

Concord Piecemakers Job Description
Newsletter Editor

1. The Newsletter editor is responsible for producing monthly newsletters from September through June. The Newsletter editor contacts all Board members and committee chairs by the first week of the month, soliciting contributions and defining the deadline for the month. The Newsletter editor compiles the contributions into a pdf document and submits it to the President for final approval.
2. The Newsletter editor emails the approved final document to cpm@concordpiecemakers.org and to the web site administrator for posting to the web site. The newsletter should be sent out by the Friday before the guild meeting.
3. For those months (currently February, June, and December) when the monthly meeting occurs in the 2nd week of that month, the newsletter must be ready to circulate by the Friday following the Board Meeting.
4. The Newsletter Editor submits all the newsletters for the year electronically to the Secretary by the end of the guild year.