

Illinois Prairie Weavers

Yearbook Chair Responsibilities

In General

The Guild provides an annual printed directory resource known as the yearbook to its members each year, and the Yearbook Committee Chair is appointed by the President to be responsible for this. Production of the yearbook takes place in July and August. There is no term limit.

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

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

Specific Duties

Take possession of yearbook records from the prior Yearbook 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 Yearbook Chair to learn specifics about doing the job, or train your successor if that is the case.

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

Collect changed or new yearbook information monthly from such others as the Membership Chair (new members, changed information) and Librarian (new books), and keep records up-to-date to avoid a summer crunch at publication time.

Collect the yearbook raw data in July. This includes:*

Cover photo (changes annually, desirably)
Textile resource information inside front cover
General Information Summary
Officers and Board (from the Nominating Committee)
Study Group Reps (from the Study Groups)
Constitution and Standing Rules if updated (Barbara Holman)
Programs for the coming year (from the 2VP)
Hostesses for the coming year (from Hospitality Chair)
Library List (from the Librarian)
Members Directory (from Membership Chair)
Location/Parking information for back cover

* unless the Board decides to change this, perhaps placing some things on the web site instead

Design, proofread and edit the yearbook. Check dates and years.
Consider having someone help you proof.

Save the master yearbook as a pdf file and burn it to a CD for the printer.

Take the yearbook to the printer in early August. Return to proof the first copy and authorize the printing. We usually print about 75 copies (enough for all members, an extra for the Secretary for the archives, and extras for new members.

Get the yearbooks to the Membership Chair well before the September meeting.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's yearbook 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 yearbook. Use it to supplement this job description and to train your successor.

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

Keep good records and train your successor.

Estimated Time Commitment

- ~ 1-2 hours monthly, collecting data and updating records
- ~ 3-4 hours in July, producing the yearbook
- ~ 2 hours annually, for checklist, job description, communication, etc.
- ~ Plus time at Guild and Board meetings

(02-10-14 - Barbara Holman)