

Booneslick Trail Quilters' Guild

Job Description: 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 website chairperson. The newsletter editor sends email to members wishing to receive the newsletter by email and the website chairperson 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. The newsletter should be proofread by at least one or two Board members prior to printing. In

general, anyone submitting an article may be asked to proofread for accuracy at the editor's discretion. Once approved, the newsletter is submitted to the printer. (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 the prices and services 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 is also used 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. The newsletter editor should mail a newsletter to herself to verify mail delivery. Print four to five additional newsletters for the Membership Chairperson to distribute at both monthly Chapter meetings.

The Newsletter editor creates and prints the mailing labels, attaches postage and seals the newsletters for mailing. 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.

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 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.

Updated by:

Marilyn Wooldridge, Newsletter Editor, 2013-2014

Lynn Hill Newsletter Editor, 2022-2023

Glenda Moum Newsletter Editor, 2023-2024