

# ***Village Quilters Job Description News E-Bulletin***

## **Duties according to Village Quilters Bylaws:**

None

## **Policy & Procedures affecting E-Bulletin Reporter:**

### **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:**

- Primary duty is to collect pertinent information, compose text, and email the monthly E-Bulletin to all current active members.
- The E-Bulletin is emailed each month just after the monthly Board meeting unless otherwise directed by the Board.
- The President may direct other Board or Committee members to forward any current information to the E-Bulletin reporter prior to the Board meeting.
- Each month's bulletin should 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.
- Information should be gleaned from the website, double checked and confirmed at the Board meetings. Verify and resolve any discrepancy with Board & Web Editor.
- The E-Bulletin is emailed to the membership list as maintained by the Membership Chair at the [villagequilters@hotmail.com](mailto:villagequilters@hotmail.com) email account.

As of September 2008