

## Concord Piecemakers Job Description

### Membership Book Editor

The Membership Book Editor uses the membership list to generate and print the membership book for our members. Included in the book are the contact information of members, a list of Board members and committee chairs, and a calendar of meetings and workshops.

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### Concord Piecemakers Job Details

#### Membership Book Editor

1. Around July 1st email the President, Secretary, Membership Chair, and Program Chair, that you are about to start the membership book and request the list of Officers and Committee Chairs, the program schedule, and the Excel membership list. The Membership list is a special case because dues are still being collected. It is very important that only one person maintain the master list I.E. you do not want the Membership chair updating the list while you are trying to format and print it. Do this last. Arrange with the Membership Chair to obtain the list around August 1st and have her agree that she will not update the list until you send it back to her.
2. Send e-mail to the list. If a message fails, call the person and ask for their correct e-mail address. Update the master Excel list and send it back to the Membership Chair.
3. Provide the digital file to the printer. Also, provide an example of the previous year's membership book to the printer so they have a reference. Get the membership books printed. Refer to the year-end report to determine the number of books to print. This should be submitted to the printer at least a week prior when the membership books are needed. Be sure to print extras for new members joining during the year.
4. Send out an electronic copy to the membership. Some members are satisfied with the electronic copy and don't need a paper copy. Send addendums out during the year as new members join and former members renew.

5. Printer used for the last several printings: Minuteman Printing in West Concord.
6. Submit the bill to the Treasurer.
7. Give the membership books to the Membership Chair for distribution at the September meeting.
8. Prepare a Year End Report that includes the number of membership books printed and the printer used and submit to the Secretary by the end of the guild year.

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