

# Redwood Empire Quilters Guild

## Job Description

Rev. 05/2012

Job Title	Newsletter
Voting Board Member	Yes
Key Responsibilities	<p>Gather articles from various members to include in the newsletter. Construct and edit the newsletter in a format to be able to save to a disk or to email to the Central Office in Eureka which prints our newsletter.</p> <p>Mail newsletter via U.S. Mail and email.</p> <p>Archive on a cd newsletter copies as official documents of the guild.</p> <p>This may be split into 2 functions with one person handling the creation of the newsletter and the other doing the mailing.</p>
Tasks Prior to Guild Meeting	Newsletter must be mailed to the membership at least one week prior to the general meeting.
Tasks During Guild Meeting	Assist any board member as needed.
Newsletter Articles	None
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.</li> </ul>
Financial Impact – Income	<ul style="list-style-type: none"> <li>• Prompt mailing of the newsletter helps the membership be prepared for the monthly meeting as it will tell them what preparations the membership needs to do to be ready for the meeting.</li> <li>• Sending invoices for fees for ads submitted to the newsletter must be sent to the member who submitted the ad for publication. Follow up with the treasurer as to payment of the ads.</li> </ul>
Financial Impact – Expense	The newsletter is a major expense of the guild. Research by the membership committee is being done as to turning the paper newsletter into electronic form.

<p>Interfaces with which Other Board Members</p>	<p>Articles always included in every newsletter</p> <ul style="list-style-type: none"> <li>• President – Presidents Piece</li> <li>• Treasurer –Financial Reports</li> <li>• 1<sup>st</sup> V.P. –Program for next meeting</li> <li>• Secretary–Minutes of last board meeting</li> <li>• Membership –New members and birthdays</li> <li>• Block of the Month – Patterns/Instructions</li> <li>• Fat Quarter Raffle – Fabric theme</li> </ul> <p>Additional articles from any member can be included in the newsletter if it is applicable to the Guild.</p>
<p>Interfaces with Outside people/companies</p>	<ul style="list-style-type: none"> <li>• The Central Office for printing/copying of newsletter</li> </ul>
<p>Detailed Instructions</p>	<p>See following pages</p>

# Detailed Newsletter Instructions

## General Information

The Central Office prints the newsletter for us. The programs that they use are Microsoft Publisher, Microsoft Word, or Adobe Acrobat. We have been using the Publisher program; and if you continue to do so, be sure that the one you use is compatible with the Central Office. It is highly recommended to use Microsoft Publisher for the tools that are available for newsletter creations. However, the newsletter can be sent to The Central Office and the membership in .pdf format since the files are smaller. A simple pdf converter will be on the laptop to change the Publisher files into .pdf files.

You can either save the completed item to a disk and deliver to The Central Office, or you can send the newsletter to them via e-mail with the newsletter file attached. Their email address is: [thecentraloffice@pacbell.net](mailto:thecentraloffice@pacbell.net). If you e-mail, be sure to include the style information, number of copies to run, your name and phone number if they have any questions, and whom to contact when printing is completed. A sample letter to them will be included on the CD given to you by your predecessor.

If you have done any newsletters, you know that you basically work in increments of 4 pages at a time (4, 8, 12, or 16). If necessary, due to lack of material, the newsletter can be done in increments of 2 which will mean that one page (front and back) will be an insert. **Under no circumstances may the newsletter exceed 16 pages since the weight will push the newsletter into a more expensive postage class.**

The newsletter is printed in newsletter format on 11" X 17" paper.

The mailing labels are run each month by the membership chairman. The number of newsletters to be printed is determined from her count of the labels. We usually print 5 extras. One copy is delivered to each of the Eureka quilt shops, and three are given to the Membership Committee for distribution at the meeting, if needed.

A copy of the Excel file containing the email addresses for those members receiving the newsletter via email will be included on the CD given to you by your predecessor.

Postage for mailing of the paper copies of the newsletter should be purchased by you. A Reimbursement Form and the receipt should be sent to the Treasurer each month so that REQG can reimburse you for this expense.

Business members are entitled to a business card sized ad for the year at no extra cost. Be sure to check with the membership chairman to see who our business members are for that year.

There must be in every publication the statement: “Redwood Remnants is published monthly by Redwood Empire Quilters Guild, P.O. Box 5071, Eureka, CA 95502.

**\*\*\*NOTE – THIS IS NOT AN OPTION – IT MUST BE INCLUDED WITH EACH NEWSLETTER\*\*\***

BE VERY CAREFUL OF COPYRIGHT INFRINGEMENTS. If you find an article somewhere on the internet, you need to get permission to print it – there is usually an address available to obtain this clearance. Be sure to keep a printed copy of the permission.

Articles should be in your hands no later than the 15<sup>th</sup> of each month. A 15<sup>th</sup> due date gives you a week or so to compile the newsletter and get it mailed to members.

Items that should be included in each newsletter:

- President’s Message
- Financials
- Program for next meeting
- Membership, birthdays, and data changes (changes or additions since issuance of directory)
- Minutes of board meeting
- Business ads
- Fat Quarter raffle – if applicable
- Block of the month – if applicable
- Community Quilts
- Library news
- Raffle table
- Quilt show information – if applicable

## Set Up

The first page will have our logo, name and, of course, the president’s message. The outside back cover will have the addressing information on the

top half. On the bottom half will be basic reminders such as date, time, and location of meetings, membership costs/dues, and what to remember to bring.

At the end of your term, a disk containing copies of all the newsletters you produce should be given to the incoming Newsletter Chair, and one disk should be placed into storage with the clearly marked dates covered by the disk.