



Newsletter

Supersedes

Original - Standard Operating Procedure for Newsletter Chairperson

Current Chairperson

Joyce Wetzel – 2014/2015 Quilt Year

Job Description

The Newsletter Chairperson is responsible of the content, design, publishing and distribution of a monthly newsletter. Responsible for maintaining any assigned budget targets.

The Newsletter Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Newsletter

Item	Action
1.	Collect articles from Board and Committee chairpersons for the monthly newsletter. Articles pertaining to the Guild can also be submitted from the general membership. The newsletter is published from September through June of each Quilt Year. All articles must be submitted no later than the 20 th of the month prior to publication.
2.	Edit and prepare monthly newsletter for publication. Send draft copy to all those who submitted articles as well as the Board members.
3.	Send to membership no later than the first of the month via Guild email distribution listing. The Guild Secretary will distribute to members opting to receive paper copies. See <i>SOP FQG-04 Secretary Step 3</i> .

Previous Chairperson

Marie Zejewski	2013 - 2014
Cele Bryan	2012 – 2013
Carole Custer	2011 and Prior