Newsletter Editor job description

BTQG Policy states that the Newsletter Editor shall prepare and distribute a newsletter 12 times annually to the members at least one week prior to the earliest scheduled chapter meeting in each month. The Newsletter Editor shall provide notifications to the media regarding monthly meetings.

Overall/Basic Information:

The newsletter is published 12 times during each membership year (July 1 – June 30). It is distributed either by the US Mail (never through bulk-mailings) or by email, depending on the mode selected by each member. The newsletter editor prepares and sends the copies that go through the postal service and emails a copy of the newsletter as an attachment to the webmaster. The webmaster sends email notice to members wishing to receive the newsletter by email and also posts it on the Guild website.

Preparing the Newsletter:

Articles and items for the newsletter must be submitted to the editor by 5:00 p.m. on the Wednesday immediately after the Board’s regular meeting. Information received after this deadline may be accepted at the discretion of the newsletter editor based on time and space available.

The newsletter is created in Microsoft Publisher. The Guild owns this software, and it must be given to the new Newsletter Editor at the end of each Newsletter Editor’s term.

Much of each month’s newsletter follows a similar format. The Newsletter Editor can adjust the layout or edit items that have been submitted to make room for other items to be included in that issue. The newsletter content can include, but is not limited to, the following:
1) Dates, times and other information related to the meetings;
2) Monthly Column for the Day Chapter and the Starlight Chapter presidents and the CEO;
3) List of Board of Director Officers and Committee Chairpersons;
4) Treasurer’s report (based on the ending balance for the prior month);
5) Service Project report;
6) Monthly calendar;
7) Library Report;
8) Executive Board actions;
9) List of Birthdays of members for the month;
10) Deaths and information about a book donation in their honor;
11) Membership column of new members/renewals/corrections/updates;
12) Upcoming quilt shows in the area;
13) articles submitted by members;
14) Photos of guild events;
15) Registration forms for workshops or retreats

When the newsletter is completed each month, it is a good idea to ask 1 or 2 Board members proofread it before sending it to the printer and the webmaster. After this, it is submitted to the printer. We
currently use Columbia Printing and Signs for this. They print and fold the newsletter to get it ready for the US Mail. This takes 3 to 5 days. A different printer can be used, but readability and comparable quality are essential; make your request to the Board of Directors.

**Distributing the Newsletter:**

The Treasurer sends the membership list as an email attachment to the Newsletter Editor. This Microsoft Excel list includes information needed to compile the mailing list used in sending out the newsletters and to print the mailing labels. It can also be sorted to build a list of birthdays for each month for the newsletter. Since members join throughout the year, stay in contact with the Treasurer to keep changes in the mailing list current. This year, there are 90 to 95 newsletters mailed each month, including one to the Newsletter Editor to know how long delivery takes each month. Give 10 to 12 newsletters without mailing labels to the Membership Chairperson each month for those wishing to pick one up during chapter meetings and for new members.

In addition to making the mailing labels, postage stamps and sealing tabs are needed for each newsletter. The Newsletter Editor purchases these items as needed and submits a BTQG Check Request form to the Treasurer for reimbursement. Use a tax exempt form for buying these and additional mailing labels as needed. There are instructions on the placement of the sealing labels included in the Newsletter Editor Guidebook. Ask the previous Newsletter Editor for this notebook.

The newsletters should be mailed in time for members to receive those 8 to 10 days before the first Chapter Meeting of that month. The Newsletter Editor sends a PDF copy of the newsletter to the Webmaster to be emailed to members who request to receive it online.

**Contacting the Media:**

The Newsletter Editor sends emails to area newspapers each month about the upcoming chapter programs. The goal is to attract visitors who might become members. There are currently 11 publications that receive these notifications. The contact information and deadlines for submission are included in the Newsletter Editor Guidebook that must be passed from former editor to current editor.

Submitted by Marilyn Wooldridge,
Newsletter Editor, 2013-2014