

Media Committee

Purpose:

This committee is responsible for promoting the activities of PSQG using the most appropriate delivery method.

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.
2. The committee holds one voting position on the Board of Directors.
3. The Chair or designee attends monthly Board meetings or submits a written report.
4. Working with the Program Committee, creates content to post on the PSQG website regarding upcoming speakers and workshops. Content can be posted by the committee members or forwarded to the Website Administrator for posting.
5. Places community events notices announcing Guild meetings, programs, and workshops in appropriate print media (if applicable).
6. Is an administrator for the Facebook page.
 - a. Adds content on a regular basis.
 - b. Approves new members.
 - c. Moderates content as needed.
 - d. Advertises upcoming speakers and workshops.
7. Is an administrator for the Instagram account.
 - a. Posts content to Instagram.
8. Sends Mailchimp emails to members for:
 - a. Reminders of upcoming guild meetings.
 - b. Any other notifications deemed necessary by the President, Program Chair, or Board.
9. Maintains current lists with names and email addresses of all local guilds, quilts shops, and newspapers for the purpose of placing community events notices. This list can be electronic.
10. Arranges for the printing of bookmarks annually. Bookmarks typically include Guild goals, quilt show information and programs for the year.
11. Arranges for delivery of bookmarks to local quilt shops and the membership.
12. Reviews information on the website for accuracy. Updates content or gives information to the Website Administrator to post.
13. Maintains a list of the committee's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
14. Regularly checks the Boards email account for committee related correspondence.
15. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
16. The Chair or designee submits a year-end written report to the Board annually.
17. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
18. Annually reviews its own committee description and recommends changes as needed to the Board.