

**Kansas Capital Quilters Guild**  
**COMMUNITY RELATIONS CHAIR Job Description**

1. Co-ordinates National Quilting day activity for the Guild.
2. Updates and supplies Guild information and visitor flyers at Guild sponsored activities and meetings.
3. Selects a committee as needed to implement activities.
4. Coordinates all Guild activities—other than quilt shows—to bring increased awareness in the community of our Guild and its opportunities.
5. Brings to the Guild Board any inquiries for Guild participation.
6. Submits Guild meeting information to newspapers and other appropriate Kansas publications.
7. Coordinates Guild literature at community locations for availability to those interested in Guild membership, i.e. Kansas History Museum, Library, Chamber of Commerce, area quilt shops, etc.
8. Keeps Guild bulletin board updated at each meeting and reports new additions and events at meetings.
9. Takes care of all publicity and news releases for Guild activities and recognition.
10. Coordinates with quilt show publicity committee as needed.
11. With Board approval, promotes exhibits of Guild Member's works (other than the quilt show).