

# **QUILT GUILD BY THE SEA**

## **PUBLICATION DIRECTOR JOB DESCRIPTION**

**January 2020**

### **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 after the board meeting and send to board members for proof reading.

### **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

### **ADVERTISING**

- Beginning in October, contact all Quilt shops and current advertisers to offer space for the upcoming year. Send all invoices out before November 1<sup>st</sup>

### **SPECIAL PROJECTS:**

- Update QGbtS' Welcome Letter
- 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