

**PRAIRIE QUILT GUILD  
WICHITA KANSAS  
JOB DESCRIPTION  
ADVERTISING CHAIR**

- To obtain contracts with advertisers for advertisements in the PQG Newsletter and collect advertising fees
  - a.) Advertisers may consist of Quilt Shops, other Businesses, Individuals, PQG Members
  - b.) PQG members may place a (1/2 size) 1 inch x 1 column ad in the PQG newsletter for \$5.00 per month
  - c.) PQG members and outside advertisers may place larger ads for the amounts listed on the Retail Display Advertising Agreement form
    - \*1/8 page=\$12.50 for 2 inch x 1 Column
    - \*1/4 page=\$25.00 for 4 inch x 1 Column or 2 inch x 2 columns
    - \*3/8 page=\$37.50 for 6 inch x 2 Column
    - \*1/2 page=\$50.00 for 8 inch x 1 Column or 4 inch x 2 columns
    - \* 1 page=\$100.00 for 8 inch x 2 columns
- Contracts should be set up on a regular call/notification schedule
  - Contracts should be paid in full at time of signing of agreement form.
  - Delinquent contracts will be given a 2 month grace period before they are declared void. The PQG advertising chair shall notify the contract signer prior to voiding contract.
- To communicate with the Newsletter Chair regularly to verify all ads are up to date and paid for
- To give all monies to Treasurer specifying that it is Advertising and receive receipt.
- To be accountable for Advertising Notebook, monies received, and expenses incurred
- To write a report at the end of term of office
  - Membership report should include: Number of advertisers, new and old;
  - Number of ads per month/year
  - Timeline for completion of tasks
  - Itemized income and/or expenses incurred
- To submit copy of end of term report to the President, and the Membership Notebook
- To return Membership Notebook and files intact to the President at end of term or when requested
- Download and review all Board Meeting minutes

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**

**Any deviation in policy requires Board of Directors approval.**