

# ***Village Quilters Job Description Publicity***

## **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:**

None

## **Duties & Responsibilities:**

- Send pertinent information for all regularly scheduled meetings, events and/or special events to *The Village Connection*, Channel 3 and the *POA Web Calendar*. Meetings would include monthly Board meetings and Guild meetings; events may include all sweatshops, workshops or other regular activities. Special events may include program classes, field trips, quilt shows or other events designated by the Board.
- Submit articles and photos about events as appropriate to available news sources such as:
  - a) The Village Connection
  - b) TVPOA Communications Manager
  - c) East Tennessee Mountain Views
  - d) West Knox section of the Knoxville News-Sentinel
- Ensure that all information sent to news sources is published correctly; request corrections as necessary.
- Update the Village Recreation Center Activities Calendar with current information about meeting time, place and contact person. This calendar is printed in *The Village Connection*.
- Update the Village Directory with the current (or upcoming) President's name and phone number. Be aware of the announced time frame for submitting this update. There are usually two directories per year.
- Keep an up-to-date file of correspondence, contact persons and published articles.
- Notify and provide Secretary with any change or revision for job description as needed.

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- With respect to the retention policy, forward any original record(s) you may have prior to year end.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.

News Sources:

### **The Village Connection:**

Send information via email to [tammy.cheek@news-herald.net](mailto:tammy.cheek@news-herald.net) or use one of the available submission forms at the POA office. Deadline is the Wednesday noon prior to weekly publication date. Phone: 986-6581

### **Channel 3:**

Submit or download form available on the Channel 3 site at [www.tellicovillage.org](http://www.tellicovillage.org) Forms are also available at the Village fire station. Deadline is seven days prior to the first broadcast date. Phone: 458-9917

### **POA Web Calendar:**

Update calendar at [www.tellicovillage.org/calendar](http://www.tellicovillage.org/calendar)  
The calendar can be filled in for as many months ahead as desired.

### **East Tennessee Mountain Views**

[www.etmv.com](http://www.etmv.com)  
phone: 865-856-6463

### **TVPOA Communications Manager or Asst.**

[probichaud@tvpoa.org](mailto:probichaud@tvpoa.org) for Asst Patty Robichaud  
Public relations phone: 458-5408 x4115 Patty

### **West Knox section of Knox News**

Check the Wednesday paper or see <http://knoxville.yourhub.com/> for information