

# Illinois Prairie Weavers

## Newsletter Chair Responsibilities

### In General

The Guild send newsletters to its members, and the Newsletter Committee Chair is appointed by the President to be responsible for this. There is no term limit.

As a Committee Chair of the Guild, the Newsletter Chair is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (see job description) and expected to attend and actively participate in those meetings.

The Newsletter Chair may seek volunteers to serve as a committee, if this would help with newsletter responsibilities.

### Specific Duties

Take possession of newsletter records from the prior Newsletter Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies or checklists you need.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Newsletter Chair to learn specifics about doing the job, or train your successor.

Attend monthly Guild and Board meetings, reporting as Newsletter Chair and obtaining any input or assistance you need for newsletter production or other matters.

Decide with the Board how many newsletters will be sent in the coming year, whether they will be paper, electronic or both, and the schedule for sending them. Establish deadlines for gathering information to be included in each newsletter. There is usually one newsletter that goes out to members so it is received just after Labor Day in September, to gear everyone up for the new program year. It is wise also to send one in April, sending out the proposed budget and slate of officers to be voted on in May, as well as sending out membership renewal forms for members to use when they pay their dues in May and June. It has also been traditional to send on in midwinter, to shake away the winter blahs and encourage people to come to meetings.

Gather news. Contact all officers, committee chairmen and study group representatives to remind them of newsletter needs, suggestions and deadlines. Contact other weaving or textile arts guilds for information about their meeting schedules and programs that might be of interest to our members. Information about local art exhibits is often given at meetings and circulated in emails and is news for members.

Design, proofread, edit and produce the newsletter.

Circulate the newsletter, by mail or e-mail, in a timely fashion, as agreed with the Board. E-mail versions get sent to all e-mail guild members in a pdf format. Hardcopy newsletters are printed and mailed to members who do not have email.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's newsletter to the Treasurer by March to be included in next year's budget.

Make a written summary report to the Executive Committee in June.

Make a detailed checklist, and update it regularly, for producing the newsletter. Use it to supplement this job descriptions and to train your successor.

Review this job description (and any checklists) for any updates you can recommend (Documents Chair) to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

#### Estimated Time Commitment

- ~ 2 days per newsletter
- ~ 2 hours annually for checklist, job descriptions, budget, communication, etc.
- ~ Plus time at Guild and Board meetings

(November 2017 - Barbara H.)