

Village Quilters Job Description

E-Bulletin News

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 activity:

Administrative:

4. Advertisement on the Guild website or in the **E-Bulletin** shall be restricted to members of the Guild and shall be restricted in content to the subject of Quilting. If a member wishes to place an announcement or item which may or may not be quilting related, it may only be placed on the bulletin board, meeting entry table or free table for others to view. As a general rule, any other outside (quilt or non-quilt related) requests for announcement will be acknowledged by the President or another assigned Board member and the information will be placed on the free or entry table. However, at the discretion of the board, as approved from time to time, the announcement may be handled in another manner for convenience and/or benefit of members (ex. past participation in Toys for Tots or reciprocal show/raffle quilts).

Duties & Responsibilities:

- ^ Seek and/or receive pertinent current information, compose and format text of bulletin; 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 Webmaster.
- ^ 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 but no later than 7pm of the evening of 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 .
- ^ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ^ Outgoing Chair shall turn over all books, records or files to their successors.
- ^ Provide annual budget input if/when requested by the treasurer.
- ^ Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- ^ With respect to the retention policy, forward any other 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.