weekly.

TREASURER | Maintains financial records; prepares budget and financial statements.



Where Words Come to Life!

VILLAGE PUBLISHING CLUB TEAMS

Hospitality Team | Coordinates facility management, manages meeting room set up and amenities.

Program Development Team | Develops monthly programs, workshops, masterclasses, special events, including annual Author's Marketplace, Storytelling, Poetry & Jazz, and Holiday Party.

Membership Team | Member, sponsor, & volunteer recruitment and retention, new member orientation, develop and implement a plan to reach potential members. Greets members and guests at meetings and events.

Marketing/Public Relations Team | Coordinates Village Stories publication. Manages website. Prepares marketing materials, monthly newsletter, press releases. Conducts community outreach to develop and maintain relationships with senior centers and organizations throughout Orange County.

Finance Team | Collaborates with Treasurer to develop budget and advise board on major financial decisions.

SIGN ME UP!

NAME _____

PHONE _____

EMAIL _____

Email pubclublw@gmail.com or mail form to:

Publishing Club – Volunteer
24338 El Toro Rd. Suite E #541
Laguna Woods CA 92637

I would like to volunteer and am interested in:

- ___ Board of Directors
- ___ Hospitality Team
- ___ Program Development Team
- ___ Membership Team
- ___ Marketing/PR Team
- ___ Finance Team