

Newsletter Chair

The Chairperson is appointed by the President

- ❖ Publish and maintain a permanent file of the Newsletter to keep members informed of activities and coming events.
 - Newsletters are sent monthly via member emails.
 - A newsletter may be mailed if member has paid the yearly fee
 - Newsletter is posted to guild website monthly
 - Chairpersons must submit information to Editor by the established deadline to ensure insertion into newsletter
 - Has newsletter proofread prior to publication
 - Tracks and limits costs to allotted budget
- ❖ Often sends news alerts to membership between newsletter editions
- ❖ Adheres to guild privacy guidelines submitted by Membership Chairperson for individual members