



Starlight Quilters Guild Policies and Procedures

Newsletter Coordinator

Description of Role –

To develop the Starlight Quilter Guild Newsletter each month.

Annual Responsibilities –

Remind Guild Coordinators and the Board of Directors to send monthly updates for the Newsletter at the beginning of the month.

Using the standard template, place articles written by the Board and Coordinators into a friendly, easily readable format.

Distribute the Newsletter to the Website Coordinator and the Secretary by the third Sunday of each month, excluding December.

Responsibilities at Guild Meetings –

None

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the Secretary prior to the January Board meeting.

Provide an update of activities to the Secretary one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for your committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Distribute the Newsletter to the Website Coordinator and the Secretary by the third Sunday of each month, excluding December.

Provide a newsletter monthly, except December.

No Facebook expectations.