

**QUILT GUILD BY THE SEA**  
**PUBLICATION DIRECTOR JOB DESCRIPTION**  
**Updated January 2017**

NEWSLETTER

- Collect and review newsletter items from other guild member prior to and no later than the day of the board meeting
- Ensure all photos are in JPG format. Articles and advertising should be in Word or PDF format
- Collect items of interest (i.e., articles, cartoons, quilt related information, etc.) from outside sources to be included in the newsletter
- Complete a draft of the monthly newsletter within two to three days of the board meeting and send to board members

WEBSITE

After the monthly newsletter is published the following steps are taken to update the website:

- Compress PDF version of newsletter for publishing on the website
- Add newsletter to website
- Update event page monthly
- Update other website pages as necessary
- Ensure the treasurer receives the yearly website and domain charges to be paid with the guild credit card

SPECIAL PROJECTS:

- Work with other guild members to complete special projects (i.e., Guild birthday celebration slide shows)
- Maintain history file of newsletters to forward to guild Historian