

# ***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, POA office for publication in Tell-events and Tell-e-gram and the POA Web Calendar*. Meetings would include the monthly Guild meeting and may include Board 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 for current activities in addition to special subjects as suggested or requested by the President and/or the Board of Directors to available news sources such as:
  - News-Herald and The Village Connection
  - TVPOA Communications Manager
  - East Tennessee Mountain Views
  - West Knox section of the Knoxville News-Sentinel
  - The Advocate and Democrat
  - Monroe Life Magazine
- ✦ On occasion, the President and/or the Board of Directors may also suggest and/or request that certain articles about various subjects be published in the E-Bulletin. Submit these articles and/or announcements to Village Quilters E-bulletin prior to the deadline on the day of the board meeting. These other subjects may include selected member interviews, an overview of a certain Board position or certain announcements regarding Policy & Procedures.
- ✦ Ensure that all information sent to news sources is published correctly; request corrections as necessary.
- ✦ Update the Summer Edition of the Village Directory with the upcoming President's name and phone number. Be aware of the announced time frame for submitting this update.
- ✦ 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.

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

- ✦ 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**

#### **News-Herald and The Village Connection:**

- ✦ Send information via email to [news@news-herald.net](mailto:news@news-herald.net) or request another method of submission by calling the POA office – paper submission forms may be available at the POA office.
- ✦ Deadline is the Wednesday noon prior to weekly publication date.
- ✦ Phone: 986-6581

#### **Channel 3:**

- ✦ Submit on the Channel 3 site at <http://www.tellicovillagechan3.org/send-us-an-event-2>
- ✦ Deadline is seven days prior to the first broadcast date.
- ✦ Phone: 458-9917

#### **POA Web Calendar:**

- ✦ Update calendar by logging into the POA website at <http://www.tellicovillagepoa.org>
- ✦ 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.**

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

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

- ✦ Check the Wednesday paper or email [features@knoxnews.com](mailto:features@knoxnews.com)

#### **The Advocate & Democrat**

- ✦ [www.advocateanddemocrate.com](http://www.advocateanddemocrate.com)
- ✦ Monroe County News

#### **Monroe Life Magazine**

- ✦ <http://monroelife.com>