

Greater Southeastern Quilting Association

Policies and Procedures

Newsletter Editor

Policy Statement

The Newsletter Editor shall gather, report and publish news and information of interest to the membership in consultation with the Board of Directors; coordinate the printing and mailing of the newsletter at the beginning of each quarter; keep a permanent file of all materials, supplies and reports pertinent to the office to be transferred to her successor.

Procedures/Standards and Roles & Responsibilities:

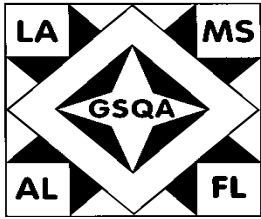
1. With board approval, secure services of a printing service including getting quotes and arrange payment to printer by GSQA.
2. Bulk Mail Permit # 219 located at the 17th Street Post Office, Metairie, La is maintained for mailings of 200 copies or more. The Treasurer is responsible for reapplying each year and paying the yearly fee. Newsletter Editor will be responsible to advise Treasurer of additional postal funds as needed and ensure that the yearly fee has been paid
3. Gather information for insertion into newsletter and prepare the newsletter in a format useable for both postal and electronic distribution
 - a. Information is received from a variety of sources. List a source for each piece of information for later reference.
 - b. Information should be received no later than early in the same month of the board meeting (December, March, June and September).
 - c. Non-Quilt Show Year Timeline –Seminar information when available to coincide with Newsletter dates.
 1. April issue: Seminar wrap up information, if any
 2. July issue Shop List and Guild List
 3. October issue: Nominations of officers for next year
 4. January issue: Wrap up issue – Publish any new information in the GSQA Board Section
 - d. Quilt Show Year Timeline
NOTE: All Quilt Show Information will fluctuate depending on the date of the show and should be included in 2-3 issues prior to the show date.

Policy History

Original Date: June 2009

Reviewed: May 22, 2015

Approved: June 4, 2016



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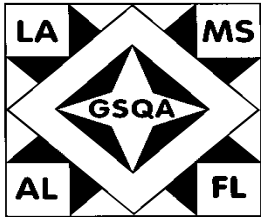
1. 2-3 Newsletter cycles before the Quilt Show date – This is a full issue, depending on when show dates fall. Information provided by the Quilt Show Director includes: Entry forms, fliers, registration forms, etc.
 2. July issue Shop List and Guild List
 3. Quilt Show information may also be included in October or January issues due to upcoming dates of Quilt Show.
 4. Opportunity Quilt flyers may be included in issues leading up to the quilt show.
4. Required Articles for every issue of *Quilt Talk* should include information on the following:
- a. The President's Corner – President
 - b. Table of Contents
 - c. GSQA Board Member contact information
 - d. General Meeting (including map and directions) – Program Director
 - e. Program information – Program Director
 - f. Marion Maerke Award Information – Marion Maerke Scholarship Award Director
 - g. Pursuit of Excellence (POE) – POE Director
5. Editor's responsibility includes:
- a. Coordinating the physical layout of the newsletter in conjunction with the president's wishes (ink and paper color).
 - b. Arranging the editorial layout of the newsletter
 1. Week 1 – Use a blank layout and begin to insert any articles you have received. Make sure the information is correct and does not require Board approval.
 2. Week 2 – Continue with layout and adjustments. This is the time to send the final draft to the Board for review and return comments as necessary. Contact the Membership Director for lists both in email and snail mail format for the printer.
 3. Send a secure file of the newsletter to the printer, along with the snail mail list. Printer will return for approval. Printing should be complete no later than the beginning of week 4.
 4. 25 Extra copies of the newsletter should be ordered for each printing. Keep two copies for your records file and give the rest to the Ways and Means Chairman for the distribution at the next general meeting.

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Georgia States Quilting Association

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5. Week 4 – Printer should send out the snail mail copies. Newsletter Editor begins sending out the email copies on the last day of the month. Newsletter emails will be sent in batches of 20-25 names at a time with no more than 500 emails per day. A Reminder notification to those with recently expired or about to expire memberships should be included. An electronic copy of the newsletter will be sent to the Media Director for posting on the website.
6. Mail (or e-mail) newsletter at least four times per year (January, April, July, October). As well as any other time as determined by the Board
7. GSQA will provide newsletter editor with a computer program, if necessary, to produce the newsletter.
8. Confidentiality of any information obtained related to your position as a Board member must stay confidential and only be discussed with other Board members.

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