Pioneer Quilters Guild
Newsletter Editor

1) **Summary description of position/committee responsibilities**

Produce the guild newsletter each month in which the guild meets, and email it to members.

2) **Approximate time commitment:** Monthly - 8-10 hours. More time in January to update email mailing lists.

3) **Number of members on position/committee.** One person.

4) **Forms used, software used, etc.:**

   a. SOFTWARE - Current software being used is Microsoft Publisher 7. The person performing this job needs to have a type of publishing software installed on their PC/Laptop. This is not supplied by the guild.

   b. ROSTER – The membership roster is used to reference birthdays to be posted in the newsletter.

   c. EMAIL LIST – Word document that has member email addresses. This is used to mail out the newsletter.

   d. FLYERS/BOOKMARKS & NCQC WEBSITE – Flyers/bookmarks from quilt shops/shows and NCQC website calendar for quilt shows and events. These are used in the newsletter to announce "Upcoming Events & Quilt Shows".

   e. LIST OF OFFICERS/BOARD MEMBERS & COMMITTEE CHAIRS – Excel document that is created once a year and inserted at the end of each newsletter.

   f. SPREADSHEET FOR AD SPACE PAYMENTS – Used to keep track of ad space payments.

   g. CHECKOFF SHEET FOR NEWSLETTER ARTICLES – Used to keep track of articles that have come in for the month and can be checked off as they are put in the newsletter.

5) **Detailed description of tasks/responsibilities** (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc.)

   a. Yearly tasks

- Update/create Excel document for Officers/Board Members & Committee Chairs. This information should come from the Vice President and be received no later than the end of December. This list is inserted in the newsletter monthly (of course it will only need to be inserted once, and then a copy of the newsletter is made and updated each month).

- E-mail List – Membership creates this document which includes all email addresses of members that want the newsletter mailed to them electronically. The list is broken down in groups of 10. It should be received no later than the January meeting or before the January newsletter is published.

- Update/create list of members that want their newsletter mailed to them via the US Mail. This will then be given to the person responsible for newsletter distribution. Currently, Patti Gray is doing this.

- Roster – Get a copy of the membership roster in Excel format from the Membership Chair. This is used to sort by birthdays each month to update the birthday in the Newsletter.

- Update/Create Article Check off Sheet

- Update/create spreadsheet for Ad Space Payments.

- Send advertisers reminders when their ad space is getting ready to run out.

- Create E-mail distribution list for all Board/Committee members that submit articles. This is used to communicate and send out reminders. Use the Check off sheet for reference for whom to add.

   b. Monthly tasks

- After each General Meeting, preferably the next day, send an e-mail reminder to all Board/Committee members responsible for submitting articles. All articles are due by noon the Friday after the General Meeting.

- Because of our advertisers, the newsletter is published no later than the Monday after the General Meeting (unless circumstances delay it a day or so).

- Create a copy of the newsletter w/o the Board and Committee members and send a complimentary copy to our advertisers.

- Print a copy of the newsletter and put in the hardcopy folder.

   6) **Transition**

   c. Schedule date to hand off materials to and train incoming member; this should be done no later than November/December

   d. Send advertisers new contact information for the incoming editor

   7) **Other notes**

   a) As you shop/browse, collect flyers and information from quilt shops/shows on upcoming events and shows.

   b) When you visit a local quilt shop, ask if they would like to advertise in our newsletter. Give them our rates, etc.