



CANBERRA QUILTERS INC  
SINCE 1976

# Canberra Quilters Inc.

ABN 49 327 425 805

## Duty Statement – Newsletter Editor

As a member of the Canberra Quilters' Committee, the Newsletter Editor contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aims and objectives through the compilation and publishing of a newsletter to inform the members of the guild. These duties are undertaken in accordance with the Canberra Quilters' Constitution.

### General:

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.

### Committee and Financial Responsibilities:

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on any issues impacting on the publication of the newsletter.
- The Committee as a whole approves spending by the group. The Treasurer will seek approval for spending at committee meetings or via emails if it is urgent.

### Connecting Threads:

- Produce four issues of the *Connecting Threads* newsletter annually. The issues are due March, June, September and December.
- Some knowledge or skills with publishing software would be an advantage.
- Seek newsletter input from the Committee, meeting and Special Interest Group coordinators, Room Booking Coordinator and special event coordinators (Biggest Morning Tea, Retreat). You are not required to write the material but may edit the content to meet space or layout requirements.
- Seek input from members, where possible.
- Compile the newsletter to achieve an interesting but cost effective layout for printed copies.
- Arrange for the printing of paper copies and forward the .pdf newsletter file to the Communications Officer/Website Coordinator for providing the electronic link to members.
- Calculate costs for *Connecting Threads* advertisers and advise the Treasurer to enable the preparation of invoices.
- In consultation with the Secretary, ensure the December issue contains the AGM notification and relevant document.



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- In consultation with the Treasurer, ensure the March issue contains a copy of the audited financial statements in preparation for the AGM.
- In consultation with the Exhibition Coordinator and Exhibition Secretary, ensure that the results and photos of the annual exhibition are included in the next edition after the exhibition.
- Post messages throughout the newsletter to remind members of membership renewals and exhibition entry deadlines and other notifications.
- Liaise with the Sponsorship Coordinator to ensure sponsorship list and contact details are correct. As required, include sponsor promotional material to assist with publicity requirements.

## **Other duties:**

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the Committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.