

Prairie Star Quilters Guild
Position Description

Newsletter Editor

Purpose:

The incumbent is responsible for preparing the Guild newsletter and arranging for its distribution.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends Board meetings or submits a report.
2. With approval of the Board of Directors, determines publication schedule for the year. Normally newsletters are prepared monthly, with the exception of December.
3. Sets a due date for newsletter items and reminds Board and Guild members of deadline.
4. Gathers and edits newsletter materials from all sources.
5. Prepares newsletter as a .pdf file to be posted by the Media Chair on the PSQG Web site.
6. Prepares sufficient copies for mailing to members who have paid for a printed copy, as well as for distribution to new members or guests at monthly meetings.
7. Mails newsletters to members who have paid for a printed copy.
8. Coordinates efforts with the following: Board members who provide newsletter content, Media Chair for posting the newsletter on the Web site and notifying members of its availability, and Membership Chair to obtain a file of mailing labels to be used to mail printed copies as required.
9. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
10. Annually reviews position description and recommends changes as needed to the Board.