

## Concord Piecemakers Job Description

### Communications

The Communications Group is responsible for distribution of information regarding the guild to the members of the guild. This includes a monthly newsletter and reminders regarding events relevant to the guild posted to the website. The Communications Group consists of the Newsletter chair and the Website chair.

#### **Newsletter Chair duties:**

1. Prepares monthly newsletter  
The Newsletter Chair is responsible for producing 9 newsletters from September through June. Board members and committee chairs send their contributions to the monthly newsletter via email by the first of the month. The communications chair compiles the contributions into a rich text document (.rtf) and a pdf document. The newsletter is then submitted to the President for final approval.
2. The newsletter chair emails the updated document to the website master for posting to the website.
3. For those members who do not provide an email address, a hardcopy is mailed to their home address. The newsletter is folded in half and taped on the short sides. It is best to insure that the fold is as flat as possible so that it doesn't get jammed in the post office equipment. The member's address is written (or produced via labels) on one side along with the return address of the Concord Piecemakers. Finally, a stamp is placed on the same side. This task may be handled by an individual designated by the newsletter chair.
4. The newsletter chair emails the guild members the newsletter attachment once approved by the President.
5. The newsletter chair attends the monthly board meetings.

#### Special notes on the newsletter:

- a. The June and December newsletters must be ready close to the 1<sup>st</sup> of the month because the monthly meeting occurs on the 2<sup>nd</sup> week of those months
- b. There is no February newsletter due to not having a regular meeting. However, a reminder of the Quilt-a-thon needs to be sent to the membership a week before the Quilt-a-thon.

#### **The Website Chair duties:**

1. The website chair posts the newsletter on the website at least one week before the monthly guild meeting.
2. Maintains the email addresses for each member within the guild's email account. If a member changes their email address, this information should be shared by Membership with the website master. The website master will update the guild's email list.
3. The Website Chair attends monthly board meetings on an as-needed basis.

April 2015