



Newsletter Editor and Chairperson -- Job Description

- I. Create the monthly Guild Newsletter for the months of September through June of each year. The monthly issues should go out about two weeks before the meeting.
- II. Ask the officers, chairpersons, and members for newsletter copy a few days before the deadline of approximately the 15th of the month. This announcement can be made in groups.io.
- III. Once the newsletter is created, make it into a .pdf formatted document. Email it to the Web Master, who will place the newsletter on the guild website and will email a link for the newsletter to all members via groups.io.
- IV. Be aware that if there are a lot of photos you may need to reduce the quality for it to email properly.
- V. Obtain the list of members from the Membership Officer who have requested an actual printed copy.
- VI. Print out two sided copies of the newsletter for those members who have requested the hard copy, and send these out through the USPS.
- VII. A few complementary newsletters may be sent to guilds or interested parties via email.
- VIII. If someone expresses an interest in the Guild, they are referred to the website to find the Newsletters online.
- IX. Be aware that on September 15 members not renewing memberships will be dropped from the Membership List.
- X. Be aware of Policies applying to the Newsletter.
- XI. Give updates about guild activities to the Social Media Chairperson, as needed.
- XII. Give updates for the guild website to the Webmaster, as needed.
- XIII. Orient a successor.