

Kempenfelt Quilters' Guild
Job Description

Position Title: Newsletter Editor

Revised: May 2012

1. PURPOSE OF THE POSITION

The newsletter editor is responsible for generating a monthly Newsletter for distribution to all KQG members, Guilds on our mailing list, and advertisers.

2. PRIMARY RESPONSIBILITIES

- Format a Newsletter using a computer program of choice.
- Compile information submitted by members of the Executive.
- Publish ads for quilt-related businesses as requested by publicity- all advertisers have business card sized ad each month and a $\frac{1}{2}$ page ad per year.
- Circulate Newsletter via E-mail or hard copy to members, other guilds, advertisers.
- Provide Web mistress with copy of Newsletter.
- Provide hard copies of Newsletter to Membership desk for visitors to the Guild meeting.
- Provide a hard copy of Newsletter to the President for Archives.
- Interview KQG Quilter of the Month and publish profile in Newsletter.

3. SECONDARY RESPONSIBILITIES

- Accept ads from Guild members in accordance with Guild policy: quilt related at a charge of \$10.00; free for non-profit/charity at discretion of Executive.
- Keep a year end copy on CD or Memory Stick which is given to new Editor.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

- Submit bills related to Newsletter to Treasurer using Guild form (about \$200/year).
- Work within the budget as allotted each year.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer skills necessary for publication: word processing, photo editing an asset.
- Organizational skills.
- Research and writing skills.