

Quilters Sew-ciety –Newsletter Editor

Job Description: Revised 2018

Organization Relationship: Standing Committee

Term: A one-year term with the option of serving an unlimited number of consecutive terms

Committee composition: One member

Overall Responsibilities:

- Gather QS information to assemble and publish the QS newsletter on a monthly basis

Responsibility Details:

Putting together the newsletter

- Send a reminder note/email to the QS Board and Standing Committees shortly following the general meeting about the deadline to submit articles/information they want included in the next newsletter
- Collect information for the newsletter before the deadline established by the current QS Newsletter Editor for the following areas:
 - President's Note – current President
 - Library Notes (often a list of new books) Librarians
 - Membership report and expirations- Membership
 - Meeting minutes for both day and evening meetings – Secretaries
 - Program information – Program/Education Chair
 - Quilt Show Information (*Odd numbered years*)
- Try to keep the basic structure of the newsletter consistent
 - Cover sheet, including a map to the meeting location, meeting date, time, and the topic for the month and QS address
 - President's Note
 - Secretaries' Reports
 - Announcements
 - Library Notes
 - Upcoming events
 - Tip of the month
 - Membership report and expirations
 - Ad rates, deadline, web site, any other information that is needed for fill (keep it to quilting stuff).
- Any clipart used should be royalty free images that can be downloaded from the Internet.
- Create a system to track payments to be given to the QS Treasurer
 - Track size of ad requested, Start and end date of ad, and the amount and type of payment made

Once newsletter is completed

- Save Newsletter in both a pdf format as well as a Word Document format.
- Copy information from the word document to the Constant Contact Newsletter format
- Send the newsletter to the QS members listed on the most updated Membership list
- Send the .pdf format to the Webmaster for her to post on the QS website

- Send the .pdf format to Staples and order 15+ (*the number of newsletters that are being mailed*) to achieve a total number of copies that need to be made at Staples.
- Contact Membership Chair when this file has been sent.
 - Once you have confirmation of the Staples receipt, send the confirmation email to the person assigned to receive the notification
 - That person will pick it up, pay for it, and mail out the copies to the customers paying for the hard copy newsletter.
- Distribution of Membership Roster
 - January:
 - One hard copy to Sunshine Committee Chair (she does not have a computer and therefore hard copy needed for her position)
 - Electronic copy sent to all members of the Guild
 - June meeting: Electronic copy of most up-to-date Membership Roster sent to members of the Nominating Committee
 - New members: Electronic copy sent to new members that join the Guild each month

Other

- Upon receiving emails from Board of Directors, Standing Committee members, and other members with items to receive in newsletter, send an email response expeditiously letting them know you received their email.
- Contact President Elect with Newsletter concerns or problems
- Maintain a record of all duties completed during your term.
 - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed.
 - This original report is given to the President under which you served, with a copy of this report kept with the Newsletter records.