

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 in the newsletter 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. Members can select to receive the newsletter by both mail and email. 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 social media chairperson and webmaster. The social media chairperson sends email notice to members wishing to receive the newsletter by email and the webmaster 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 retreat;
- 16) Guild membership form (included in June newsletter as a loose leaf printed copy)

When the newsletter is completed each month, it is a good idea to ask 1 or 2 Board members proofread it. After this, it is submitted to the printer. They print and fold the newsletter to get it ready for the US Mail. This will take anywhere from a few hours to 3 - 5 days – depending on the company that prints the

newsletter. A different printer can be used, but readability and comparable quality are essential; make your request to the Board of Directors. Before making this request, the Newsletter Editor should compare prices and service of various printing companies. The current printer used is Staples Copy & Print center.

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 were an average of 50 newsletters mailed each month, including one to the Newsletter Editor to know how long delivery takes each month. Give 4 to 5 additional 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, a postage stamp and five 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. Newsletter Editors are to pass the guidebook to the new editor.

The newsletters should be mailed in time for members to receive them at least 7 days before the first Chapter Meeting of the month. The Newsletter Editor sends a PDF copy of the newsletter to the social media chairperson and webmaster for electronic distribution. The Board asked to hold electronic distribution to 2 days after the physical mailing occurs so both types of members receive the information approximately at the same time.

Submitted by Marilyn Wooldridge,
Newsletter Editor, 2013-2014

This report was updated by
Lynn Hill
Newsletter Editor, 2022-2023