### Newsletter Editor

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

**DESCRIPTION:**

The Newsletter Editor publishes and distributes the newsletter for the Tidewater Quilters’ Guild, Inc. This position is a voting position as elected Officer of the Tidewater Quilters’ Guild Executive Board.

**DUTIES:**

The Newsletter Editor has a familiarity with the TQG’s Constitution, By-Laws, Policies and Procedures, and this job description.

Attends all TQG’s Executive Board Meetings. If attendance is not possible, the Newsletter Editor notifies the Executive Board President prior to the meeting and provides a knowledgeable substitute or a written report of the prior month’s activities.

Provides recommendations to the new President and Executive Board for the proposed fiscal year Budget for the newsletter expenses.

Maintains a budget for the newsletter.

Responsible for gathering the articles that are to be printed. No anonymous, religious, or political statements will appear in the newsletter.

Responsible for securing quilt-related advertising for the newsletter.

Responsible for accurately and correctly publishing information in the newsletter.

Responsible for the editing of the newsletter.

Offers to publish quilt class schedules to teachers and shops at no charge biannually.

Lays out each month’s newsletter using desktop publishing software.

Delivers the finished work to the printer and emails the text to the Webmistress and the board member responsible for mass emails. This is done monthly.  
Continually looks to improve the guild’s newsletter.

The newsletter editor will publish the following:

Annually (Feb) - Nominating Committee

Annually (Feb) - Spring Fling enrollment forms

Annually (Apr) - Slate of Officers

Annually (Aug) - Approved budget

Bi-Annually - Quilt Show Information

Library Books/Stencils (members two months late)

Monthly - Approved Executive Treasurer Report

Monthly – Approved Motions Executive Board

Monthly – Approved Minutes Exeutive Board

Monthly - Meeting locations

Quarterly - Chapter Financial Reports

The deadline will be suggested by the newsletter editor, approved by the Executive Board, and published in the newsletter and website.