

	<b>Friendship Quilters Of Linthicum Guild</b>	Standard Operating Procedure		Effective Date	Page
		<b>Newsletter Editor</b>	<b>FQG- 08</b>	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Newsletter Editor of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Newsletter Editor is responsible for the content, design, publishing, and distribution of the monthly newsletters (September through June), and for maintaining any assigned budget targets.</p> <p>The Newsletter Editor is a Committee Chair and member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board meetings of Guild Committee Chairs</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
<b>Newsletter Editor</b>	1.	Collect articles from the Board and Committee chairpersons for the monthly newsletter. Articles pertaining to the Guild may also be submitted from the general membership. The Newsletter is published from September through June of each quilt year.
	2.	Edit and prepare monthly Newsletter for publication. Send draft copy to all those who submitted articles, as well as the Board members.
	3.	Distribute the Newsletter no later than the first of the month to the membership via the Guild email distribution listing, or by USPS to those who cannot receive it by email.
	4.	Submit a budget request for the coming year to the Vice President by May 1 <sup>st</sup> .