

Village Quilters Job Description News E-Bulletin

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policy & Procedures affecting Job:

Administrative:

Advertisement on the Association website or in the **E-Bulletin** shall be restricted to members of the Association and shall be restricted in content to the subject of Quilting. If a member wishes to place an announcement or item which is not quilting related, it may only be placed on the bulletin board for others to view.

Other Duties & Responsibilities:

- Receive pertinent information, compose text, and e-mail the monthly E-Bulletin to all current active members. Information may be gathered from the website, double checked and confirmed at the Board meetings. Verify and resolve any discrepancy with Board, Chairs and/or Web Editor.
- Remind, or the President may direct, Board or Committee members to forward any current information to the E-Bulletin chair prior to the Board meeting.
- Include information for the current month and for at least one upcoming month. It is intended as a monthly reminder of events and announcements and should include links to the Village Quilters website where more detailed information may be posted.
- E-mail the E-Bulletin each month just after the monthly Board meeting unless otherwise directed by the Board. It will go by bulk E-mail to the membership list/roster as maintained by the Membership Chair in the Guild email account villagequilters@hotmail.com .
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original records you may have to the Secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.