

Village Quilters Job Description
News E-Bulletin
(As of August 2010)

Duties according to Village Quilters Bylaws:

Article VI – Duties of Standing Committees:

Section 2. Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

Section 3. 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:

e) 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 may not be quilting related it may only be placed on the bulletin board for others to view.

Other Duties & Responsibilities:

- Collect 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 record 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.