



POSITION DESCRIPTION – COMPETITIONS

The responsibilities of the Competitions Officer role include, but are not limited to:

General

- To coordinate all competitions as directed by the committee of Ballarat Writers
- To encourage Ballarat Writers members to participate in Ballarat Writers and other competitions to develop their writing skills
- To investigate possible joint competitions with other groups
- To regularly report to the committee of Ballarat Writers on the progress of competitions – organisation, submissions, budget, etc.

Specific

- To choose (with the assistance of the committee) a judge for the bi-annual competition – the Martha Richardson Memorial Poetry Prize (MRMPP) or the Southern Cross Short Story Competition (SCSSC). This includes arranging for the judge to facilitate a writing workshop and establishing a pre-reading group for the SCSSC
- To develop a timeline for the major competition (MRMPP or SCSSC) incorporating a potential workshop, conditions of entry, advertising and promotion (with the publicity officer), pre-readers (if required), budget (with the treasurer), etc.
- To conduct the annual Pamela Miller Memorial Prize (with the assistance of the committee)

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