

## **Newsletter Job Description**

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### **PURPOSE OF THE POSITION**

The Newsletter position(s) is responsible for creating and distributing a monthly Newsletter to all KQG members, Guilds on our mailing list, and advertisers.

### **Primary Responsibilities**

- Format a Newsletter using a computer program of choice.
- Compile information submitted by the members of the Executive.
- Publish yearly ads for quilt-related businesses as requested by publicity. All advertisers have a business card sized ad each month and a ½ page ad per year.
- Circulate the Newsletter via E-mail or hard copy to members, other guilds, advertisers.
- Provide the Web mistress with a copy of the Newsletter.
- Provide hard copies of Newsletter to Membership for their sign-in desk for visitors to the Guild meeting.
- Provide a hard copy of the Newsletter to the President for the Archives.
- Accept ads for quilt related items/activities in accordance with Guild policy: quilt related at a charge of \$10.00; free for non-profit/charity at discretion of the Executive.
- Keep a year end copy of all Newsletters on CD or Memory Stick which is given to the new Editor.
- Write an annual report of activities, one copy for the Secretary for the incoming member and one to the President for the Archives.
- Prepare orientation materials for the incoming Executive member; meet if desired.
- One member to attend monthly Executive meeting; all are welcome.

### **Financial Responsibilities**

- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form. (about \$200/year).
- Work within the Newsletter budget as allotted each year.

### **Knowledge, Skills and Abilities Required**

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