

Prairie Star Quilters Guild
Position Description

Media Chair

Purpose:

The incumbent is responsible for maintaining the Guild website and arranging for periodic electronic mailings to Guild members.

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 monthly meetings or submits a written report.
2. Maintains the Guild Website, updating as required or handling any design changes. This responsibility can be handled via a hired Webmaster or by using the website software directly.
3. Updates the monthly lead article on the Website Home Page.
4. Sends emails to members for reminders of upcoming guild meetings, for notifying members when the newsletter is available on the Website, for delivering membership directory files, and for sending any other notifications deemed necessary by the President, Program Chair, or Board.
5. Uses the e-mail address directory produced by the Membership Chair for membership communication; attempts to resolve any “undelivered: email issues”.
6. Maintains current lists with names and email addresses of all local guilds, quilts shops, and newspapers for the purpose of placing community events notices.
7. Arranges for the printing of bookmarks annually. Bookmarks typically include Guild goals and programs for the year. Arranges for delivery of bookmarks to local quilt shops and the membership.
8. Places community events notices announcing Guild meetings, programs, and workshops.
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.