

Municipal Liaison

Summary

Municipal Liaisons volunteer as regional representatives for NaNoWriMo and steward their local creative community. They collaborate with NaNoWriMo staff to create a robust and vibrant writing community within their assigned region, where NaNoWriMo participants and writers of all backgrounds can pursue their creative goals, meet friends, and have fun writing together.

Municipal Liaison is a volunteer role that lasts for one year, beginning in August. MLs/ML teams should expect to put in at least 5 volunteer hours/week from September - November, and at least 2 volunteer hours/month from December - August. MLs will also have to reapply every year, when applications open in May.

Supervision

- Municipal Liaisons are supervised by the Director of Community Engagement, with additional support and supervision from other NaNoWriMo staff members, including the Director of Programs.

Primary Responsibilities

Municipal Liaisons—or a region's team of MLs—are responsible for...

- Sending regular regional NaNoMessages through the nanowrimo.org website to encourage and support regional participants, and keep them informed about regional activity.
 - From September-November, most MLs/ML teams will message their regions weekly.
 - From December-August, MLs/ML teams should message their regions with any important updates (including HQ fundraising efforts, local events, etc.), monthly and/or as needed.
- Building a consistent schedule of free events in the region to provide local participants opportunities to meet each other, develop community, and write together. These can be events organized and hosted by MLs/ML teams, and/or by participants or local community partners (like Come Write In locations).
 - During September-November, MLs should strive to have regular events on their regional calendar (virtual or in-person), including a Kick-Off and multiple write-ins. This may include hosting and should also include encouraging participants and community partners to submit events to the regional space on the nanowrimo.org website.
 - During December-August, MLs are not required to have events on the calendar, though they are welcome to host them, and they should check the nanowrimo.org website every few weeks to approve any pending events in their region.
- Maintaining the regional space on the nanowrimo.org website as the primary place participants can access local information and community, including:
 - updating the regional description and important links,
 - making sure the chat space and forums are well-supervised and up-to-date, and

- event creation and approval for the regional event tool.
- Reading and, when required, responding to ML-specific emails from NaNoWriMo HQ.
- Reporting issues within the volunteer team, within the region, and/or general local feedback to NaNoWriMo HQ.
- Documenting important information (passwords for non-site-based platforms, community collaborators, survey data, etc.) so that any transitions within the region are smooth for local participants, and to ensure the long-term health of the region.
- Encouraging local participants who want to volunteer in the region, and providing support and guidance as needed.
- Collecting and acting on feedback from regional participants, including at least one survey of regional participants.

Collaboration Responsibilities

Municipal Liaisons—or a region's team of MLs—are key collaborators for...

- NaNoWriMo fundraising efforts, including:
 - distributing NaNoMessages/emails about the NaNo Prep campaign and Donation Day, and
 - sending at least one communication that educates participants that NaNoWriMo is a nonprofit that depends on donations to run its programs.
- Partnerships with local libraries, bookstores, and/or community centers who participate in NaNoWriMo's Come Write In program, including:
 - promoting any free events that CWI partners host,
 - letting other active regional participants know about available space, and
 - optionally, co-organizing events for the regional writing community.

General Responsibilities

Municipal Liaisons are active participants in...

- Trainings offered by HQ to help MLs better support their regions.
- Pursuing and responding to open dialogue about volunteer work challenges.
- Contributing to more diverse, equitable, and inclusive NaNoWriMo community, including:
 - participating in relevant DEI-centered training,
 - engaging in good faith with equity issues,
 - actively engaging with [NaNoWriMo's racial equity strategy](#)
 - working to support diversity, equity, and inclusion regionally.