

**PRAIRIE QUILT GUILD  
WICHITA KANSAS  
JOB DESCRIPTION  
PUBLICITY**

Article IX, Section 1 E states "duties shall be to publicize all events of the Guild through the news media."

The Publicity's responsibilities include the following:

- To review job description
- To review former reports
- To attend board meetings
- Download and review all Board Meeting Minutes
- To attend both the afternoon and evening meetings
- To take pictures at Show & Share and of guest speakers and a representative sampling of each speaker's quilts
- To take pictures at events such as the Challenge, Mini Workshops, Garage Sale
- To update press contacts and submission guidelines for area, regional, and national publications-
- To request special coverage in area publications for special events/speakers (not including the Quilt Show)
- To prepare the yearly PQG History information sheet (see History Book)
- To prepare other publicity materials, such as flyers, posters, book marks, for special programs
- To be accountable for Publicity Notebook, Scrapbooks, and expenses incurred
  - To write a report at the end of term
- To submit copy of end of term report to the President and Publicity Notebook
- To return Publicity Notebook and Publicity files intact to the President at end of term or when requested

**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.**