

Publicity Job Description

PURPOSE OF THE POSITION

This position is to encourage membership enrollment in the Kempfenfelt Quilters' Guild.

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.
- Recruit advertisers for the Newsletter by sending letters to current and potential advertiser or contacting them via telephone or in person.
- Notify the Newsletter member of advertisers and provide their information for the Newsletter.
- Book the display cases at the Barrie Public Library and City Hall and set-up and take down displays publicizing Guild activities.
- Write an annual report of activities, one copy to Secretary for the incoming member, one to President, and one to the Secretary for Archives.
- One member to attend Executive meetings; all are welcome.
- Prepare orientation materials for incoming Executive member; meet if desired.
- Assist other Executive members as required.

Financial Responsibilities

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

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.