

## **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](mailto: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](mailto:colorprints@cityblue.com)) and request delivery to Postal Presort (emailed to [lgrimes@postalpresort.com](mailto: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.**