

Kawartha Quiltmakers' Guild

Newsletter Editor

The KQG Newsletter is a monthly edition from September thru June. The KQG takes a summer break during July and August therefore we do not publish an edition during this time. Submissions are due the tenth of each month. Microsoft Publisher is currently used to create the edition. A working knowledge of Microsoft Publisher and the internet is required.

The current components of the newsletter are as follows:

PRESIDENTS MESSAGE

The KQG President will submit a message to the Editor for publication

DIRECTORY

Currently contains general information such as address, email contact info, when and where our meetings are held , what to bring, and the directory for the current issue

PROGRAM

Upcoming program information. This is supplied by our Program Chairperson and/or staff.

WEDNESDAY AFTERNOON GROUP

Is a monthly lunch and sew held after the monthly meeting. Details are provided by the Chairperson and/or the person who is leading the group for that month.

CHARITY

This area is to advertise our many groups who work to help others. Normally general information remains the same. Any addition or changes may be provided by the Chairperson for the charity.

ADVERTISING

Any outside advertising will come thru from our Advertising Chairperson. She has received payment for the advertisement and will instruct how we will proceed with size of ad and how many issues etc. Occasionally we may receive an ad for a sewing related item from a member which is currently acceptable. When in doubt check with the Advertising Chairperson.

ANNOUNCEMENTS/REMINDERS

May be sent from members. If in doubt check with the appropriate chairperson/member.

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MEMBERSHIP

New members names will be published, the fee structure and the application form. This will be sent from the Membership Chairperson.

CONGRATULATIONS

Names of winners for any draws will be published. The names can be obtained from the meeting minutes.

MEETINGS

Periodically the Editor may be requested to attend meetings with the executives/chairpersons/members to help contribute to the success of the Guild.

BUDGET

The newsletter currently has an annual budget of \$1000.00. Receipts are sent to the treasurer for re-imbusement.

ASSISTANT

The newsletter currently has a position for one assistant. This person is responsible to pick up hard copies of the newsletter and mail out via Canada Post to those who have requested this service. Currently our assistant has retired . The Editor will take over these responsibilities for now.

PUBLISHING

The Editor is responsible upon completion of the edition, to send via email to :

- The Webmaster who then will copy to our webpage.
- The printer with the amount of copies required. This information is sent to you by the Chairperson for membership.
- The Newsletter Assistant asking to pick up and mail the copies when ready.
- The Treasurer to make them aware of the forthcoming invoice from the printer.