

## **NEWSLETTER**

Newsletter Chair is responsible for compiling and distributing newsletter to Webmaster. Complies with general guidelines for committee chairs.

### **Procedures**

- Publishes the newsletter monthly and establishes deadlines for receipt of material from officers, committee chairs, and others as deemed appropriate by Board of Directors.
- Retains a record file copy.
- Participates with other organizations and guilds in the mutual exchange of publications.
- Forwards final copy of newsletter to the Webmaster for posting on the “Members Only” page of the Guild website. Currently the Webmaster emails the membership a notification that the newsletter is available online.

Currently using:

Microsoft 365 Office Publisher

Adobe Acrobat Pro

Smallpdf.com