

Duties of Communications

Attend board meetings.

Newsletter Creation:

Format: It is important to meet with the previous communication chairperson to learn how to format the newsletter. Copying the established newsletter format is the easiest way to “write” the newsletter and to learn about what info is/may be included each month.

Save the newsletter in whatever word-processing program your computer uses (e.g. Pages, Word) so that you can use the previous month’s newsletter as a template for starting the next month’s.

Send out a reminder (email) to all officers and committee chairs on the @15th of each month to request any info they need to share with the general members via the newsletter. Submissions need to be received by the 22nd of each month (documents must be PDF’s). Call those chairs who do not have email to see if they have anything for the newsletter. Dates are flexible according to one’s schedule; e.g. for Nov. and Dec. send out reminder earlier because of the holidays.

No newsletter is created for the months of July and August.

Receive newsletter submissions from various chairs.

Between the 22nd and the 25th, prepare the newsletter. Graphics are nice to include but are not necessary.

The newsletter has many sections; not all sections appear every month.

Ongoing sections/columns are:

- President’s message
- List of officers and chairs
- Minutes of the prior month’s meeting
- Current month birthdays
- Members assigned to bring snacks to meetings
- Dates of programs & program information
- Events in the guild
- Quit shows in the area
- Sunshine and Shadows

- Community Service requirements

Optional sections/columns - to be included as needed:

- Recently purchased Library Books
- Bus Trips
- Special Programs
- Quiltfest news (during quilt-show years)

Save the finished copy of the newsletter in a PDF file.

It must be sent to members via email as a PDF file.

Send PDF file to contact responsible for printing newsletter.

Newsletter Printing & Mailing:

Meet with the previous guild printer person to learn the procedure, get the printer and supplies.

All necessary supplies are purchased by the guild's printer person:

- Paper
- Stamps
- Sticky dots for sealing edges
- Toner cartridge

Receipts must be provided to treasurer for reimbursement.

Maintain mailing address list for members without email access.

Receive PDF file from newsletter creator.

Print newsletter (September-June) for those members who don't have email/internet access.

- Print newsletter 2-sided
- Print mailing address on each copy
- Staple each copy
- Fold in half
- Put sticky dots on each open edge to seal (3 dots per newsletter)
- Affix stamps
- Mail

Make an effort to make sure that the newsletters are received by the members by the 1st of the month.

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Email Communications:

- Maintain an accurate and up-to-date database of the members' email (there is also a membership list on the website), and keep a cut-and-paste email list for newsletter distribution and for other communications. Add or subtract emails (and data) whenever necessary (a member drops out or a new member is added).
- Send PDF version of newsletter to members via email
- Send email notices to members, such as the cancellation of a meeting, as requested by a committee chair or officer.
- When sending emails, send with the names of members under bcc (blind carbon copy) and address the top TO line to yourself

--GroupWorks!: Manage participation in this online social media outlet for quilting and Maqgnet.