

NEWSLETTER DIRECTOR

Section 10. Newsletter Director. The Newsletter Director shall be responsible for the design, printing and distribution of the monthly newsletter. The Newsletter Director shall perform other duties as assigned by the President and/or Board of Directors.

Job Description:

1. This position should be a 2-year commitment.
2. Requires computer skills and the use of a computer, word processing or page layout software, and an internet connection. The outgoing Newsletter Director will train their successor.
3. The Newsletter is available for download from the MMQ website the first of the month. The deadline for submissions is the 25th of previous month.
4. Attends all business and board meetings.
5. Votes as a board member.
6. Articles for the newsletter are submitted by the membership. Grammar and spelling may be corrected, but any other changes must be discussed with the author.
7. Members can submit articles about anything quilt guild related. If there are questionable submissions, contact the President or the Board.
8. Communicates with the President, Vice-President, Treasurer, Secretary and other members to obtain updated information.
9. Updates regular features each month, including Thoughts from the President, birthdays, calendar, advertising, drawing recipients, and lists of board members, committee persons and master quilters.
10. Reminds members of deadline each month for the newsletter submissions.
11. If desired, researches ideas for “tips” and quotes to use as filler when needed, or may assign this to another member.
12. Formats and organizes material to be printed in the newsletter.
13. After review by the President and Vice-President, sends the newsletter to the Webmaster for posting on the guild website.
14. Communicates with advertisers and businesses that donate items for drawings and invites them to submit information for “Words from our Sponsors”. May ask Drawings for assistance in obtaining information from the shop owners.
15. Updates the New Member Newsletter in December, per Board instructions and President’s approval, to be current in January and provides copies to the Greeters and Membership Director. Also sends to the Webmaster for inclusion on the website.

16. Receives budget allocation for newsletter expenses after the 1st Business Meeting in January.
17. Submits expenses to the treasurer; must have receipts to be reimbursed.
18. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.