

## Newsletter Committee

### **1) General duties for all standing committees:**

See "General Duties for All Standing Committees" document.

### **2) Newsletter Committee Job Description:**

- a) The Newsletter Committee Chair shall be selected by the **October** meeting for the following calendar year.
- b) The committee's year will start with the February newsletter and end with the January newsletter.
- c) List of contacts and timeline will be included in the Newsletter Committee notebook and CD, provided by outgoing chair during training.
- d)** Information to be published in the newsletter is to be received from officers and committee chairs by the 15<sup>th</sup> of each month. **Send an email reminder a few days before the 15<sup>th</sup>.**
- e) The officers and committee chairmen **shall** turn in information, preferably electronically via email, but hard copy may be given to the newsletter publisher by the deadline. If the publisher feels an officer or chairman has forgotten to turn information in, the chairman may contact that person so news and information will not be missed. Failure to include information by the due date shall cause the article to be placed in the next newsletter due to time constraints.
- f) Compile the newsletter prior to the next scheduled monthly meeting. Time the newsletter so all members will have access to the newsletter at least 10 days before the upcoming meeting.
- g) Email a PDF copy of the newsletter to the website coordinator. The coordinator will insert the newsletter in the guild's password protected Web page. The majority of members will view the newsletter on the Internet.
  
- h) With the help of the Membership Committee, determine the number of members who need to receive the newsletter through the U.S. Postal Service. Have enough copies printed to send to these members. Print labels and mail newsletters to members who don't have Internet access.
- h) Compile list of duties for the next year's chair. This list should include the number of newsletters printed each time, place where copies are made, cost of copies, normal length of newsletter, cost of mailing, number of days before the meeting that the newsletter should be mailed so it will be received on time by the membership, etc.

Reviewed/Revised: November 2016