



Quilters' Connection Newsletter: Editor

The duties of the Editor of the Quilters' Connection Newsletter, *Quiltations*, are as follows each month:

Newsletter Creation:

- Collect items, articles and news from *Quiltations* contributors (including President's letter, News and Notes, Quilt Events, Library News, Programs) during the month via email. Send an email reminder to regular contributors a few days before the deadline, as it tends to sneak up on all of us.
- Take the month's contributions and format into the newsletter template.
- Proofread and spell check.
- Create a .pdf format for distribution.
- Send the draft version out to the newsletter proof readers for comments and corrections.
- Create final version of the newsletter, incorporating edits and suggestions from the proof readers.

Newsletter Printing and Distribution to Members:

- Create a final .pdf version and email to the e-Communications volunteer for posting to the Webmaster and distributing via email to the members.
- The Webmaster posts the document to QC's website and sends the posting link to the e-Communications volunteer, who emails the membership with the information for viewing *Quiltations* online.
- Submit the newsletter for printing. Go to the printer's on-line proofing web site and view the document, in case there are errors or the layout changes. When the file has been viewed and determined ready for printing, approve it.
- Complete the printer's contact information, including specs for printing, how many copies, and who will pick up the document.
- When the printing job is finished, contact the Newsletter Assistant, who picks up the copies and prepares them for mailing.

Miscellaneous Duties:

- Archive all past *Quiltations* files and templates which will be passed on to the next QC editor.
- Attend QC Executive Board meetings. The Newsletter Editor is a voting member of the Board.