



handweavers guild of boise valley, inc.

Newsletter Editor -- Job Description

- I. Create, print and mail the monthly Guild Newsletter for the months of September through June of each year. The issue prepared in August for September should go out early in the month to give enough notice about the August/September meeting. The other monthly issues should go out about two weeks before the meeting.
- II. Ask the officers and chairmen for newsletter copy a few days before the deadline of the 15th of the month.
- III. Obtain the list of members from the Membership Officer, which includes which members want an emailed copy of the newsletter and who prefers an actual printed copy.
- IV. Once the newsletter is created, make it into a .pdf format. This may be done in the "save as" function of the PC software, and for Macintosh you can do this in the "export" function. Email the .pdf version to the web site chairman. She will place the newsletter on the web site to make it available online. She will also email a notification of its posting to the website to all members who prefer to receive the email version. Beware if there are a lot of photos you may need to reduce the quality for it to email properly.
- V. Print out two sided copies of the newsletter for those members who prefer to receive an actual printed copy in the US mail. Fold, label and send them out first class mail.
- VI. The guild also has an account with the downtown Kinko's if you prefer to have them print the hard copies of the newsletter. Have your name added to the list of signers there.
- VII. A few complementary newsletters are sent to guilds or interested parties. These will be added to the list of US mail copies to be sent.
- VIII. If someone expresses an interest in the Guild, they may receive 2 free copies of the newsletter. If they choose not to join after that, they are dropped off the newsletter list.
- IX. In September send out a newsletter to all members of the previous year to encourage them to join again, if they have not already done so.
- X. Be aware of Policies applying to the Newsletter.
- XI. Orient a successor.

Revised November, 2008