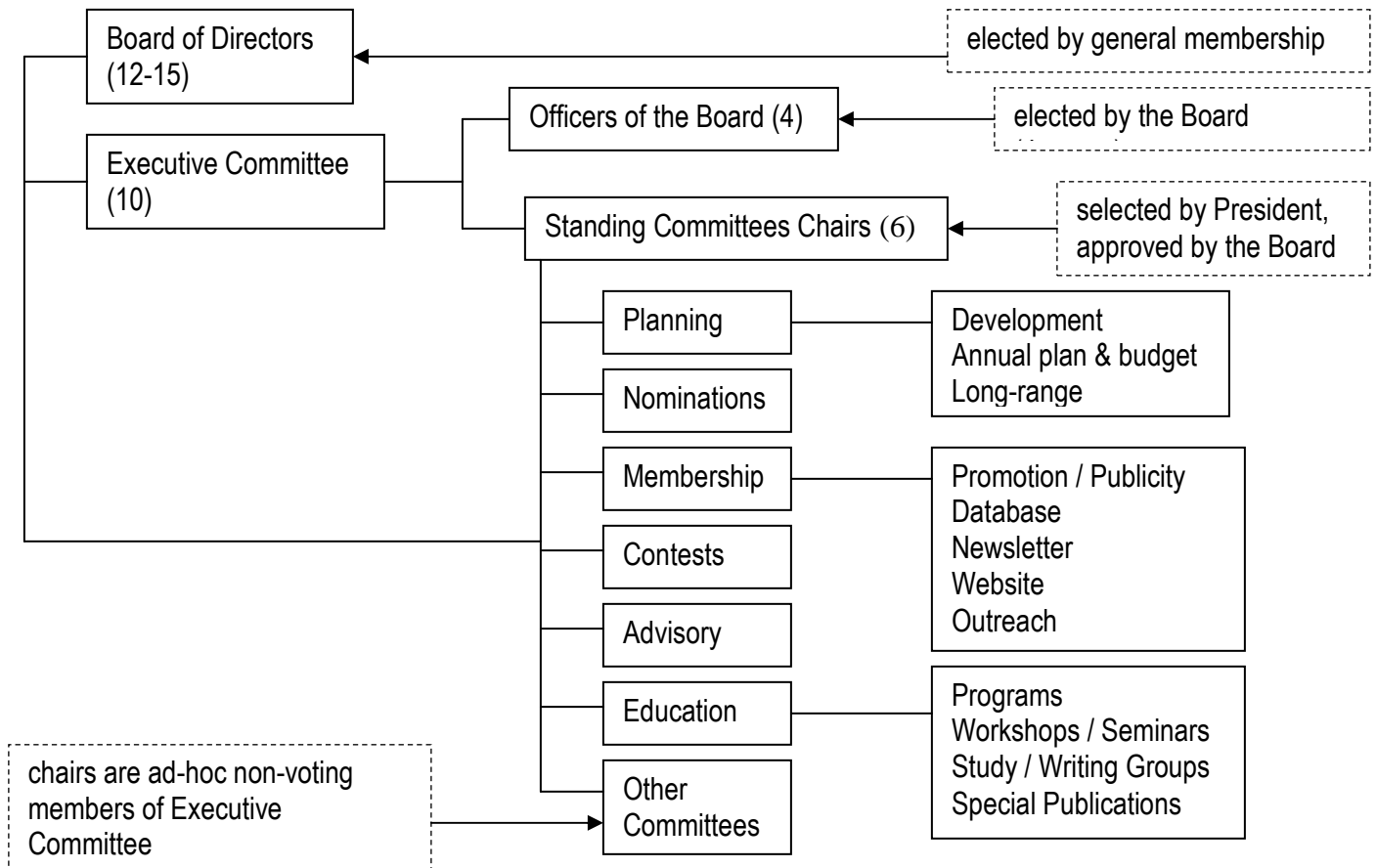


## RPL – Knoxville Writers’ Guild - Organizational Chart

The diagram and notes below offer a conceptualization for the organization and operation of the Knoxville Writers’ Guild under the proposed revision to the by-laws.



### Notes:

- 1) The Board of Directors is elected annually by the general membership. They set and approve the annual plan and budget by Dec of each year. They meet at least quarterly throughout the year to ensure the annual plan and budget are in conformity.
- 2) The Executive Committee is determined by the Board of Directors in conjunction with the President. The committee proposes an annual plan and budget to the board for approval. The committee meets monthly to conduct the day-to-day operations of the organization. The committee executes the annual plan and controls the budget as approved by the board. Special committees are formed as necessary to conduct the business of the organization as tasked by the board. The Executive Committee reports progress of operations quarterly to the Board of Directors.
- 3) Each Standing Committee Chairperson is a member of the Executive Committee (except for Chairs of ‘Other’ committees formed by the Board or Executive Committee). The Standing Committees conduct the specific operations of the organization as approved in the Annual Plan and ensure all expenditures are within the budget. Chairs of standing committees propose an annual budget for their respective projects and operations. Standing committees report project progress monthly to the Executive Committee.
- 4) Projects are conducted by individuals or groups. Each project has a leader who is a member of the Guild and reports project progress to the Standing Committee Chairperson monthly. Each project leader develops a plan and budget for Board approval. Each project leader is responsible for ensuring the specific operations and budget conform to that approved by the Board in its Annual Plan & Budget. A review of each project is conducted annually by the Executive Committee. Deviations from the annual plan and budget are reported to the Board.