

Kempenfelt Quilters Guild

Job Description

Position Title: Publicity

Revised: May 2012

1. PURPOSE OF THE JOB

This position is to encourage enrollment in membership of Kempenfelt Quilters' Guild.

2. PRIMARY RESPONSIBILITIES

- Publish advertisements of Guild meetings in local papers and/or electronic bulletin boards, including information about programs.
- Maintain a stock of Guild items for sale, including pins, mugs, binders.
- Maintain an information board of upcoming Guild events.
- Recruit advertisers for Newsletter, sending letters to current and potential advertisers.
- Put advertisers on calendar for Guild year - speaking at meetings (notify President & Program), half page advertisement in Newsletter.
- Book display cases at Barrie Public Library and City Hall and set-up and take down displays publicizing Guild activities.

3. SECONDARY RESPONSIBILITIES

- Assist other Executive members as required.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.
- One member to attend Executive meetings; all are welcome.
- Prepare orientation materials for incoming Executive member; meet if desired.

4. FINANCIAL RESPONSIBILITIES

- If you're allocated funds in the yearly budget, provide details of how you use it to Treasurer on appropriate form.
- Submit revenue from sale of Guild items to Treasurer.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to speak in public.
- Ability to compose business letters to recruit advertisers.
- Knowledge of Microsoft Word would be an asset.