**Wild Rives Quilt Guild**
**Newsletter Editor Guidelines and Responsibilities**

The primary vision of our guild as stated in our Guidelines is as follows:

"The Wild Rivers Quilt Guild is a group of quilters who wish to learn about, preserve, and encourage the art of quilt making; promote a gathering of like-minded folks in a fun and relaxed environment; provide education and instruction for guild members and visitors in the history, design, and techniques of quilt making."

**Purpose of the Newsletter Editor:**

The Newsletter Editor shall prepare a monthly newsletter that highlights the upcoming activities of the Guild.

**Newsletter Editor is a Volunteer Position** – no specific term, but in general volunteer positions would run from September through August the following year. Volunteers are typically welcome to continue in their volunteer positions if they desire to do so, but it is not expected.

**The Newsletter Editor will work closely with the LTEAM:**
Members of the LTeam will provide much of the content for the newsletter. The President will provide the President's Letter to the Guild, Open Sew dates, and other news. The Program Team Chair or appointee will provide the content for upcoming Presentations, workshops, and future presentations. Other teams of the Guild may provide content as needed.

**Responsibilities of the Newsletter Editor:**

*Content by others to be provided to the Newsletter Editor by the end of the first week of the month.

*Compile content provided by others and put it into a newsletter – it can be as simple or as complex as the editor desires.

*The Newsletter Editor can provide additional quilting-related content or no additional content as desired.

*Provide a PDF of the newsletter to the Guild Secretary and Webmaster no later than noon on the 3rd Wednesday of each month prior to the upcoming 4th Tuesday Guild meeting. The Guild Secretary will forward the newsletter to the membership and the Webmaster will post it to the Guild website.

*To avoid errors/mistakes, it is highly recommended that the Newsletter Editor and the Content providers proofread and have someone else proofread their work, giving special attention to days of the weeks, dates, and times, amounts, etc.

*Allow for the possibility of last-minute details to be added after the LTeam meets on the 3rd Tuesday.