

# PRAIRIE QUILT GUILD

## WICHITA KANSAS

### JOB DESCRIPTION: PUBLICITY

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

The Publicity Chair’s responsibilities include the following:

- To review job description
- To review former reports
- To attend board meetings
- To download and print all Board minutes and put in notebook
- To attend both the afternoon and evening general meetings
- To take pictures at Show and Share and of guest speakers and a representative sampling of each speaker’s quilts; to load photos onto electronic platforms, i.e. Flickr, Facebook, etc.
- To take pictures at events such as the Challenge, Mini Workshop, Garage Sale
- To work with webmaster to coordinate providing links to photos online
- To update news contacts and submission guidelines for area, regional and national publications
- To coordinate promotional information posted on social media with the Vice-President and Workshop Chair
- 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, bookmarks for special programs
- To be accountable for Publicity Notebook and expenses incurred
- To write a report at the end-of-term
- To submit a copy of end-of-term report to the President and into the 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 of reimbursement will be given by the Board of Directors. Any deviation in policy requires Board of Directors’ approval.

Revised and submitted by Helen Thomas, 2018-2019 Publicity Chair April 2019