

JOB DESCRIPTION  
Newsletter Chair, Capital Calligraphers  
2010/11

1. Prepare newsletter for the first, second, and fourth quarters of every calendar year. For third quarter, send out a postcard reminding members of the September meeting.
2. Announce deadlines for material to be submitted for upcoming issue of the newsletter at monthly guild meetings and by email. For the past few years, the deadline has been the 10<sup>th</sup> of February, May, and November.
3. Collect newsletter materials, such as articles, announcements, and photos.
4. Follow-up with phone calls or emails if necessary to ensure materials arrive in a timely manner.
5. Plan format of the newsletter:
  - Prioritize
  - Logical order
  - Edit articles for spelling/grammar
  - Plan headings as needed
    - Repeated items: list of officers, map showing location of meeting place, membership and dues information
    - Summary of minutes for 3 prior months (recording secretary)
    - Expanding horizons – classes in the community and beyond
    - Upcoming workshops (workshop chair)
    - Meetings: programs and supplies (program chair)
    - Hospitality, refreshment responsibilities (hospitality chair)
    - New member or change of address info (membership chair)
    - Hands-on article for calligraphers
    - Miscellaneous
    - Be sure name or initials are on each article and names appear in the thank you section.
  - Lay out in publishing program and print out proof as example for printer.

6. Hand deliver (or email) to printer, along with 24 lb paper, to Chemeketa copy center by the 15<sup>th</sup> of the month (have used both Navigator paper from Paper Zone and Office Depot paper). Specify which pages are color copies and which pages are black and white. Request 125 stapled copies.
7. May obtain a check from Treasurer to take when picking up copies, or obtain reimbursement after pickup.
8. Ensure newsletters are mailed before the last week of the month to help remind members of the upcoming meeting.
9. Attend board meetings.