

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Newsletter

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours Per Month: 15-20

Last Updated: April 2010

Description of Committee Function – please be specific:

- Attends all Board meetings.
- Creates a newsletter from articles submitted by members. There are 11 issues per fiscal year (none in July).
- Target newsletter to no more than 6 pages printed front and back.
 - Print forms in newsletter once and then refer people to web site to print additional copies.
 - Print the membership form on the back of the mailing label.
 - Do not print forms back to back.
 - Eliminate redundant information – consult with contributor and Vice President
 - When space is limited – print articles regarding activities occurring within the next 4 to 6 weeks.
- Follows up with Board members – when no article is submitted, indicate “no article submitted, contact (name of board member) with questions”. Provide contact information.
- Works with Vice President and Secretary to review and edit content before printing.
- Takes newsletter to printer, so members receive it one week before the monthly Guild meeting. Print company mails out the printed version. Post newsletter to website. Chair emails the newsletter to members who have signed up for email version.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Distribute newsletter guidelines at the summer Board meeting, including due dates for articles.
- Include due date for articles in the guild calendar.
- Keep in close contact with Membership to assure a current copy of email addresses is used when sending notification that newsletter has been posted to the website.
- Answer member questions regarding receipt of newsletter. Work with Membership Chair to determine root cause of “lost” newsletters.
- Encourage receipt of emailed newsletter as it reduces cost for the guild.