

## **Quilters Sew-ciety – Publicity**

Job Description: Revised 2018

**Organization Relationship:** Standing Committee

**Term:** A one-year term with the option of serving any number of consecutive terms

**Committee Composition:** Overseeing the publicizing of Quilters' Sew-ciety events.

**Overall Responsibilities:** One-member – additional volunteers can be recruited as needed.

### **Responsibility Details:**

- Publicize the QS monthly guild meetings, as well as Mod Squad and Quilt Mentor Events
  - This information needs to be given to as many community event listings as possible at least 2-3 weeks before the event.
  - QS Information is sent to but not limited to the following locations (free sites only)
    - KNXR radio- mail monthly letter
    - KTTC TV – submit information on line
    - Rochester Post Bulletin – submit on line
    - KROC radio – submit on-line
    - Community News Corp (Byron Review and Star Harold) – email information
    - QS Facebook Editor/Webmaster – submit on-line or by email
- Work within the Publicity line item in the QS budget.
  - January make up a bookmark with all the meeting dates, speakers, location and time. Contact Program/Education Chair for this information. Distribute at the February meeting to Guild members. March announce if a member was not present in February, to raise their hands and give them a bookmark. (Do not mail).

### **Other**

- Contact President Elect with Publicity Committee concerns or problems
- Maintain a record of all recorded minutes and 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 Publicity records.