

Kansas Capital Quilters Guild

Newsletter Editor – Job Description

1. Gather information for newsletter.
2. Prepare newsletter and email to all members with an email address at the first of the month.
3. Also email to other guilds, quilt shops and advertisers, as approved by the Board.
4. Have several newsletters printed (approx. 35-40) for members who don't receive it by email to pick up at the first meeting of the month.
5. Provide a "pick-up list" sheet at the first meeting (second Tuesday of the month) for members to check off that they picked up their newsletter.
6. Mail newsletters within three days of the meeting to any paid member who didn't check their name off the "pick-up list".
7. Give 2 or 3 copies of newsletter to the Vice-President to put in the "new member packets".
8. Keep membership mailing list current as members are updated by the Treasurer, preferably by the end of each month so you have a current list to email the newsletter to.
9. Update the notebook containing copies of each newsletter (currently Janice Bennett is doing this).
10. Solicit advertisers for newsletter ads for the next calendar year by November 1 and maintain list of advertisers. Their business cards are always included in each month's newsletter.
11. When the President or a guild member sends you a guild-related article, email all members to let them know about it.

(Rev. 10/2018)