

Prairie Quilt Guild
Job Description – Newsletter

Article VI, Section 4, states, “Notification to all members of all meetings will be distributed ten (10) days prior to the meeting.”

Article IX, Section 1D states “duties shall be – to assume primary responsibility for monthly composition, publication and mailing of the newsletter.”

The Newsletter Editor’s responsibilities include the following:

- To review job description
- To attend all Board meetings
- To download and review all Board meeting minutes
- To provide Board members and committee chairs with submission guidelines
- To determine featured columns to be run and gather that information
- To set deadlines for submissions
- To collect reports from the President, Vice-President, the Workshop Chair, the Block of the Month Chair, and other committees as necessary
- To assemble and prepare copy-ready master for printer
- To send a copy of the newsletter to news@pqgks.com for review before sending to printer
- To obtain from Membership Chair the current mailing address list and determine the number of print copies needed, request that plus 10-12 extra copies to be printed (includes one copy to librarian and one for Newsletter notebook)
- To provide master and number of copies required to printer (emailed to colorprints@cityblue.com) and request delivery to Postal Presort (emailed to lgrimes@postalpresort.com)
- To provide the final master to the webmaster for posting to website
- To pick up extra copies of print newsletter from Postal Presort to have available at meetings
- To attend meetings and staff the newsletter table
- To be accountable for Newsletter notebook
- To write a report at the end of term
- To submit end of term report and the Newsletter notebook (including copies of printed newsletter and .pdf files of published newsletters) to President at end of term or upon request

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

Any deviation in policy requires Board of Directors approval.